

**PLACENTIA LIBRARY DISTRICT**



**Board of Trustees**

**Regular Meeting**

**February 24, 2003**

**Library Conference Room**

**Administration**

# AGENDA

## REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES





February 24, 2003

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call  
Administrative Assistant
2. Adoption of Agenda.

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

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the January 21, 2003 Regular Meeting.

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

**CLAIMS (Items 9 - 12)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 9 – 12 may be considered together as one motion to “Approve the Claims, and Receive & File the General Fund Cash Flow Report.” Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

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

No Nonstandard Claims were processed during this report period.

21. Circulation Report for January 2003 (Receive & File)
22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
23. Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)
24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
25. Status Report on Partnerships with Community Organizations. (Receive & File)
26. Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on (Receive & File)
27. Quarterly report for the Staff Education Grant (Receive & File)
28. California Library Literacy Services Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)
29. Families for Literacy Grant Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)
30. Semi-annual report for English Language Literacy Intensive Grant (Receive & File)
31. Public Library Claim for State Library Statewide Date Base Subsidy for Fiscal Year 2002-2003 (Receive & File)
32. Letter from State Librarian Kevin Starr awarding \$24,725 for the California Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)
33. Claim for Second/Final Payment for the State Library Families for Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)

#### **CONTINUING BUSINESS**

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

Presentation: Library Director

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

35. Authorization to Replace the Library's Local Area Network (LAN) at an equipment cost not to exceed \$13,500 and installer's cost not to exceed \$4,250.

Presentation: Library Director

Recommendation: Authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed \$9,850 and installer's cost not to exceed \$3,750 to be paid from the General Fund.



36. Report on Staff Training Plans

- Presentation: Library Director  
Recommendation: Authorize a joint Trustee and Staff training session on interpersonal communications issues with Susan Berk on Thursday, March 20, 2003 followed by a planning session with Trustees and Managers, at a cost of \$3,500.

**NEW BUSINESS**

37. Designation of Poet Laureate for Placentia Library District

- Presentation: Library Director  
Recommendation: Appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate

38. Amendment of the United States Conference of Mayors 457 Plan administered by Nationwide Retirement Solutions to allow participant loans from the Plan.

- Presentation: Library Director  
Recommendation: Approve amendment to Placentia Library District's United States Conference of Mayors 457 Plan with Nationwide Retirement Solutions to allow participant loans from the Plan; and

Authorize the Library Board President to sign the Loans to Participants Amendment to Plan Document and the Participant Loan Administrative Procedures.

39. District's Personnel Insurance Broker Stormy Waldeck will review the District's medical, dental, vision and life insurance coverages for staff.

- Presentation: Library Director  
Recommendation: Select medical insurance carrier beginning March 1, 2003; and

Give direction for action on other policies.

40. Introduction of the Draft Placentia Library District Policy Manual.

- Presentation: Library Director  
Recommendation: Receive & File and set first reading for the Draft Placentia Library District Policy Manual for the March 24, 2003 Library Board Meeting.

41. Recommendation to join the Orange County Council of Governments

- Presentation: Library Board President  
Recommendation: Determine whether to request membership in the Orange County Council of Governments

42. Orange County Emergency Services Operational Area staff is requesting the District's protocol that will be implemented if the National Threat Level goes to "Red-Severe".

Presentation: Library Director

Recommendation: Authorize the Library Director or, in the absence of the Library Director, the Librarian in Charge, to determine whether to close the Library and how to deploy the staff whenever the National Threat Level goes to "Red-Severe".

43. Request by Trustee Dinsmore for resolution supporting City of Placentia Police Department.

Presentation: Trustee Dinsmore

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

#### STAFF REPORTS (Items 44 - 49)

*Items 44 – 49 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.*

44. Program Committee Report for January 2003 (Roberts)  
45. Children's Services Report for January 2003 (Smith)  
46. Placentia Library Literacy Services Report for January 2003 (Roberts)  
47. Placentia Library Web Site Report for January 2003 (Roberts)  
48. Publicity Materials Produced in January 2003. (Rakos)  
49. Safety Committee Minutes for January 2003 (Matas)

#### ADJOURNMENT

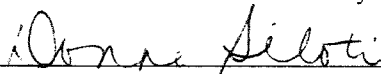
50. Agenda Preparation for the March Regular Meeting, which will be held on Monday, March 25, 2003 at 6:30 P.M.  
51. Review of Action Items.

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

52. Adjourn

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

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

  
\_\_\_\_\_

Stormy Waldeck - Benefits Insurance Broker  
Jim Roberts  
EDM  
AGENDA *Maudie Laskov*

**REGULAR MEETING**

PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES  
February 24, 2003  
6:30 P.M.  
Library Conference Room

Start Time: 6:36

1. Roll Call Administrative Assistant
2. Adoption of Agenda

S, B, D,  
W, E

3. Minutes of the January 21, 2003 Regular Meeting.  
Presentation: Library Director  
Recommendation: Adopt by Motion  
*Amendment - urgent business E, W, All*  
Mtn: *E, W, All*  
Sec: *E, W, All*  
*Mtn Amend to include & adopt as 43A*
4. Oral Communications  
Presentation: Library Director  
Recommendation: Approve by Motion  
Mtn: *E, W, All*  
Sec: *E*  
*All*

5. Board President Report - *Spec. Dist meeting* *sup* *Norby spoke.*  
*T. Wilson - head of Cty Sup. - Bd Meeting - discuss finances -*  
*Meeting w/ computer consultants.*

6. Trustee Reports  
*Peggy - ~~at everyone was @ Chamber~~ expansion - of bit Prog*  
*Geoff - Friends sweetheart got together. EDM gave powerpoint pres. on Cond. j.*  
*Betty - Apprec. Legis. Updates. Newsletter nice - bid BA in soc.*  
*Gac - none*
7. Library Director Report - *none*

8. Friends of Placentia Library Board of Directors Report - *none*  
*Jill Bothe had to cancel.*

**CLAIMS (Items 9 - 12)**

- Presentation: Library Director  
Recommendation: Approve by Motion
9. Nonstandard Claims in excess of \$300. (Approve)  
No Nonstandard Claims were processed during this report period.
10. Claims forwarded by the Library Director. (Approve)

Mtn: D  
Sec: B  
All



Claims 4383, 4384, 4385, 4386, 4387, 4388, 4389 and 4390 forwarded by Library Director for a total of \$25,121.75 for this report period.

11. Current Claims and Payroll (Approve)

Claims 4391, 4392, 4393, 4394, 4395, 4396, 4397, 4398 and 4399 for a subtotal for Claims of \$18,973.95; and Payrolls 4400 for \$28,648.14 and 4401 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$76,270.23.

12. FY2002-2003 Cash Flow Analysis through February 24, 2003 and report that \$7,000 was transferred from the Payroll Checking Account (Wells Fargo Bank) to the Emergency Payroll Savings Account (California National Bank) to replace the funds withdrawn on October 7, 2002. (Receive & File and Ratify Transfer)

**FINANCIAL REPORTS (Items 13 - 17)**

Presentation: Library Director  
Recommendation: Approve by Motion

Mtn: D  
Sec: W  
All

13. Financial Reports for January 2003 (Receive & File)

S - FY 2001/02

14. Office General Ledger & Check Registers for January 2003 (Receive & File)

15. Acquisitions Report for January 2003 (Receive & File)

16. Collection Agency Report for January 2003 (Receive & File)

17. Gifts Report for January 2003 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 18 - 33)**

Presentation: Library Director  
Recommendation: Approve by Motion

Mtn: W  
Sec: D  
All

18. Building Maintenance Report for January 2003 (Receive & File)

19. Personnel Report for January 2003 (Receive, File, and Ratify Appointments)

20. Volunteer Report for January 2003 (Receive & File)

21. Circulation Report for January 2003 (Receive & File)



- 22. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
- 23. Legislative Alerts from Senator Bob Margett, the California Special Districts Association and the California Library Association. (Receive & File)
- 24. Status Report on the Two Percent Assessment Appeals Case. (Receive & File) - E When to Appellate Court? M - Don't know S/O \$74K
- 25. Status Report on Partnerships with Community Organizations. (Receive & File) E Volunteers used in ELL 1+003? Jim - yes, some
- 26. Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on (Receive & File)
- 27. Quarterly report for the Staff Education Grant (Receive & File)
- 28. California Library Literacy Services Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)
- 29. Families for Literacy Grant Mid-Year Report for Fiscal Year 2002-2003, as submitted to the State Library of California. (Receive & File)
- 30. Semi-annual report for English Language Literacy Intensive Grant (Receive & File) E Homework House, any help. Jim different population/geographic
- 31. Public Library Claim for State Library Statewide Date Base Subsidy for Fiscal Year 2002-2003 (Receive & File)
- 32. Letter from State Librarian Kevin Starr awarding \$24,725 for the California Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File) E Where in budget? EDM - State Revenues 6970-02 Int memo 13 05 4
- 33. Claim for Second/Final Payment for the State Library Families for Literacy Campaign Grant for Fiscal Year 2002-2003 (Receive & File)

D - commend Jim, pleased w/ progress w/ literacy program

**CONTINUING BUSINESS**

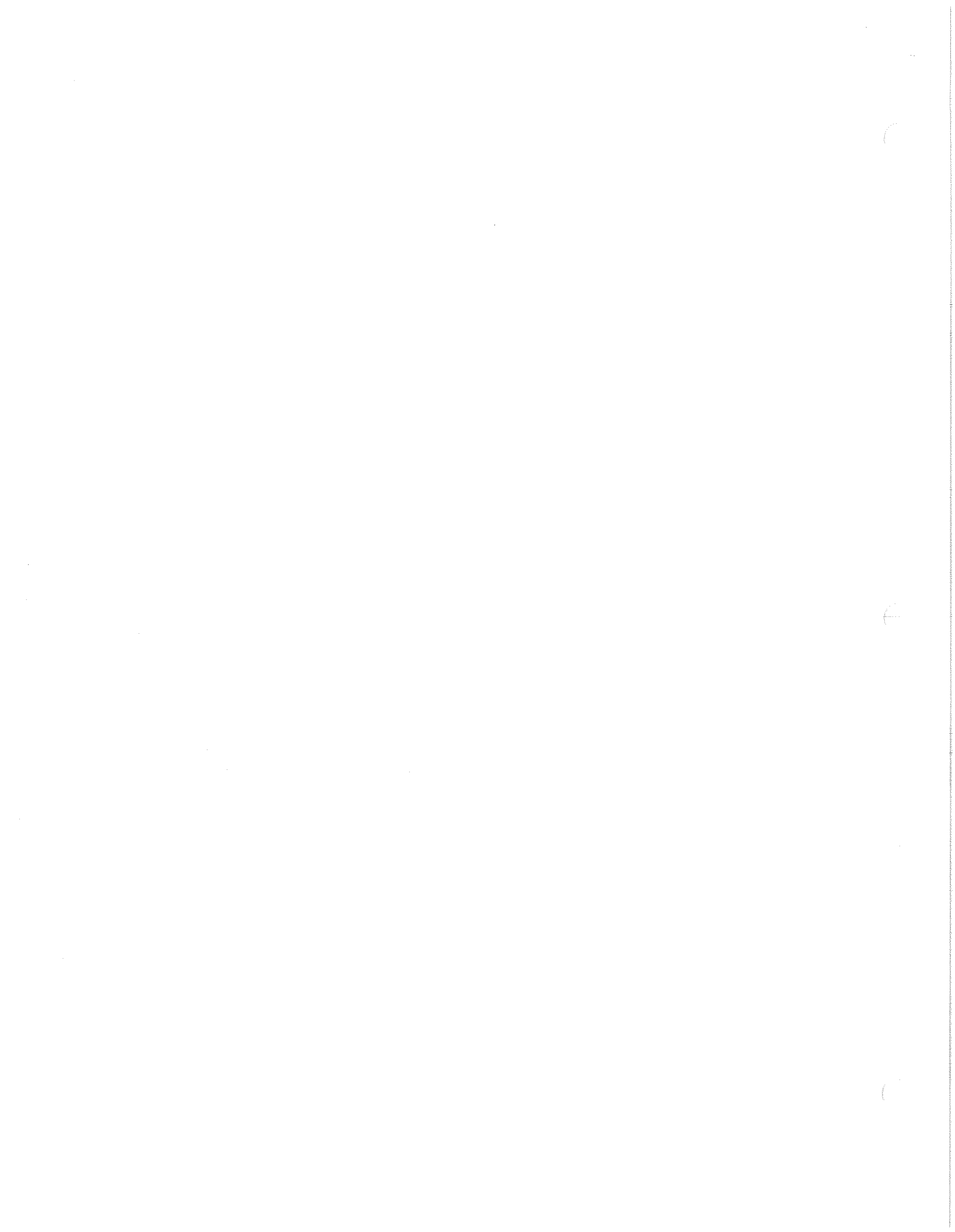
- 34. Legislative Issues and a Review of the Status of the State Budget and State Library Budget.

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

Mtn:  
 Sec:

Board of Trustees

AI - Feb 7 mtg Gdn. Notes from Lynn Daucher  
 2/28 Local event - invited Trustees to go w/ her  
 AI - ~~06~~ Passed out Leg. Alert - Nothing going on.  
 New Bipartisan Group includes Daucher. Richman (?) +  
 another Demo are chatting.  
 February 20, 2003, 5:26 PM





35. Authorization to Replace the Library's Local Area Network (LAN) at an equipment cost not to exceed \$13,500 and installer's cost not to exceed \$4,250.

*Wrs not just for this. Buy in \$5K chunks.*

Presentation: Library Director  
 Recommendation: Authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed \$9,850 and installer's cost not to exceed \$3,750 to be paid from the General Fund.

Mtn: E

Sec: W

All

*B - over buying?*

36. Report on Staff Training Plans

Presentation: Library Director  
 Recommendation: Authorize a joint Trustee and Staff training session on interpersonal communications issues with Susan Berk on Thursday, March 20, 2003 followed by a planning session with Trustees and Managers, at a cost of \$3,500.

Mtn: W

Sec: D

All

*42K Morning Bd + Staff Catered Lunch PM Bd + Mgr's*

*If approved - Berk will talk to each Bd Member.*

**NEW BUSINESS**

37. - Designation of Poet Laureate for Placentia Library District

Presentation: Library Director  
 Recommendation: Appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate.

Mtn: W

Sec: E  
 AM

*Nov 7 in CA municipalities city council. Not on agenda. Talked to*

*E - Who will supervise? Contract? W - would like to read poetry. e-mail to link to poetry - To defer to March*

38. Amendment of the United States Conference of Mayors 457 Plan administered by Nationwide Retirement Solutions to allow participant loans from the Plan.

Presentation: Library Director  
 Recommendation: Approve amendment to Placentia Library District's United States Conference of Mayors 457 Plan with Nationwide Retirement Solutions to allow participant loans from the Plan; and

Mtn: ~~D~~ E

Sec: E W

*all Mtn: to authorize Al to sign.*

Authorize the Library Board President to sign the Loans to Participants Amendment to Plan Document and the Participant Loan Administrative Procedures.

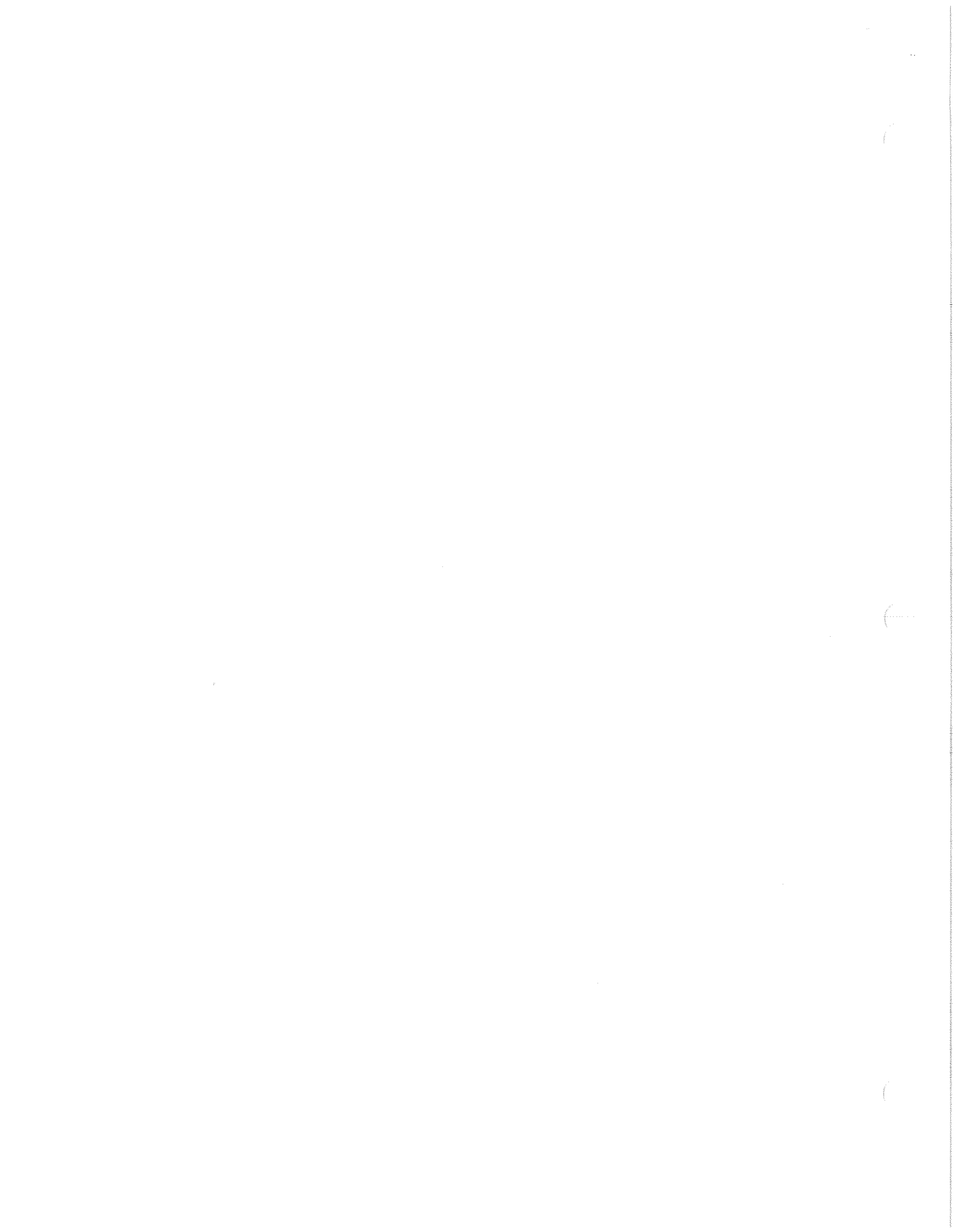
39. District's Personnel Insurance Broker Stormy Waldeck will review the District's medical, dental, vision and life insurance coverages for staff.

Presentation: Library Director  
 Recommendation: Review Group Plans Medical Comparison Plans

Mtn:

Sec:

*Intro - Stormy - Review Group Plans Medical Comparison Plans*



Recommendation: Select medical insurance carrier beginning March 1, 2003; and  
*Blue Cross*  
Give direction for action on other policies.

Mtn: B  
Sec: D  
All

*Strong - come in Thurs after next*

- 40. Introduction of the Draft Placentia Library District Policy Manual.

Presentation: Library Director  
Recommendation: Receive & File and set first reading for the Draft Placentia Library District Policy Manual for the March 24, 2003 Library Board Meeting.

Mtn:  
Sec:

*Missing - 2 job descriptions (add next month), Reviews 1000 + 4000 + 5000 sections for March*

- 41. Recommendation to join the Orange County Council of Governments

Presentation: Library Board President  
Recommendation: Determine whether to request membership in the Orange County Council of Governments

Mtn: W *Move to join*  
Sec: B  
All

*Go to attend*

- 42. Orange County Emergency Services Operational Area staff is requesting the District's protocol that will be implemented if the National Threat Level goes to "Red-Severe". *Employees to report in emergency.*

Presentation: Library Director  
Recommendation: Authorize the Library Director or, in the absence of the Library Director, the Librarian in Charge, to determine whether to close the Library and how to deploy the staff whenever the National Threat Level goes to "Red-Severe".

Mtn: E  
Sec: D  
All

*E - Emergency drills?  
EDM - No. Reissue disaster manual. Safety Com reviews manual. Signs for Bookcase, not doorways. E - do we participate in City emergency training? EDM No. We do what city says.*

- 43. Request by Trustee Dinsmore for resolution supporting City of Placentia Police Department. *- has flyers. Council Mar. 4 show support*

*E - individual support.*

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

Mtn:  
Sec:

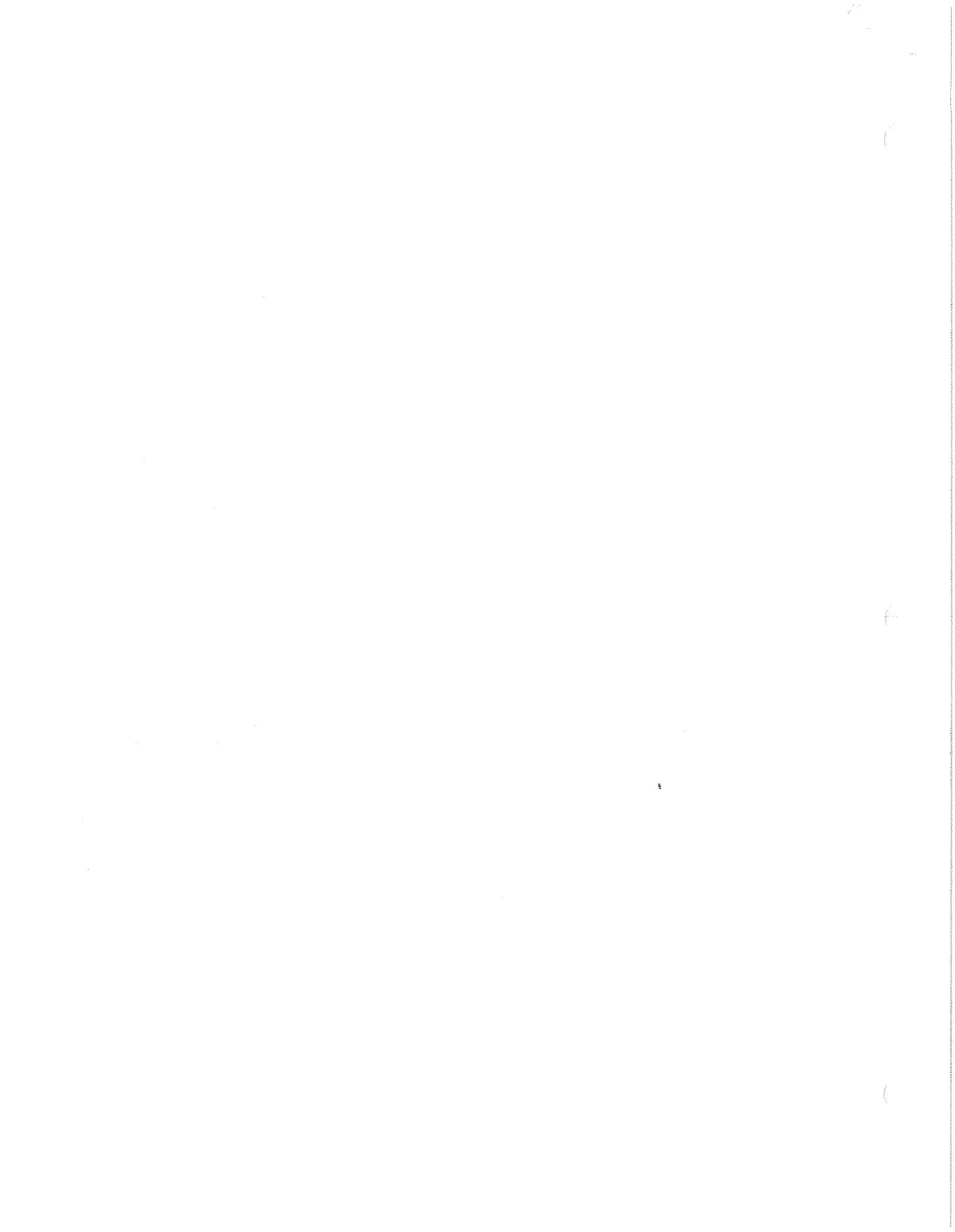
*+3A. money in ELL grant funds for this. In budget for Personnel, Mtn to join*

STAFF REPORTS (Items 44 - 49)

*Mtn: W  
Sec: B  
All*

- 44. Program Committee Report for January 2003 (Roberts)
- 45. Children's Services Report for January 2003 (Smith)
- 46. Placentia Library Literacy Services Report for January 2003 (Roberts)

Mtn: W  
Sec: E  
All



47. Placentia Library Web Site Report for January 2003 (Roberts)
48. Publicity Materials Produced in January 2003. (Rakos)
49. Safety Committee Minutes for January 2003 (Matas)

**ADJOURNMENT**

50. Agenda Preparation for the March Regular Meeting, which will be held on Monday, March 25, 2003 at 6:30 P.M.
51. Review of Action Items.

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

52. Adjourn

**Time:**

8:30

Mtn:  
Sec:



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
February 24, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti





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

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	January 25, 2003	4383	8,146.75
	January 25, 2003	4384	2,290.83
	January 30, 2003	4385	1,969.68
	January 30, 2003	4386	3,053.55
	February 10, 2003	4387	2,302.00
	February 10, 2003	4388	4,714.74
	February 13, 2003	4389	1,302.54
	February 13, 2003	4390	1,341.66
TOTAL BY LIBRARY DIRECTOR			<u>\$ 25,121.75</u>

Prepared by Donna Siloti

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/25/03  
REPORT NO 4383  
Agenda Item 10  
Page 2 of 9

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

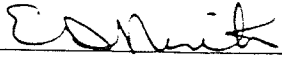
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

1/30/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55318		0700	00		8.15		
			1400	00		2,283.32		
						2,291.47		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	314		1800	00		107.64		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	2/01/03-3/01/03		0300	00		4,973.45		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	194785		1400	00		107.75		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	023105		1800	00		117.59		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	2/01/03-3/01/03		0300	00		270.47		
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	0221914		1600	00		195.00		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	87304		1400	00		83.38		

The claims listed above (totaling \$8,146.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

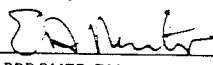
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

1/30/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N17970 University Products, Inc. P. O. Box 101 517 Main Street Holyoke, MA 01041	744731-01		1800	00		208.70		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N13362		2700	01		75.00		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12-26/02		2700	01		4.02		
	11-03-1 16-03		2700	01		16.92		
	Tuition Fall '02		1700	00		1,935.00		
	Books 1 13-03		1800	08		29.45		
	Books 9 16/02		1800	08		20.74		
						2,006.13		
(new vendor) Saundra M. Stark 325 Willamette Placentia, CA 92870	Year 2003		1900	00		1.00		

The claims listed above (totaling \$2,290.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

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

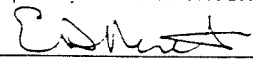
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

2/7/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	12/18/02-1/22/03		2800	00		514.96		
N01905 Data Perfect Images 500 W. Harrington St., Unit B Corona, CA 82880	19706		1800	00		140.08		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Feb 2003		0300	00		186.30		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	1 23/03		2800	00		134.95		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	714-528-8236 1/16/03		0700	01		63.93		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	Feb 2003		1900	00		35.00		
N06886G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	1/21/03		1800	00		643.51		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	35544		1800	00		250.95		

The claims listed above (totaling \$1,969.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/30/03 Agenda Item 10  
REPORT NO 4386 Page 5 of 9

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

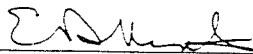
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
HIS CHECK FROM FUND 707

2/7/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt Rev	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	2/1/03-2/28/03		0300	00		600.50		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	1/1/03-2/1/03 2/1/03-3/1/03		0300	00		122.50 131.25 <b>253.75</b>		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	13400 13492		2700	01		75.00 75.00 <b>150.00</b>		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Jan 2003		1900	01		450.00		
N26342A Inter-Tel Technologies P.O. Box 53240 Phoenix, AZ 85072-3240	1023524		1300	00		190.00		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1/1/03-1/27/03		2700	09		11.52		
(new vendor) I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	1/22/03		1800	07 00		20.27 14.95 <b>35.22</b>		
(new vendor) OCB Reprographics 17721 Mitchell North Drive Irvine, CA 92614	2606790		1900	00		1,362.56		

The claims listed above (totaling \$3,053.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

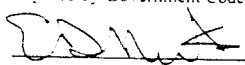
ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	068129		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2276		1900	00		42.00		
	2406		1900	00		42.00		
						84.00		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	353125		1800	00		634.53		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	196103		1400	00		105.75		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1214506		1800	00		158.52		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	13103		1900	00		166.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062774		1400	00		1,100.00		
N06786 Katherine Matas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Jan 2003		2700	01		25.20		

The claims listed above (totaling \$2302.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY


ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc	SC
			BS Acct	Rev			Number	
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030130		1900	00		542.50		
N22357 William Brown 122 Anned Dr. Placentia, CA SSN 517-20-2681	326579		1400	00		620.48		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	Dec 2002		2400	08		200.00	02	
	Jan 2003		2400	08		400.00	02	
						600.00		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	22274		1400	00		75.00		
N27565 Image Supply 1420 47th Avenue Sacramento, CA 95822-5902	17653		1800	00		221.91		
(new vendor) The Latino Family Literacy Project 1107 Fair Oaks Ave., Suite 225 South Pasadena, CA 91030	612		2400	07		448.31		
(new vendor) Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	714-524-8408 1/4/03		0700	08		156.54		
			0700	07		250.00		
						406.54		
(new vendor) Drew & Associates 41 Alberti Aisle, Suite A Irvine, CA 92614	17		1900	00		1,800.00		

The claims listed above (totaling \$4,714.74) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N038250 Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	02/06/03		1800	00		171.84		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	87340		1400	00		124.68		
N16877B IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21400868		1300	00		277.52		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	2/7/03		1900	08		270.40	2	
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	2/4/03		1900	08		214.48	2	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801	2/7/03		1900	08		194.46	2	
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	Jan-Feb 2003		2700	01		49.16		

The claims listed above (totaling \$1,302.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



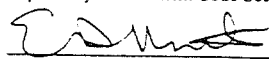
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	1/30/03 - 2/6/03		2700	09		50.40		
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	2/4/03		1900	08		154.80	2	
N22826A OCB Reprographics 17721 Mitchell North Drive Irvine, CA 92614	2616710		1900	00		1,136.46		

The claims listed above (totaling \$1,341.66) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
February 24, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4391	6,833.39
	4392	2,245.47
	4393	1,073.04
	4394	733.42
	4395	774.68
	4396	2,165.07
	4397	1,777.17
	4398	957.81
	4399	2,413.90
TOTAL CURRENT CLAIMS		<u>\$18,973.95</u>
PAYROLL	4400	28,648.14
	4401	28,648.14
		<u>\$57,296.28</u>
<b>TOTAL</b>		<b><u><u>\$76,270.23</u></u></b>

Prepared by: Donna Siloti

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/24/03  
REPORT NO 4391 Agenda Item 11  
Page 2 of 12

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55408		1800	00		46.49		
	55417		1400	00		2,031.46		
						2,077.95		
N01917 Library Video Company P.O. Box 580 Wynnewood, PA 19096-0580	W00321540001		2400	02		337.98		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1591016		2400	05		658.62		
	1597248		2400	05		485.36		
	1597253		2400	05		341.40		
	1598946		2400	05		512.32		
						1,997.70		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	55037126P		2400	05		161.63		
	5036623P		2400	05		87.49		
	51796079P		2400	05		314.20		
						563.32		
N03833 Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A35921		0700	05		215.50		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	356816		1800	00		162.04		
	U790278		2400	01		1,038.05		
	U790279		2400	01		125.11		
	U790280		2400	01		158.22		
	U790281		2400	01		157.52		
						1,640.94		

The claims listed above (totaling \$6,833.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

6,833.39

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U806211		2400	01		346.29		
	U806212		2400	01		42.77		
	U806213		2400	01		111.17		
	U811683		2400	01		27.45		
	U811684		2400	01		71.95		
	U811685		2400	01		21.39		
	U811686		2400	01		18.52		
	U811687		2400	01		22.40		
	U817406		2400	01		29.19		
	U827355		2400	01		114.26		
	U827356		2400	01		25.49		
	U836260		2400	01		255.15		
	U838804		2400	01		580.40		
	U838805		2400	01		82.90		
	U838806		2400	01		271.97		
U847769		2400	01		27.36			
					<b>2,048.66</b>			
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	82210734		2400	01		21.71		
	82215277		2400	01		33.49		
	82215278		2400	01		48.61		
	82215279		2400	01		16.04		
	82215280		2400	01		76.96		
					<b>196.81</b>			

The claims listed above (totaling \$2,245.47) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	82215281		2400	01		75.44		
	82215282		2400	01		52.89		
	82215283		2400	01		34.92		
	82246797		2400	01		39.37		
	82255687		2400	01		15.06		
	82255688		2400	01		53.06		
	82255689		2400	01		84.15		
	82255690		2400	01		15.95		
	82300975		2400	01		17.54		
	82308107		2400	01		16.78		
	82308108		2400	01		16.56		
	82308109		2400	01		48.18		
	82308110		2400	01		176.30		
	82425269		2400	01		17.29		
	82425270		2400	01		15.95		
	82425271		2400	01		33.35		
	82425272		2400	01		114.46		
	82425273		2400	01		75.69		
	82425274		2400	01		21.38		
	82496309		2400	01		19.77		
82504063		2400	01		128.95			
					<b>1,073.04</b>			

The claims listed above (totaling \$1,073.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	82504064		2400	01		80.04		
	82504065		2400	01		51.23		
	82504066		2400	01		16.68		
	82504067		2400	01		17.99		
	82504068		2400	01		18.00		
	82504069		2400	01		32.59		
	82504070		2400	01		31.74		
	82504071		2400	01		9.31		
	82586145		2400	01		36.56		
	82590595		2400	01		15.34		
	82590596		2400	01		17.35		
	82590597		2400	01		49.92		
	82590598		2400	01		16.05		
	82590599		2400	01		16.75		
	82590600		2400	01		118.89		
	82590601		2400	01		24.71		
	82590602		2400	01		18.60		
82590603		2400	01		16.67			
					<b>588.42</b>			
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	0263768 A. Shkoler		1600	00		145.00		

The claims listed above (totaling \$733.42) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N06896E Aspen Publishers Inc. PO Box 64054 Baltimore, MD 21264-4054	79692818		1800	00		195.00		
N15075 Cyrise Smith c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	2/11/03		2700	01		13.10		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200302-66		1900	00		15.00		
	200302-42		0700	02		19.95		
						34.95		
N20583 Merryant Publishers, Inc. 7615 S.W. 257th Street Vashon, WA 98070	5355		2400	01		39.45		
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	351907		2400	01		139.50		
N23459 Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	69927		2400	01		132.27		
N23569 Placentia Disposal P.O. Box 309 Anaheim, CA 92815	1/1/03		1000	00		35.10		
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2662571		2400	09		185.31		

The claims listed above (totaling \$774.68) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/24/03  
REPORT NO 4396

Agenda Item 11  
Page 7 of 12

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N24062 Evergreen Publishing & Stationery 760 West Garvey Ave. Monterey Park, CA 91754	15515		2400	01		1,614.09		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1430584		2400	01		27.16		
	1430585		2400	01		10.98		
	1430586		2400	01		25.57		
	1430587		2400	01		42.48		
	1430588		2400	01		21.24		
	1430589		2400	01		9.67		
	1430590		2400	01		12.88		
	1430591		2400	01		45.05		
	1430592		2400	01		4.52		
	1436777		2400	01		86.94		
	1436778		2400	01		16.48		
	1436779		2400	01		14.16		
	1436780		2400	01		8.37		
	1436781		2400	01		14.67		
	1436782		2400	01		20.21		
	1448541		2400	01		49.03		
	1448542		2400	01		37.41		
	1448543		2400	01		86.80		
	1448544		2400	01		17.36		
						<b>550.98</b>		

The claims listed above (totaling \$2,165.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

2,165.07

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1448545		2400	01		32.86		
	1448546		2400	01		15.55		
	1448547		2400	01		29.76		
	1448548		2400	01		4.85		
						<b>83.02</b>		
N26341 LeapFrog SchoolHouse Dept. 33236 PO Box 39000 San Francisco, CA 94139-3236	57945		2400	07		263.13		
(new vendor) Chulainn Publishing Corp. 8241 Sweetwater Rd. Lone Tree, CO 80124	030113		2400	01		246.24		
	030116		2400	01		99.36		
	030127		2400	01		426.60		
						<b>772.20</b>		
(new vendor) Harcourt, Inc. P.O. Box 96448 Chicago, IL 60693	50765233		2400	01		136.44		
(new vendor) ISDOC Attn: Joan C. Finnegan ISDOC Treasurer 258 Sherwood Street Costa Mesa, CA 92627	2003-2004 Dues		1600	00		50.00		
(new vendor) Lakeshore Learning Materials 2695 E. Dominguez St. Carson, CA 90810	2-361176		2400	07		472.38		

The claims listed above (totaling \$1,777.17) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/24/03  
REPORT NO 4398 Agenda Item 11  
Page 9 of 12

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
(new vendor) Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	1/17/03 528-1906		0700	00		122.50		
	1/17/03 528-8236		0700	01		22.37 <u>144.87</u>		
(new vendor) Placentia Historical Committee 401 E. Chapman Ave. Placentia, CA 92870	010803phc		2400	01		56.00		
(new vendor) Rainbow Book Company 500 E. Main Street Lake Zurich, IL 60047	21923		2400	07		756.94		

The claims listed above (totaling \$957.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

957.81

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev	Cat		Doc Number	SC
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	12/10/02-2/24/03		0300			651.95		
			0900	00		16.20		
			0900	07		56.98		
			1800	00		434.06		
			1803	09		37.00		
			2400	09		776.71		
			2700	01		114.00		
			2700	02		165.00		
			2700	03		162.00		
						<b>2,413.90</b>		

The claims listed above (totaling \$2,413.90) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

2,413.90

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	3/20/03 Pay period # 19 Mar 7, 2003 Mar 20, 2003		0100	00		26,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		
<b>PLEASE WIRE ON THURSDAY, March 20, 2003</b>								

The claims listed above (totaling \$28,648.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

28,648.14

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District  Account # 2011939659 Route #121000248	4/3/03 Pay period # 20 Mar 21, 2003 Apr 3, 2003		0100	00		26,612.30		
	FICA		0200	00		2,035.84		
<b>PLEASE WIRE ON THURSDAY, April 3, 2003</b>								

The claims listed above (totaling \$28,648.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

28,648.14

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Cash Flow Analysis**  
**DATE:** February 24, 2003

**BACKGROUND:**

The Cash Flow Analysis for the General Fund for Fiscal Year 2002-2003 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2002-2003 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

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

On January 27, 2003 \$7,000 was transferred from the Payroll Checking Account (Wells Fargo Bank) to the Emergency Payroll Savings Account (California National Bank) to replace the funds withdrawn on October 7, 2002 to cover personnel expenses.

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through February 24, 2003.





Placentia Library District  
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			400,156.81
06/19/02	4269	General		10,238.58	389,918.23
06/19/02	4273	Payroll to wire Jul 11, 2002		26,961.00	362,957.23
06/19/02	4274	Payroll to wire Jul 25, 2002		26,961.00	335,996.23
06/26/02	4281	General by Library Director		8,319.85	327,676.38
06/26/02	4282	General by Library Director		402.41	327,273.97
07/01/02		Transfer to Fund 706 from May 22, 2002		75,000.00	252,273.97
07/03/02	4283	General by Library Director		800.80	251,473.17
07/03/02	4284	General by Library Director		622.44	250,850.73
07/09/02	4285	General by Library Director		960.00	249,890.73
07/11/02	4286	General by Library Director		2,823.41	247,067.32
07/18/02	4287	General by Library Director		910.99	246,156.33
07/18/02	4288	General by Library Director		11,636.30	234,520.03
07/18/02	4289	General by Library Director		4,415.32	230,104.71
07/18/02	4290	General by Library Director		18,164.41	211,940.30
07/18/02	4291	General by Library Director		3,725.90	208,214.40
07/22/02	4293	Payroll to wire Aug 8, 2002 by Trustees		27,735.00	180,479.40
07/22/02	4294	Payroll to wire Aug 22, 2002 by Trustees		27,735.00	152,744.40
07/22/02	4295	Payroll to wire Sep 5, 2002 by Trustees		27,735.00	125,009.40
07/24/02	4292	General by Library Director		8,912.89	116,096.51
07/24/02	4296	General by Library Director		2,147.84	113,948.67
08/01/02		Teeter Plan	(60.93)		113,887.74
08/05/02	4297	General by Library Director		1,270.22	112,617.52
08/06/02	4298	General by Library Director		1,682.01	110,935.51
08/13/02		Library Passport Revenue, Jul/Aug	6,581.38		117,516.89
08/13/02		Library Revenue, Jul/Aug	2,502.27		120,019.16
08/14/02		Supplemental 1st Actual	165.65		120,184.81
08/14/02	4299	General by Library Director		665.69	119,519.12
08/20/02	4300	General by Library Director		5,171.55	114,347.57
08/26/02		Interest Jul	766.91	44.15	115,070.33
08/28/02	4301	General		12,601.46	102,468.87
08/28/02	4302	General		9,746.58	92,722.29
08/28/02	4303	General		1,713.87	91,008.42
08/28/02	4304	Payroll to wire Sep 19, 2002 by Trustees		27,735.00	63,273.42
08/28/02	4305	Payroll to wire Oct 3, 2002 by Trustees		27,735.00	35,538.42
08/30/02	4306	General by Library Director		1,513.25	34,025.17
08/30/02	4307	General by Library Director		1,264.53	32,760.64
08/30/02	4308	General by Library Director		423.38	32,337.26
09/03/02		State Library ELLI Grant	76,680.00		109,017.26
09/03/02		Library Passport Revenue, Aug	3,648.69		112,665.95
09/03/02		Library Revenue, Aug	1,358.20		114,024.15
09/04/02	4309	General by Trustees		35,900.00	78,124.15
09/05/02	4310	General by Library Director		1,656.34	76,467.81
09/05/02	4311	General by Library Director		88.36	76,379.45
09/18/02	4312	General		2,190.72	74,188.73
09/18/02	4313	General		638.25	73,550.48
09/18/02	4314	Payroll to wire Oct 17, 2002		27,735.00	45,815.48
09/18/02	4315	Payroll to wire Oct 31, 2002		27,735.00	18,080.48
09/18/02	4316	General by Trustees		9,912.40	8,168.08
09/18/02	4317	General by Trustees		5,557.45	2,610.63

Placentia Library District  
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/18/02	4318	General by Trustees		7,700.00	-5,089.37
09/19/02		Unsecured 1st	51,178.40	127.95	45,961.08
09/19/02	4319	General by Library Director		4,813.26	41,147.82
09/23/02		State Library ELLI Grant	10,000.00		51,147.82
09/23/02		Library Passport Revenue, Sep	7,743.38		58,891.20
09/23/02		State Library ILL Reimbursement	4,194.49		63,085.69
09/23/02		Library Revenue, Sep	2,040.63		65,126.32
09/23/02		Interest GF Savings	9.82		65,136.14
09/26/02		Interest Aug	445.96	28.90	65,553.20
09/30/02	4320	General by Trustees		1,317.62	64,235.58
09/30/02	4321	General by Trustees		13,853.03	50,382.55
09/30/02	4322	General by Trustees		1,284.83	49,097.72
09/30/02	4323	General by Trustees		1,206.67	47,891.05
10/07/02		Library Passport Revenue, Sep	3,372.00		51,263.05
10/07/02		Library Revenue, Sep	693.35		51,956.40
10/07/02		Interest GF Savings	11.85		51,968.25
10/09/02	4324	General by Library Director		2,193.59	49,774.66
10/16/02		Transfer from Fund 706	50,000.00		99,774.66
10/16/02		Supplemental 2nd Actual	984.36		100,759.02
10/16/02	4325	General		2,475.85	98,283.17
10/16/02	4326	General		3,942.29	94,340.88
10/16/02	4327	General		1,241.00	93,099.88
10/16/02	4328	General		603.79	92,496.09
10/16/02	4329	Payroll to wire Nov 14, 2002		27,735.00	64,761.09
10/16/02	4330	Payroll to wire Nov 28, 2003		27,735.00	37,026.09
10/17/02	4331	General by Trustees		5,569.66	31,456.43
10/17/02	4332	General by Trustees		3,169.93	28,286.50
10/21/02		Library Passport Revenue, Oct	5,282.29		33,568.79
10/21/02		Library Revenue, Oct	1,514.91		35,083.70
10/21/02		Wells Fargo Grant for Spanish Literacy	1,000.00		36,083.70
10/21/02		Interest GF Savings	3.09		36,086.79
10/22/02	4333	General by Library Director		1,235.13	34,851.66
10/30/02	4334	General by Library Director		5,209.22	29,642.44
10/30/02	4335	General by Library Director		611.63	29,030.81
10/30/02	4336	General by Library Director		1,642.63	27,388.18
10/31/02		Interest Sep	533.07	30.06	27,891.19
11/13/02	4337	General by Library Director		2,285.00	25,606.19
11/14/02	4338	General by Library Director		1,960.13	23,646.06
11/14/02	4339	General by Library Director		1,170.90	22,475.16
11/14/02	4340	General by Library Director		1,246.57	21,228.59
11/18/02	4341	General by Library Director		749.23	20,479.36
11/20/02		Library Passport Revenue, Nov	10,503.47		30,982.83
11/20/02		State Library Family Literacy Grant	6,030.00		37,012.83
11/20/02		Library Revenue, Nov	2,849.08		39,861.91
11/20/02		Supplemental 3rd Actual	2,178.84		42,040.75
11/20/02		Interest GF Savings	6.81		42,047.56
11/25/02		Interest Oct	396.43	23.28	42,420.71
11/26/02		Property Taxes Secured #1	117,606.94	294.02	159,733.63
11/27/02	4342	General		10,777.04	148,956.59
11/27/02	4343	General		2,005.99	146,950.60

Placentia Library District  
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/27/02	4344	General		4,280.41	142,670.19
11/27/02	4345	General		567.76	142,102.43
11/27/02	4346	General		1,141.17	140,961.26
11/27/02	4347	General		1,260.02	139,701.24
11/27/02	4348	General		8,971.77	130,729.47
11/27/02	4349	General		1,230.37	129,499.10
11/27/02	4350	Payroll to wire December 7, 2002		36,866.40	92,632.70
11/27/02	4351	Payroll to wire December 26, 2002		28,648.14	63,984.56
11/29/02	4352	General by Library Director		10,610.38	53,374.18
11/29/02	4353	General by Library Director		1,820.78	51,553.40
11/29/02	4354	General by Library Director		535.62	51,017.78
12/06/02		State Library ILL Reimbursement	3,904.95		54,922.73
12/06/02		Library Passport Revenue, Nov	2,717.00		57,639.73
12/06/02		Library Revenue, Nov	955.63		58,595.36
12/06/02		Interest GF Savings	2.20		58,597.56
12/09/02		Homeowners #1	2,450.78		61,048.34
12/10/02	4355	General by Library Director		3,122.38	57,925.96
12/10/02	4356	General by Library Director		2,440.02	55,485.94
12/10/02	4357	General by Library Director		77.52	55,408.42
12/11/02		Property Taxes Secured #2	286,374.02	715.94	341,066.50
12/18/02	4358	General		1,081.42	339,985.08
12/18/02	4359	General		8,760.26	331,224.82
12/18/02	4360	General		927.64	330,297.18
12/18/02	4361	General		41,958.14	288,339.04
12/18/02	4362	General		2,109.43	286,229.61
12/18/02	4363	Payroll to wire January 9, 2003		28,648.14	257,581.47
12/18/02	4364	Payroll to wire January 23, 2003		28,648.14	228,933.33
12/18/02	4365	Payroll to wire February 6, 2003		28,648.14	200,285.19
12/19/02		Property Taxes Secured #3	171,684.02	429.21	371,540.00
12/19/02		Supplemental 4th Actual	3,158.41		374,698.41
12/19/02	4366	General by Trustees		10,288.55	364,409.86
12/19/02	4367	General by Trustees		5,210.81	359,199.05
12/19/02	4368	General by Trustees		265.48	358,933.57
12/20/02		Library Passport Revenue, Dec	3,976.94		362,910.51
12/20/02		Lirary Revenue, Dec	896.08		363,806.59
12/20/02		Interest GF Savings	7.94		363,814.53
12/27/02		Interest Nov	320.83	20.60	364,114.76
12/30/02	4369	General by Library Director		1,470.71	362,644.05
12/30/02	4370	General by Library Director		10,105.33	352,538.72
01/08/03	4371	General by Library Director		858.48	351,680.24
01/08/03	4372	General by Library Director		3,766.52	347,913.72
01/08/03	4370a	General by Library Director		1,510.33	346,403.39
01/09/03		Homeowners #2	5,718.49		352,121.88
01/11/03	4373	General by Library Director - PPI		3,109.80	349,012.08
01/21/03		Property Taxes Secured #4	35,081.94	87.70	384,006.32
01/21/03		Supplemental 5th Actual	14,481.60		398,487.92
01/21/03		Unsecured 2nd	3,347.60	8.37	401,827.15
01/21/03	4374	General		34,715.11	367,112.04
01/21/03	4375	General		718.21	366,393.83
01/21/03	4376	General		2,749.81	363,644.02

Placentia Library District  
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/21/03	4377	General		3,974.55	359,669.47
01/21/03	4378	General		2,111.72	357,557.75
01/21/03	4379	General		1,892.87	355,664.88
01/21/03	4380	General		2,434.33	353,230.55
01/21/03	4381	Payroll to wire February 20, 2003		28,648.14	324,582.41
01/21/03	4382	Payroll to wire March 6, 2003		28,648.14	295,934.27
01/23/03		Library Passport Revenue, Jan	8,614.57		304,548.84
01/23/03		State Library Grant Staff Education	5,676.00		310,224.84
01/23/03		Library Revenue, Jan	1,929.28		312,154.12
01/23/03		Interest GF Savings	3.29		312,157.41
01/24/03		Interest Dec	848.35	56.68	312,949.08
01/25/03	4383	General by Library Director		8,146.75	304,802.33
01/25/03	4384	General by Library Director		2,290.83	302,511.50
01/30/03	4385	General by Library Director		1,969.68	300,541.82
01/30/03	4386	General by Library Director		3,053.55	297,488.27
02/10/03	4387	General by Library Director		2,302.00	295,186.27
02/10/03	4388	General by Library Director		4,714.74	290,471.53
02/13/03	4389	General by Library Director		1,302.54	289,168.99
02/13/03	4390	General by Library Director		1,341.66	287,827.33
02/24/03	4391	General		6,833.39	280,993.94
02/24/03	4392	General		2,245.47	278,748.47
02/24/03	4393	General		1,073.04	277,675.43
02/24/03	4394	General		733.42	276,942.01
02/24/03	4395	General		774.68	276,167.33
02/24/03	4396	General		2,165.07	274,002.26
02/24/03	4397	General		1,777.17	272,225.09
02/24/03	4398	General		957.81	271,267.28
02/24/03	4399	General		2,413.90	268,853.38
02/24/03	4400	Payroll to wire March 20, 2003		28,648.14	240,205.24
02/24/03	4401	Payroll to wire April 3, 2003		28,648.14	211,557.10

Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2002-2003

Date	Category	Amount
08/14/02	Prior Year Secured Taxes & Penalties #1 Jul	
08/15/02	Supplemental #1 Jul	
09/11/02	Prior Year Secured Taxes & Penalties #2 Aug	
09/19/02	Supplemental #2 Aug	
09/19/02	Unsecured collections at 8/31/02, #1	80% - 85%
10/16/02	Prior Year Secured Taxes & Penalties #3 Sep	
10/17/02	Supplemental #3 Sep	
11/13/02	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/02	Supplemental #4 Oct	
11/27/02	Current secured #1	7% - 10%
12/09/02	Homeowners Property Tax Relief	15%
12/11/02	Prior Year Secured Taxes & Penalties #5 Nov	
12/12/02	Current secured #2	14% - 18%
12/20/02	Current secured #3	20% - 24%
12/20/02	Supplemental #5 Nov	
01/08/03	Homeowners Property Tax Relief	35%
01/15/03	Prior Year Secured Taxes & Penalties #6 Dec	
01/21/03	Unsecured collections at 12/31/02, #2	5% - 10%
01/22/03	Current secured #4	3% - 6%
01/22/03	Supplemental #6 Dec	
02/06/03	State-Assessed Public Utility, #1	49% - 50%
02/13/03	Prior Year Secured Taxes & Penalties #7 Jan	
02/21/03	Supplemental #7 Jan	
<b>03/12/03</b>	<b>Prior Year Secured Taxes &amp; Penalties #8 Feb</b>	
<b>03/21/03</b>	<b>Current secured #5</b>	<b>5% - 7%</b>
<b>03/21/03</b>	<b>Supplemental #8 Feb</b>	
04/09/03	Unsecured collections at 03/31/03, #3	1% - 3%
04/16/03	Prior Year Secured Taxes & Penalties #9 Mar	
04/17/03	Supplemental #9 Mar	
04/18/03	Current secured #6	25% - 30%
05/08/03	Homeowners Property Tax Relief	35%
05/14/03	Prior Year Secured Taxes & Penalties #10 Apr	
05/20/03	Supplemental #10 Apr	
05/21/03	Current secured #7	3% - 5%
05/22/03	State-Assessed Public Utility, #2	49% - 50%
06/09/03	Homeowners Property Tax Relief	15%
06/11/03	Prior Year Secured Taxes & Penalties #11 May	
06/19/03	Supplemental #11 May	
06/19/03	Unsecured collections at 05/31/03, Final	3% - 6%
06/20/03	Prior Year Unsecured	
07/17/03	Prior Year Secured Taxes & Penalties, FY02 #12 Jun	
07/18/03	Current secured final for FY03	1% - 3%
07/18/03	Supplemental, FY03 #12 Jun	
07/22/03	Delinquent Supplemental, FY03	
07/23/03	Secured Teeter Actual Final Delinquencies, FY01	2% - 4%



Last edit date: Thursday, February 13, 2003 5:53:17 PM



## Families For Literacy

Name of Library: **Placentia Library District**

Fiscal Year: **02 / 03**

Filing Period: **Mid-Year**

10) How many FFL staff were budgeted for with FFL or library funds? 1

Was this adequate? Explain.

The amount of funds awarded for the Placentia Library District is not adequate for the amount of work that is present. Unfortunately, the budget only allows me 20 hours per week which limits the amount of time and effort that I could use to further enhance the FFL program at Placentia Library District. Last fiscal year there were only 10 families in the program. In less than 4 months I have increased that number to 26 active families. The program is growing rapidly and I am confident that these families can be greatly served with more books, materials, activities, and tutors provided the FFL program of Placentia Library District is awarded adequate funds for staff and time.

<u>FFL Position</u>	<u>Hours Per Week</u>	<u>FFL funded?</u>	<u>If no, where do funds come from?</u>
1. FFL Coordinator	20	Yes	

Author:

Author's e-mail address:

Last edit date: Thursday, February 13, 2003 5:53:33 PM



## Families For Literacy

Name of Library: **Placentia Library District**  
Fiscal Year: **02 / 03**  
Filing Period: **Mid-Year**

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### **C. Lessons Learned This Year**

The State Library is interested in learning about your successes and difficulties with the FFL program. Please respond, as fully as possible to the following questions:

1) Describe how your FFL program uses the Parent Pre/Post Survey. Include in your description when you give the pre and post. Describe how you train staff and volunteers to use the survey.

Preferably the Parent Pre/Post Survey is to be used as an ice breaker for new pairs. However, there are many current students who have not completed their pre-survey for the 2002-2003 fiscal year. Therefore, many tutors are trained to use it as an evaluation of the instruction that has occurred up to that point. Currently, tutors are trained either on an individual basis or in small groups for 30-45 minutes. Tutors are required to read the survey before the training session and required to arrive to the session with any questions. Each outcome is then explained in detail by myself, the FFL coordinator.

2. Describe barriers your FFL program encountered using the Parent pre/post survey.

Many of my families do not speak English well enough to understand the vocabulary in the survey. Therefore, tutors have a tendency to feed students possible answers in place of probing for the answer or allowing the students to read it themselves. Surveys in other languages (E.G. Spanish and Korean) may be helpful or perhaps the survey could use simplified terminology.

3) Describe successes your FFL program discovered using the Parent pre/post survey.

Because I have been the FFL coordinator for only 4 months, I have not seen a significant amount of success in the program as a direct result of the Parent pre/post survey. I believe that the role/goal map has been useful in creating bonds between the students and tutors because of the intimacy of the questions asked. The role/goal map provides a time of discussion for students which then creates a safe environment for students to dream and explore life's options.

4) What are the best messages your program used to explain your FFL program to stakeholders and the public?

The FFL program is a free service which primarily serves the underserved community of Placentia and the surrounding areas. The entire family is invited to come to the library together in order to learn how to read, write, and speak English, to become aware of the free services of the library, and to spend quality time with the family. Tutoring for children as young as 2 years old is provided for families who cannot obtain childcare. Unfortunately, some of these families are working-class which makes them ineligible for Headstart because their income is too high or they do not earn enough income to afford the costs of preschool. At the Placentia Library District we offer a space for these families to not only receive individual tutoring for their preschool-aged children, but also individual instruction for their other children as well as their significant other.

5) Share one positive FFL experience that represents your program's success in helping families with



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *E.D.M.*  
**SUBJECT:** Agenda Item Amendment  
**DATE:** February 24, 2003

**BACKGROUND:**

Attached is a memo from Public Services Manager Roberts requesting approval of a contract that came to may attention after the publication of the Agenda.


It meets all of the requirements to be declared an "urgent" item and placed on the Agenda for this evening's meeting.

**RECOMMENDATION:**

1. Motion to declare the authorization of a grant writing agreement for the Literacy program to be an item of urgent business.
2. Motion to amend the Agenda to include the Literacy grant contract item as Agenda Item 43a (New Business).
3. Motion to adopt the Agenda as amended.



**TO:** Elizabeth Minter, Library Director

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

**SUBJECT:** Authorization of grant writing agreement with Drew & Associates for the English Language and Literacy Intensive (ELLI) Program for the amount of \$4,200.

**DATE:** February 23, 2003

The ELLI Program has been a highly successful component of the Placentia Library Literacy Services since October 2001. During the past two years, the ELLI Program has served over 600 children at six local schools, and has established the Placentia Library as an important community partner with the Placentia Yorba-Linda Unified School District. The ELLI Program has been funded by the state library for the past two years. Due to budget cuts, the State Library has indicated that there will be no funding for the ELLI Program for the fiscal year 2003-2004. Without alternate funding, the ELLI Program will not be able to continue.

On February 6, 2003 literacy and library staff had a meeting with John Drew of Drew & Associates to discuss the feasibility of contracting with Drew & Associates to handle all aspects of obtaining funding for the ELLI Program for the fiscal year 2003-2004. Funding is available in the 2002-2003 ELLI grant to hire Drew & Associates. We did not receive Dr. Drew's final proposal until the afternoon of February 19<sup>th</sup>, and I was unable to present it to you until Sunday, February 23<sup>rd</sup>, 2003.

I recommend that the Library Board of Trustees approve a grant writing agreement with Drew & Associates for the ELLI Program for the amount of \$4,200 to be taken out of ELLI grant funds. Since ELLI funding will end on June 30, 2003, I request that you present Dr. Drew's proposal for approval on the Consent Calendar as a matter of urgency at the Board of Trustee's meeting on Monday, February 24, 2003.



# DREW & ASSOCIATES

February 14, 2003

Mr. James A. Roberts  
Public Services Manager – Literacy Coordinator  
Placentia Library Foundation  
411 East Chapman Avenue  
Placentia, CA 92870-6198

Dear Jim,

I enjoyed meeting you and your staff at the Placentia Library District yesterday. The generosity of your time has been extraordinary. I greatly appreciate it.

This letter is to set out how I propose to assist the Placentia Library District by preparing a series of standardized foundation and corporate grant applications. These applications will be written to obtain funding for your English Language and Literacy Intensive (ELLI) Program.

## MY UNDERSTANDING OF THE ISSUES

The Placentia Library District has a well-deserved reputation for encouraging the professional development of its staff, for staying current with the most important developments in library services and technologies, and backing up these efforts with effective fund-raising programs. Currently, the District faces the challenge of funding its array of public services programs in an environment characterized by economic recession, political and financial uncertainty, and drastic cut-backs in state-wide public resources.

On the positive side, the District has developed outstanding collaborative partners through its relationships with the Placentia Yorba Linda Unified School District, Ruby Drive Elementary School, Placentia Child Development Center, Community-Based English Tutoring (CBET), and Kindergarten Extended Day Program. The ELLI Program has also developed strong roots in the community by using tutors who are Federal Work Study students from Western College of Law and Cal State Fullerton. This program also utilizes volunteers from area high schools and the community, including Rotary Reading Assistance Program (RRAP).

Although government resources are less plentiful than they were a year ago, there's still tremendous need to provide high-quality, measurable programs, that work. The Placentia Library District has all the elements in place to produce positive outcomes funders are looking for in their grantees. To me, some of the most valuable features of your existing program is your ability to access Stanford 9 and Star test scores, the staffs capacity to register students and tracked their progress through its Literacy Pro software, and the District's ability to collect program evaluation surveys from teachers. The critical challenge the District now faces – in my view - is how to



produce a large number of persuasive, credible, conforming grant applications to non-governmental private, corporate, and foundation funders.

Given the current state budget crisis, it is unrealistic to assign full-time staff to these highly specialized responsibilities. As we have discussed, you need to have me take full responsibility for these applications, from beginning to end, and to prepare final drafts which would only require your authorizing signature for their completion.

## THE PROPOSAL

I think the most powerful contribution I can make is to provide the District with the full scope of my skills as a full-time, professional grant-writer. I will need your assistance to implement some standard grantsmanship tools including organizing an up-to-date grantsmanship library, producing rank-ordered project innovator forms, and preparing an annual grantsmanship calendar. The District's cooperation with these above project will make its investment in my services extremely cost-effective since my limited consulting hours will subsequently be devoted to activities that have the maximum potential pay-off for the Placentia Library District.

*Stage 1. Funding Opportunity Research:* Within the first 15 days from the project start date, I will thoroughly research your funding opportunities, work with your staff to precisely define the ELLI Program as a fundable project. Part of this effort will include the identification of what, if any, contacts you or your staff has with the funders. I will also include, in this phase, my own interviewing of potential funders.

*State 2. Creation of Project Benchmarks:* Within the first 20 days from the project start date, I will prepare a grantsmanship calendar which sets out the key grant application deadlines, and what – if any – cooperative work will need to be done in-house to prepare for turning in the applications. My expectation, however, is that data used in the grant application process will be the same data that is normally collected by the staff so that no additional hours or demands are placed on them except for providing access to the needed information. (Naturally, some staff assistance will be needed in securing letters of support, updating memos of understanding, or creating memos of understanding with your collaborative partners.)

*Stage 3. Implementation of a Grantsmanship Library:* Within the first 30 days from the project start date, I will need your assistance to compile all the information needed to establish a grantsmanship library including (but not limited to) copies of past proposals (winners and losers), resumes of the staff (and key community volunteers), proposals prepared by other organizations with similar missions, all current federal grants management and procurement regulations, any books, reports, memoranda and similar documents regarding the submission of proposals, detailed descriptions of all current and past projects, and essential financial and organizational information about the Placentia Library Foundation.

*Stage 4. Completion of Initial Applications:* Within the first 30 days from the project start date, I will complete at least five (5) applications in support of the ELLI Program to the most plausible





immediate sources of funding so that the immediate short-run challenge facing the District (covering staff hours) will be handled quickly, swiftly, and decisively.

*Stage 5. Completion of Second Wave of Applications:* Within the first 60 days from the start of the project, I will complete five (5) additional grant applications in support of the ELLI Program. They will be complete in every detail except for your signature. At no additional charge to the organization, you and your staff will have the option to review (and if necessary adjust) all of these applications – prior to their submission to the funders - so that the applications represent the most accurate and most compelling arguments for funding your specific projects.

Although Murphy's Law still can and does rule in non-profit consulting, within 60 days, the District should have at least ten (10) high quality, well-planned, and well-executed grant applications sent out to your highest ranked corporate and foundation funders. These applications will represent my very best arguments in favor of funding the District's ELLI Program.

#### TIMING AND RESPONSIBILITIES

Based on our discussions, it would seem that the last week in March is the best time to deliver the final product(s) of this proposal. I will deliver the materials myself. I will report directly to you in your role as Public Services Manager, or to any other employee you may designate.

#### ARRANGEMENTS FOR MY SERVICES

My professional fees for Stages 1-5, as proposed, would be as follows: Stage 1 – funding opportunities research 1.0 day(s), Stage 2 - creation of project benchmarks 0.5 day(s), Stage 3 - establishment of grantsmanship library 0.5 day(s), Stage 4 completion of first wave of proposals 2.5 day(s), Stage 5 – completion of second wave of proposals 2.5 day(s) for a total of 56 hours of work billed at a discounted rate of \$75 per hour, will be \$4,200. Payment of my professional fees would be in three stages: \$1,400 upfront to start work on March 1, 2003, and \$1,400 due March 30, 2003, and \$1,400 due April 30, 2003 contingent on your complete satisfaction with the implementation of the above outlined plan.

#### BENEFITS

Jim, I'm excited about this opportunity to make a difference for the District's ELLI Program.

The benefits of this proposed grantsmanship program will be the

- Opportunity to immediately implement a proven systematic grant research program on behalf of the Placentia Library District's ELLI Program.
- Opportunity to leverage existing resources in an extremely efficient fashion consistent with the deadlines you are facing.

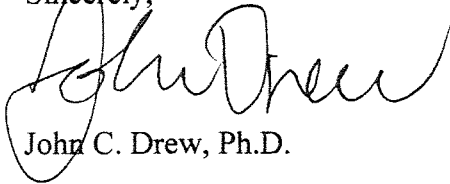


- Opportunity to refocus scarce staff hours on public outreach, direct service to clients, and coalition building with key community leaders.
- Opportunity to benefit from a proven system of grant research, organization, writing, and follow-up.
- Opportunity to work with a prize-winning author and political scientist with a realistic understanding of the needs of funders and a practical understanding of how to advance a non-profit organization to its next level of reliable and predictable achievement.

This project will also give me a chance to get to know the Placentia Library District and to establish productive relationships with you and your staff, and your coalition members.

I will call you in the next few days to answer any questions you may have and to ascertain how we should proceed. If you agree to this Stage 1-5 proposal, please sign one copy of this letter and return it to me so that I might begin my work. Thank you again for the opportunity to propose on this grant-writing consulting project.

Sincerely,



John C. Drew, Ph.D.

Managing Director  
Drew & Associates

Agreed to for the Placentia Library District: \_\_\_\_\_

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



To: eminter@placentalibrary.org  
Subject: CSDA Weekly Legislative Update

CSDA Legislative

## CSDA Weekly Legislative Update for February 21, 2003

### Budget Watch

This week Assembly Speaker Herb Wesson said he is preparing for the "worst" relative to the state's budget crisis. The same day that Wesson sounded his concerns over the Legislature's potential inability to successfully address the growing budget crisis, Governor Davis stated that he is confident a compromise is in the works that will allow his Administration and the Legislature to reach consensus on his proposed mid-year budget reduction and further stated that that compromise will be adopted "within 30 days."

Frustrated with the pace of the budget discussions, a group of Assembly Republicans and Democrats have forged an informal working group that has been dubbed "the bipartisan group." Led by Republican Keith Richman and Democrat Joe Canciamilla, the group said that they have been quietly meeting for several weeks and are expected on Monday to publicly call for a new process to figure out how to bring state spending and revenues into line.

On the Vehicle License Fee (VLF) issue, it now appears that the Davis Administration will pull the VLF trigger sometime this void of any legislation, including Assembly Bill 4x by Speaker Wesson. Should this occur, Republican Senator Tom McClintock said that numerous lawsuits will be filed to block raising the VLF and an initiative to repeal the VLF "is drafted and ready to go." McClintock further stated: "We are ready to file on a moment's notice."

The final budget-related news of the week was the Legislative Analyst's release of her review of the Governor's proposed 2003-04 state budget. While agreeing that the Governor's proposed budget is, in fact, "balanced as submitted," the Analyst cautioned that a number of the Administration's revenue assumption may not be realized, thus throwing the proposal out of balance. The Analyst also offered the Legislature numerous suggestions relative to additional cuts and increased revenues that should be considered as the Legislature begins work on the budget. She encouraged the Legislature to act as soon as possible and suggested that "everything should be on the table."

### Bill Introduction Deadline

Today is the deadline to introduce legislation for consideration this year. CSDA's Legislative Committee will meet on February 27<sup>th</sup> to review all of the newly introduced bills of interest to special districts.

### CSDA's Government Affairs Day – April 1<sup>st</sup> and 2<sup>nd</sup>

CSDA's Government Affairs Day will prepare you to deal with all the changes this year has to offer, and equip you to plan for your district's future. CSDA is sending out the rallying cry for all special district representatives to embrace their roles as crucial elements of the government system, and to understand that only when working together can we truly fulfill our legislative potential. There will be several informational segments, including presentations by CSDA's



inimitable Legislative Advocate Ralph Heim and the syndicated political columnist Dan Walters. And, perhaps most importantly, you get the opportunity to visit with your legislators! CSDA would like to coordinate group visits with legislators, so please contact Geoffrey Neill for further information at 877.924.CSDA, or email him at [gneill@csda.net](mailto:gneill@csda.net). Register today either through CSDA's website ([www.csda.net](http://www.csda.net)) or by filling out the brochure you received in the mail.

### **Report Your Local Outreach Progress**

Remember to report your local outreach progress! The fight has already begun to protect local funding from state budget cutbacks. Building statewide influence begins at the local level, and we need your help! We hope you have taken the time to review your local outreach packet. This information was created to help direct your outreach effort as you begin meeting with community members to build a strong local presence. Please visit our website ([www.csda.net](http://www.csda.net)) to access copies of the materials and to keep us up-to-date on your activities and the outcome of your meetings. If you have any questions about this program, please contact Geoffrey Neill toll free at 877.924.CSDA or via email at [gneill@csda.net](mailto:gneill@csda.net).

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

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

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







**Stormy Waldeck, CLU, ChFC**

19600 Fairchild / Suite 140

Irvine, CA 92612

800-543-1259

FAX 949-724-1245

**Placentia Library District  
2/24/03 Board Meeting**

- I. Review of Group Plans**
  - A. Vision – VSP**
  
  
  
  
  
  
  
  
  
  
  - B. Dental – Ameritas**
  
  
  
  
  
  
  
  
  
  
  - C. Life – Blue Shield & Fortis**
  
  
  
  
  
  
  
  
  
  
  - D. Medical – Blue Shield**



**Medical Plan  
Plan & Cost Comparison**

<b><u>Plan Feature</u></b>	<b><u>Blue Shield</u></b>	<b><u>Blue Cross</u></b>	<b><u>Health Net</u></b>
Plan Type	Access + HMO	HMO	Open Access HMO
Office Co-Pay	\$10	\$10	\$10
Hospital Benefits	100%	100%	100%
Rx	\$10/\$15 *	\$10/\$20 *	\$10/\$20/\$35
Lifetime Benefits	Unlimited	Unlimited	Unlimited
Monthly Premium	\$5,173 (1.075 RAF)	Min - \$3,695 (.95 RAF)  Max - \$4,272 (1.1 RAF)	Min - \$3,670 (.90 RAF)  Max - \$4,486 (1.1 RAF)

\* Under Blue Shield Rx the insured must pay the difference between brand and formulary in all cases plus the co-pay

Under Blue Cross Rx the insured must first satisfy a \$150 annual deductible on any non-generic drugs



P.O. BOX 1508  
WALNUT, CA 91788-1508  
(909) 595-5803  
(909) 595-5823 FAX

Assembly  
California Legislature



ROBERT "BOB" PACHECO  
ASSEMBLYMEMBER, SIXTIETH DISTRICT

COMMITTEES:  
VICE CHAIR, HEALTH  
APPROPRIATIONS  
HIGHER EDUCATION  
JUDICIARY  
LEGISLATIVE ETHICS

February 12, 2003

The Honorable Margaret V. Dinsmore  
Placentia Library District  
2108 Rosemont Street  
Placentia, CA 92870-1831

Dear Director Dinsmore:

We've accomplished a great deal in the last four years – we were able to block tax increases by liberal politicians, promote traditional family values and protect funding for California's community colleges.

Term limits prevent me from seeking a fourth term, but I believe there is still much work to accomplish in Sacramento.

That is why I'm supporting the most qualified candidate to replace me in the 60<sup>th</sup> State Assembly District – my wife, Gayle Pacheco.

Gayle is a fighter for conservative causes. She'll stand up the liberal politicians in Sacramento who want to raise our taxes and raid local government coffers in order to pay for their spending spree that created a \$27 Billion budget deficit.

Gayle is currently the President of the Mount San Antonio Community College Board of Trustees where she has worked to maintain the fiscal integrity of the institution while continuing to provide a quality education to the students.

She owns and operates Western Hardware Company and has been recognized as an outstanding businesswoman. Gayle is the mother of our two children – David and Cristina.

Please take a moment to join me in supporting **Gayle Pacheco for State Assembly** by returning the enclosed endorsement form today.

If you have any questions, please call Gayle directly at (626) 915-1441.

Sincerely,

  
Bob Pacheco  
Republican Assemblyman

*Margaret, thank you*



*The Honorable*  
**Gayle E. Pacheco**

Gayle Pacheco was elected to the Mt. San Antonio Community College Board of Trustees in 1999. In 2002, she was chosen by her peers to serve as President of the Board.

Gayle, an attorney, is the President and owner of Western Hardware Company, which manufactures and distributes truck, trailer and industrial hardware. The company continues to thrive even in a slumping economy with annual sales exceeding \$2 million.

In 2001 Gayle was chosen by the Economic Development Council as an outstanding woman business owner and, in 1997, both the San Gabriel Valley YWCA and YWCA West End Chapter named her Woman of the Year.

An active member of the community, Gayle serves on the Walnut Valley Unified School District Personnel Commission and was appointed Chairman in 2002. She is Vice-President and co-founder of the Walnut Valley Educational Foundation. She is also a member of several local Chambers of Commerce.

A loyal Republican, Gayle was a Bush/Cheney volunteer, is a member of the California Republican Party, a member of the San Gabriel Valley and Southeast Chapters of the California Lincoln Clubs, a Golden Circle Member, and is a lifelong member of Republican Women Federated.

Gayle and her husband Bob have been married for nearly 20 years. Bob currently represents the residents of the 60th Assembly District, which includes the cities of La Mirada, Whittier, La Habra Heights, Rowland Heights, Walnut, San Dimas, Diamond Bar, Chino Hills, La Habra, Villa Park, Yorba Linda, Anaheim Hills and the city of Orange.

They have two children, David and Cristina. The family attends St. Lorenzo Catholic Church in Walnut, where Gayle is the director of the children's choir and a member of the Parish Advisory Committee.

In February, Gayle announced her candidacy for the 60th State Assembly District. Her platform focuses on cutting wasteful government spending, improving schools for our children and keeping our neighborhoods free from crime.

For more information about Gayle's campaign for the State Assembly, or to volunteer, please call her at (626) 915-1441.





# Placentia Library Board Calendar

February 2003 - January 2004

Feb 2003						
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## February

- 3 7:00 PM Friends Board Meeting, Dinsmore
- 24 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

Aug 2003						
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## March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon
- 3 7:00 PM Friends Board Meeting, Shkoler
- 8 9:00 AM CALTAC Leadership Workshop, Glendora Library, until 4:30 P.M.
- 20 9:00 AM Trustee Staff Workshop, Library Meeting Room
- 24 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

Sep 2003						
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## April

- 1 5:14 PM CSDA Government Affairs Days, Sacramento, continues on Apr 2
- 7 6:30 PM Friends Annual Meeting Author's Program
- 7:00 PM Friends Board Meeting, Escobosa
- 16 5:30 PM CHAMBER MIXER AT PLACENTIA LIBRARY

Oct 2003						
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## May

- 5 7:00 PM Friends Board Meeting, Braun
- 14 LOCAL Legislative Rally in Sacramento, through Wednesday
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 25 Library Closed for Monday Holiday
- 26 Library Closed for Memorial Day

Nov 2003						
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## June

- 2 7:00 PM Friends Board Meeting, Wood
- 19 10:40 AM American Library Association, Toronto, through June 25
- 23 6:30 PM Library Board Meeting
- 26 2:36 PM ALA Annual Conference, Toronto, through July 3
- 7:15 AM Placentia Chamber of Commerce Breakfast

Dec 2003						
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# Placentia Library Board Calendar

February 2003 - January 2004

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## July

- 4 Library Closed for Independence Day
- 21 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

## August

- 25 6:30 PM Library Board Meeting

## September

- 1 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 7 Library Closed for Monday Holiday
- 16 2:21 PM CADA Annual Conference, Lake Tahoe, through September 18

## October

- 6 7:00 PM Friends Board Meeting, Shkoler
- 11 9:00 AM Heritage Parade

- 20 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast

## November

- 3 7:00 PM Friends Board Meeting, Escobosa
- 7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)
- 11 Library Closed for Veterans Day

- 14 12:32 PM California Library Association, Ontario, through Nov 17
- 24 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving

## December

- 1 7:00 PM Friends Board Meeting, Braun
- 5 7:15 AM Chamber of Commerce Citizen of the Year Breakfast

- 22 6:30 PM Library Board Meeting

## January

- 5 7:00 PM Friends Board Meeting, Wood
- 17 5:30 PM Chamber Mixer

Aug 2003						
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Oct 2003						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2003						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2003						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 21, 2003**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 21, 2003 at 6:35 P.M.

**ROLL CALL**

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

**Members Absent:** Trustee Peggy Dinsmore.

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts; Technology Manager Julie Shook; Friends of Placentia Library Board of Directors Secretary Barbara Hemmerling; Volunteer Coordinator/Development Director Jillian Rakos; Administrative Assistant Donna Siloti; Placentia resident Meredith Laskow.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Wood, seconded by Trustee Escobosa to adopt the Agenda as printed

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

**MINUTES**

President Shkoler requested the following correction to the Minutes of December 18, 2002: The first line of Travel/Training Authorization should read. "It was moved by Trustee Wood and seconded by Trustee Braun..."

It was moved by Trustee Escobosa, seconded by Trustee Wood to approve the corrected Minutes of the December 18, 2002 Regular Meeting.

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

**ORAL  
COMMUNICATIONS**

Meredith Laskow, a Placentia resident, presented her proposal to create the position of Poet Laureate for the City of Placentia and to have herself appointed to the position. She offered to do readings at the Library. President Shkoler thanked her for her proposal and told her it would be added to next month's Agenda. Library Director Minter said she would notify Ms. Laskow of the date of the meeting.

**PRESIDENT'S  
REPORT**

President Shkoler reported on a conference call that he and Library Director Minter participated in with California State Senator Bob Margett. Senator Margett discussed the status of the State budget, his views, and presented several ideas and requested feedback. Library Director Minter said he expressed strong support for continuing the backfill vehicle license fees and there was no discussion of property tax shifts. Library Director Minter prepared a followup letter to the Senator in which she presented the Library's primary concerns.

**TRUSTEE REPORTS**

Trustee Escobosa expressed her appreciation for the Special District Trustee training she received in Palm Springs.

Trustee Wood did not address the Board.

Secretary Braun did not address the Board.

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter directed the Trustees' attention to the Form 770's in the front of their Board books. These are to be completed by the Trustees and filed with the County no later than April 1, 2003. She also welcomed the new Administrative Assistant, Donna Siloti.

**FRIENDS OF  
PLACENTIA  
LIBRARY**

Barbara Hemmerling, Secretary of the Friends Board of Directors, announced two of the Friends upcoming events: the Authors' Luncheon on March 1, 2003, and the Friends Annual Meeting on April 7 featuring Orange County author Pamela Gibson.

President Shkoler asked if the Friends could provide some books to the library at the Placentia Boys and Girls Club.

**CLAIMS**

It was moved by Secretary Braun, seconded by Trustee Escobosa to approve Agenda Items 9 through 12

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

Forwarded by the Library Director and Library Trustees: Claims 4366, 4367, and 4368 forwarded by Library Trustees and Claims 4369, 4370, 4370A, 4371, 4372, and 4373 forwarded by the Library Director for a total of \$36,586.01.

Current Claims and Payroll: Claims 4374, 4375, 4376, 4377, 4378, 4379, and 4380 for a subtotal for Claims of \$48,596.60; and Payrolls 4381 for \$28,648.14 and 4382 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$105,892.88.

FY 2002-2003 Cash Flow Analysis through January 21, 2003 and recommendation that no funds be transferred at this time.  
(Receive & File)

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 13 through 17

Financial Reports for December 2002

Official General Ledger & Check Registers for December 2002

Acquisitions Report for December 2002

Collection Agency Report for December 2002

Gifts Report for December 2002

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Secretary Braun, seconded by Trustee Wood to receive and file Agenda Items 18 through 26a

Building Maintenance Report for December 2002. (Receive & File)

Personnel Report for December 2002 (Receive, File & Ratify Appointments)

Volunteer Report for December 2002 (Receive & File)

Circulation Report for December 2002 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive and File)

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive and File)

Status Report on the Two Percent Assessment Appeals Case. (Receive & File)

Transmittal on January 7, 2003 of Mandated Cost Claims to the State of California for Placentia Library District by Shields

Consulting Group. (Receive & File)

Submission of final claim form for the English Language and Literacy Intensive Program (ELLI) grant for Fiscal Year 2001-2002 on December 17, 2002. (Receive & File)

Claim by former Library Assistant Frank Frizell in the amount of \$185,000 for workplace discrimination during the period of his employment because of the employee's limited vision. Received December 19, 2002 and forwarded to Special District Risk Management Authority (SDRMA). (Receive & File and Deny Claim)

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

**LEGISLATIVE  
ISSUES**

Library Director Minter discussed Legislative issues and reviewed the status of the State Budget and the State Library Budget. She encouraged the Trustees to set up a meeting with Senator Margett and Assembly Woman Lynn Daucher.

**DISTRICT'S  
INTERNET ACCESS  
POLICY**

It was moved by Secretary Braun and seconded by Trustee Escobosa to adopt the revised "Use Policy for the Electronic Reference Services" as presented by Technology Manager Julie Shook

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

**GRANT WRITING  
AGREEMENT WITH  
DREW &  
ASSOCIATES  
AUTHORIZATION**

It was moved by Trustee Wood and seconded by Trustee Escobosa to authorize the Grant Writing Agreement with Drew & Associates for the Placentia History Room Digitization Project in the amount of \$5,400.

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

**REPLACEMENT OF  
LOCAL AREA  
NETWORK (LAN)**

The Board recommended that Library Director Minter ask Performance Technology to re-bid the upgrade of the Local Area Network and continue this Agenda item to next month. Director Minter said she would ask Performance Technology to send a representative to the next Board meeting.



**REINVESTMENT OF  
CERTIFICATES OF  
DEPOSIT**

It was moved by Secretary Braun and seconded by Trustee Wood to transfer the Certificates of Deposit to California National Bank.

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

**AMENDMENT AND  
RESTATEMENT OF  
MONEY PURCHASE  
PENSION PLAN**

It was moved by Secretary Braun and seconded by Trustee Escobosa to adopt the Resolution as presented by National Retirement Services and to authorize signature by the Library Director.

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

**DISCUSSION OF  
PARTNERSHIP  
RELATIONSHIPS**

Public Services Manager Jim Roberts presented a list of Literacy Services' partnerships with the community.

It was moved by Secretary Braun and seconded by Trustee Wood to have the list included in the Board books each month. New partnerships are to be marked with an asterisk.

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

**TRAVEL/TRAINING  
AUTHORIZATIONS**

It was moved by Secretary Braun and seconded by Trustee Escobosa to authorize travel for President Shkoler, Secretary Braun, Library Director Minter, and Public Services Manager Roberts to attend the Independent Special Districts of Orange County (ISDOC) quarterly membership meeting on Thursday, January 30, 2003 at a cost of \$12 per person plus mileage to be paid from the General Fund.

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

It was moved by Secretary Braun and seconded by Trustee Wood to authorize travel for President Shkoler and Trustees Escobosa and Wood to attend the California Special Districts Association (CSDA) annual Government Affairs Conference in Sacramento, April 1-2, 2003 at a cost of registration, travel plus one night lodging not to exceed \$1,500.00 to be paid from the General Fund.

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

It was moved by Trustee Escobosa and seconded by Trustee Wood to authorize travel for President Shkoler, Secretary Braun, and Trustees Dinsmore and Wood to attend the annual California Association of Library Trustees and Commissioners workshop in Glendora on Saturday, March 8, 2003 at a cost of \$27 per person plus mileage to be paid from the General Fund.

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

**STAFF TRAINING  
PLANS**

Library Director Minter gave a status report on the plans for staff training.

It was moved by Secretary Braun and seconded by Trustee Wood to have Library Director Minter pursue a half-day training session on interpersonal relationships.

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

**RECONSIDERATION  
OF BOARD  
MEETING DATE  
AND TIME**

It was moved by Secretary Braun and seconded by Trustee Wood to hold the Library Board meetings on the first Monday following the 18<sup>th</sup> day of the month at 6:30 P.M.

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

**STAFF REPORTS**

It was moved by Secretary Braun and seconded by Trustee Wood to approve Agenda Items 37-42.

Program Committee Report for December 2002.

Children's Services Report for December 2002.

Placentia Library Literacy Services Report for December 2002.

Placentia Library Web Site Report for December 2002.

Publicity Materials produced for December 2002.

Safety Committee Minutes for December 2002.

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

**FEBRUARY  
MEETING**

The February Regular Library Board Meeting will be held on Monday, February 21, 2002 at 6:30 P.M. in the Library Conference Room.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 21, 2003 adjourned at 8:55 P.M.

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Geoff Braun  
Secretary  
Library Board of Trustees





MINUTES FEBURARY 3, 2003

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Eleanor Rankin, Camile Himes, Pat Irot, Jan Schwartzkopf, Marge Horrocks, Frances Stoller, Rene Scott, Jill Botha and Barbara Hemmerling. Elizabeth Minter and Jillian Rakos represented the staff. There was no representative from the Trustees.

The **minutes** of the January board meeting were approved as read. **Treasurer**, Camile Himes reported a balance of 17,812.03. Camille Himes made a motion that the CPA firm, Munson, Cronick and Associates, of Fullerton be authorized to audit our books. This is the firm used by the Placentia Library Foundation. Pat Irot seconded the motion and it was carried. **Financial Secretary**, Ginny Sanatar was not present. The January Second Sunday Sale netted \$114.20.

**Children's Programming Budget:** Cyrise Smith, Children's Librarian, passed to each Director and staff present, a copy of her programming budget for the year 2003. She thanked the Friends for their continued support. She gave a preview of this year's Summer Reading Program and talked about how popular Camp Library has become. The Directors thanked Cyrise for her leadership and the breakdown of costs for the Children's Programs. A copy of this report follows these minutes.

**President's Report:** 1) Trustee's Meeting: Barbara Hemmerling attended the January meeting. She reported it was an interesting well-run meeting with much talk of the State Budget and the effect on our library. Jill Botha will attend the Monday February 24 Trustee's meeting. 2) Author's Luncheon: Saturday March 1, with Lisa See, author of On Gold Mountain, as our speaker. The menu has been chosen and the aprons are in the process of being made. 3) Director Resignation: President Rankin read a letter of resignation from Director Jan Schwartzkopf. Jill Botha moved that we accept this resignation with deep regret. Pat Irot seconded it and the motion carried.

**Chair Reports:** 1) Membership: Renee Scott and Eleanor Rankin will meet to discuss contacting past members that did not respond to our current mailing. 2) Public Relations: Pat Irot shared some recent news clips. She will continue to contact the media to advertise our activities. 3) Volunteer Development: Pat Irot presented a schedule of the program for Sweetheart Day at the Library, February 12, 10AM – 2 PM. This was received with enthusiasm by the Directors. 4) Sunday Book Sales: February 10-Barbara Hemmerling and Jan Schwartzkopf. Jillian Rakos will contact the group that will collect our unsold books. At this February sale the History Room will also be open and offering surplus books from that collection for sale to the patrons. Book Sale schedule: March 10-

Camille Himes and Frances Stoller. April 14- Jill Botha and Marge Horrocks. May 19- Renee Scoot and Frances Stoller. June 9- Pat Irot. 5) Silent Auction: Chairman, Jill Botha reported that the January sale made \$45. She showed us some of the books she was considering for the Silent Auction at the Author's Luncheon. The Directors made some suggestions, but authorized her to make the final decisions.

**Library Director:** Elizabeth Minter 1) the new glass door has been installed in the Story Hour Room. 2) new partitions are up in the Men's rest room. The Women's partitions will be up this week. New mirrors are to be placed in both restrooms. They have both been painted. 3) the State Budget is a continuing concern. The license fees will impact us. 4) State Senator Margett organized a conference call to discuss the budget crisis. The Placentia Library was represented by Elizabeth Minter and Al Shkoler, President of the Trustees. We were the only Special Interest District represented. 5) One consideration being discussed at the state level is to change how non-resident library borrowing is funded. Elizabeth said this would not be a popular move, because most libraries have many non-resident borrowers. 6) the library has hired a grant writer for the History Room. Applicants for grant writer for the Literacy Program are being interviewed.

Jillian Rakos asked the Directors to choose a representative to attend the Orange County Register Volunteer Appreciation luncheon on Thursday, April 3, 11:30 AM at the Disneyland Hotel. By consensus the Directors chose Eleanor Rankin as their representative. Camille Himes moved that we pay the \$45 registration and luncheon fee. Pat Irot seconded this and the motion carried.

The Directors agreed by consensus that it is important to ask the city of Placentia to recognize National Library Week, April 7-13.

**By Law Changes:** A meeting was held on February 3, 2003 of the executive committee of the Friends of the Placentia Library. This committee was: Eleanor Rankin- President, Pat Irot- Vice President, Barbara Hemmerling- Secretary, Camille Himes- Treasurer, Ginny Sanatar-Financial Secretary. The purpose of the committee was to revise sections of our By Laws. Pat Irot read a report from this committee and explained the changes agreed upon by them. There was a brief discussion and the motion to approve these changes was made by Jan Schwartzkopf and seconded by Marge Horrocks. The motion was carried.

**Teen Mom's Program:** Pat Irot passed out a paper explaining in more detail this program, which will benefit the Teen Mom's at El Dorado High School. Their children would take part in a lapsit experience at the library. Pat estimated the cost at \$246.34. Jill Botha moved that the Friends support this activity by providing the \$246.34 needed. Camille Himes seconded this and the motion was carried.

**Announcements:** Jan Schwartzkopf called attention to the date, May 16, 2003 for the annual Community Choir concert benefiting H.I.S. House. See Jan for tickets.

Barbara Hemmerling, Secretary

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

	Fiscal Year 2001-2002						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-02	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82
30-Sep-02	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29
31-Oct-02	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35
30-Nov-02	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30
31-Dec-02	117,922.61	9,974.85	109,530.50	561,461.29	9,733.30	808,622.55	247,161.26
31-Jan-03	118,098.77	9,989.75	109,707.45	500,247.02	9,747.85	747,790.84	247,543.82
28-Feb-03						0.00	0.00
31-Mar-03						0.00	0.00
30-Apr-03						0.00	0.00
31-May-03						0.00	0.00
30-Jun-03						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 2001-2002						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33
31-Jul-01	112,716.71	9,534.45	154,010.92	289,334.16	9,303.61	574,899.85	285,565.69
31-Aug-01	113,203.85	9,575.66	154,405.14	211,233.74	9,343.81	497,762.20	286,528.46
30-Sep-01	114,099.58	9,651.43	155,626.87	145,233.28	9,417.75	434,028.91	288,795.63
31-Oct-01	114,087.82	9,650.44	115,610.83	39,293.50	9,416.78	288,059.37	248,765.87
30-Nov-01	114,503.99	9,685.64	81,178.47	101,546.64	9,451.13	316,365.87	214,819.23
31-Dec-01	114,881.74	9,717.60	81,700.45	281,012.77	9,482.31	496,794.87	215,782.10
31-Jan-02	115,199.05	9,744.44	82,141.21	361,235.08	9,508.50	577,828.28	216,593.20
28-Feb-02	115,487.65	9,768.85	82,379.63	260,863.52	9,532.33	478,031.98	217,168.46
31-Mar-02	115,747.71	9,790.85	82,565.13	265,659.32	9,553.79	483,316.80	217,657.48
30-Apr-02	116,018.73	9,813.81	82,761.59	318,572.13	9,576.18	536,742.44	218,170.31
31-May-02	116,481.52	9,852.96	83,091.70	500,101.04	9,614.37	719,141.59	219,040.55
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

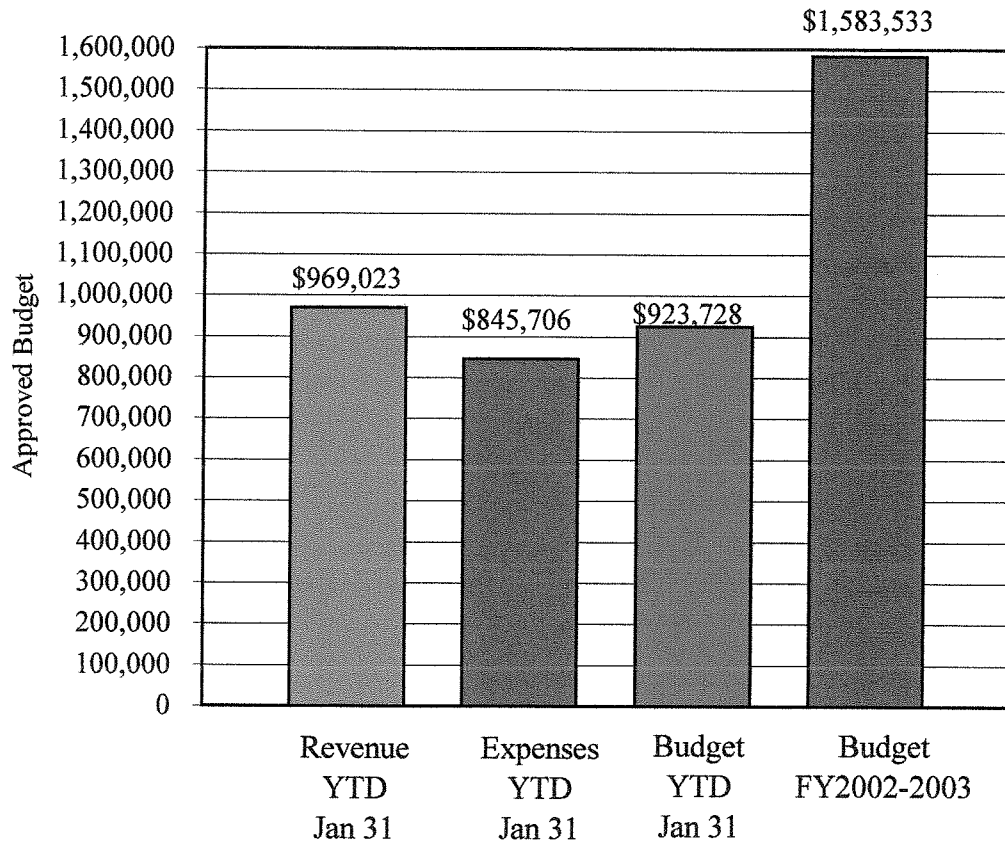


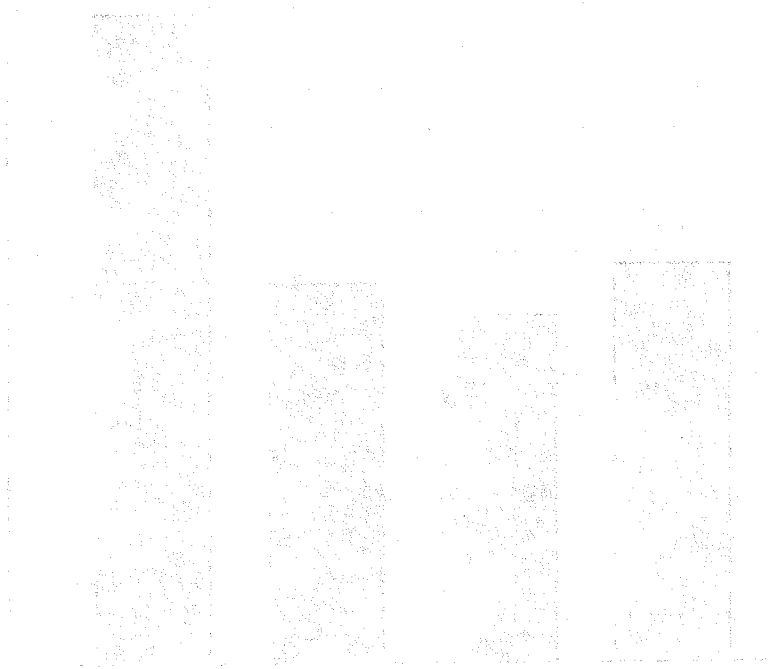


# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2002 - 2003

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	610,746.92	566,129.67	35,081.94	160,169.98	57.13%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	610,685.99	580,006.08	35,081.94	160,169.98	55.17%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	54,527.97	53,874.62	3,347.60	1,882.62	99.14%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	23,337.31	23,299.62	14,481.60	8,453.98	66.68%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	23,337.31	25,046.44	14,481.60	8,453.98	66.68%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	718,906.04	672,261.45	52,911.14	170,506.58	58.95%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
February 24, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	3,366.72	4,114.37	851.64	575.40	15.30%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	3,366.72	4,114.37	851.64	575.40	15.30%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	8,169.27	8,050.52	5,718.49	5,635.37	51.70%
6970-00	State - ILL & Direct Loan Reimbursement	0	8,099.44	4,999.56	0.00	3,860.33	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	16,000	6,030.00	5,000.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	5,676.00	5,000.00	5,676.00	5,000.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	160,485.44	14,999.56	5,676.00	8,860.33	109.77%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	16,683.86	16,954.61	1,929.28	1,492.15	55.61%
7670-01	Local Revenue -- Passport	150,000	60,411.37	30,348.80	8,614.57	3,637.40	40.27%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	1,000.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	78,095.23	47,303.41	10,543.85	5,129.55	43.39%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	969,022.70	746,729.31	75,701.12	190,707.23	61.19%

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	396,083.90	374,930.00	53,224.60	50,124.00	57.24%
0200	Retirement (Social Security & Pension Contribution)	98,103	71,654.81	71,812.41	4,071.68	3,798.00	73.04%
	Health & Life Insurance/Blue Shield CA	48,584	25,547.90	19,172.40	4,572.98	2,996.51	52.59%
	Long Term Disability/CNA	3,903	2,076.76	1,861.89	535.64	492.10	53.22%
	Life Insurance/Fortis & Protective Life	2,194	537.45	1,192.85	0.00	875.25	24.50%
	Vision Service Plan/VSP	2,886	1,255.86	1,608.16	208.32	233.36	43.52%
	Dental/Ameritas	6,918	3,323.90	3,500.70	571.90	650.80	48.05%
0300	Total Employee Insurance	64,484	32,741.87	27,336.00	5,888.84	5,248.02	50.78%
0310	Unemployment Insurance	0	394.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	3,127.00	8,476.00	0.00	8,476.00	27.67%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	504,001.58	482,554.41	63,185.12	67,646.02	58.21%
0700-00	Communications - Telephone	4,000	1,050.76	2,326.08	73.95	549.15	26.27%
0700-01	Communications - Modem/Fax	6,000	3,831.62	3,457.61	714.83	1,053.32	63.86%
0700-02	Communications - Internet/Database	2,500	504.87	897.33	54.90	69.90	20.19%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	862.00	899.81	0.00	215.00	31.93%
0700-07	Communications - ELLI Grant	250	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	817.45	242.40	57.31	88.15	163.49%
	Total Communications	15,950	7,066.70	7,823.23	900.99	1,975.52	44.31%
0900-00	Food - General Fund	100	68.06	0.00	0.00	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	85.21	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	68.63	0.00	0.00	0.00	
	Total Food	600	221.90	0.00	0.00	0.00	36.98%
1000-00	Household Expense	5,000	2,564.22	6,404.66	0.00	5,186.83	51.28%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	1,209.97	1,991.00	277.52	0.00	26.89%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	11,304.37	4,860.00	996.31	0.00	98.30%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	234.63	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	12,748.97	6,851.00	1,273.83	0.00	72.85%
	HVAC						
	Carpet Cleaning	2,500	5,689.88	908.88	0.00	139.00	227.60%
	Groundskeeping, City of Placentia	3,500	430.98	0.00	0.00	0.00	12.31%
	Plumbing	30,000	17,409.92	8,364.08	2,283.32	0.00	58.03%
	Electrical	1,800	928.22	3,464.05	107.75	3,296.44	51.57%
	Cleaning Service	1,500	1,442.49	313.19	0.00	0.00	96.17%
	Locksmith	13,700	7,700.00	7,550.00	1,100.00	1,100.00	56.20%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	200	1,182.86	131.41	83.38	0.00	591.43%
	Total Maintenance of Building & Grounds	58,200	36,171.94	21,186.13	3,960.85	4,755.00	27.75%
1400-00							62.15%
1600-00	Memberships - General Fund	3,750	1,618.00	922.50	1,478.00	0.00	43.15%
1600-07	Memberships - ELLI Grant	250	125.00	0.00	125.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	275.50	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	2,223.00	1,198.00	1,603.00	0.00	50.52%
1700-00	Miscellaneous Expense - General Fund	0	3,285.00	0.00	1,935.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	3,285.00	0.00	1,935.00	0.00	

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
	Library Supplies						
	Printing	10,000	6,942.49	8,184.09	2,446.98	309.87	69.42%
	EZ Copy - copy cards for sale to patrons	10,000	5,632.23	3,595.23	463.62	249.42	56.32%
	Publications	0	0.00	0.00	0.00	0.00	
	Paper	1,500	861.55	1,210.09	213.80	0.00	57.44%
	Drinking Water Service	1,700	184.43	999.95	0.00	88.18	10.85%
	Other Office Supplies	325	192.50	156.00	27.50	26.00	59.23%
1800-00	Total Office Supply Expense - General Fund	8,500	4,587.72	7,220.01	442.09	266.29	53.97%
		32,025	18,400.92	21,365.37	3,593.99	939.76	57.46%
1800-07	ELLI Grant Supply Expense	2,611	901.06	513.56	0.00	0.00	
	Printing						
	Publications	1,500	0.00	2,324.77	0.00	0.00	
	Paper	0	4,045.59	1,649.71	0.00	0.00	
	Other Office Supplies	0	0.00	0.00	0.00	0.00	
1800-08	Total Adult Literacy Office Supply Expense	3,500	306.93	4,078.40	50.19	0.00	
		5,000	4,352.52	8,052.88	50.19	0.00	87.05%
1800-09	Supply Expense Families for Literacy	500	108.54	607.80	0.00	88.86	
	Total Office Expense	40,136	23,763.04	30,539.61	3,644.18	1,028.62	59.21%
1803-00	Postage Expense - General Fund	5,500	2,772.70	2,604.32	0.00	(20.35)	50.41%
1803-01	Postage Expense - LSCA II Grant	0	0.00	535.85	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	50.00	6.62	0.00	0.00	50.00%
1803-09	Postage Expense - Families for Literacy	0	50.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	2,872.70	3,146.79	0.00	(20.35)	51.30%

PLACENTIA LIBRARY DISTRICT  
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OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	245.00	210.00	70.00	35.00	58.33%
	Pension Contribution & Operating Expenses	7,500	5,126.63	2,271.42	1,397.53	0.00	68.36%
	Anaheim Consortium Automated Library System	31,000	30,169.74	0.00	30,169.74	0.00	97.32%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	247.71	226.26	0.00	37.71	49.15%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	7,269.04	6,264.41	56.68	6,129.01	79.88%
	Advertising (Including WEB Site)	2,000	1,127.52	0.00	0.00	0.00	56.38%
	Medical Exams	750	817.50	920.00	111.00	0.00	109.00%
	Collection Services - Accounts Receivable	2,500	1,189.54	1,449.58	82.45	0.00	47.58%
	Audit & Accounting Services	5,250	4,385.00	5,150.00	0.00	500.00	83.52%
	Payroll Preparation	3,250	1,829.06	1,766.89	432.50	365.24	56.28%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	4,648.15	15,151.89	45.53	542.56	26.56%
1900-00	Total Specialized Services - General Fund	87,774	57,054.89	33,410.45	32,365.43	7,609.52	65.00%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	12,292.81	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0	471.74	3,526.85	471.74	3,526.85	
1900-08	Specialized Services - Adult Literacy	9,500	4,370.85	1,125.00	1,311.58	0.00	46.01%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	183.69	0.00	35.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	1,736.24	1,550.01	96.07	405.13	14.47%
	Total Specialized Services	110,774	63,633.72	52,088.81	34,244.82	11,576.50	57.44%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	313.58	0.00	0.00	0.00	



PLACENTIA LIBRARY DISTRICT  
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2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	58,208.29	58,051.90	7,471.65	7,418.32	48.19%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	48.00	0.00	0.00	
2400-01	Special Department Expense- Books	145,460	31,489.92	37,694.25	7,203.87	8,950.53	21.65%
2400-02	Special Department Expense - Video	0	0.00	242.12	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	31,790.29	19,202.97	1,140.87	0.00	
2400-04	Special Department Expense - Periodicals	0	7,766.01	588.96	105.20	0.00	
2400-05	Special Department Expense - Audio	0	4,599.56	4,684.97	2,410.57	204.23	
2400-07	Special Department Expense - ELLI Grant	5,900	1,175.67	47.08	23.57	47.08	
2400-08	Special Department Expense - Adult Literacy	2,000	4,979.93	2,282.24	0.00	0.00	249.00%
2400-09	Special Department Expense - Families for Literacy	0	794.08	75.51	36.78	75.51	
	Total Special Department Expense	153,360	82,595.46	64,866.10	10,920.86	9,277.35	53.86%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	2,093.56	1,673.23	39.61	0.00	83.74%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	2,941.04	3,664.53	95.94	917.83	39.21%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	896.62	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	399.00	292.52	0.00	5.00	79.80%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	393.68	391.44	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,025.35	383.44	0.00	39.95	102.54%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	147.30	0.00	20.81	0.00	
	Total Transportation/Travel - Meetings	14,500	6,999.93	7,499.75	156.36	962.78	48.28%

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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 JAN 2003	FY2001-2002 JAN 2002	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	33,437.69	0.00	0.00	23.02%
	Gas	5,000	625.52	661.34	299.42	290.72	12.51%
	Water	3,750	2,165.77	2,338.30	137.65	111.99	57.75%
	Total Utilities	71,750	17,291.96	36,437.33	437.07	402.71	24.10%
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>625,726</b>	<b>327,712.51</b>	<b>301,372.85</b>	<b>66,548.61</b>	<b>42,563.28</b>	<b>52.37%</b>
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	5,383.80	2,028.68	3,044.00	0.00	134.60%
4000-00	Equipment - General Fund	20,000	5,420.29	3,381.47	3,610.14	0.00	27.10%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	#DIV/0!
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	8,146.30	3,381.47	3,610.14	0.00	38.79%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
5200	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>21,000</b>	<b>8,608.55</b>	<b>3,381.47</b>	<b>3,610.14</b>	<b>0.00</b>	<b>40.99%</b>
5600	<b>PROVISION FOR CONTINGENCIES</b>	<b>67,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>INVESTMENT POOL LOSS</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL EXPENSES</b>	<b>1,583,533</b>	<b>845,706.44</b>	<b>789,337.41</b>	<b>136,387.87</b>	<b>110,209.30</b>	<b>53.41%</b>

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

02/12/03

	<u>Jan 31, 03</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	657.56
County Exempt - Savings	1,948.29
General Fund - Checking	7,097.56
General Fund - Savings	12,720.19
Literacy Fund - Savings	7,520.04
Payroll Checking - Wells Fargo	10,306.28
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
<b>Total Payroll Checking (CDs)</b>	<u>42,805.38</u>
<b>Total Checking/Savings</b>	<u>83,055.30</u>
<b>Total Current Assets</b>	<u>83,055.30</u>
<b>TOTAL ASSETS</b>	<u><u>83,055.30</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	15,220.25
Total Capital	69,741.09
Net Income	-1,906.04
<b>Total Equity</b>	<u>83,055.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>83,055.30</u></u>

Placentia Library District  
 Profit & Loss by Class  
 January 2003

02/18/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Friends Contributions	15.00	0.00	0.00	0.00	15.00
COE Interest	0.96	0.00	0.00	0.00	0.96
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	765.00	0.00	0.00	0.00	765.00
COE Miscellaneous Income	148.00	0.00	0.00	0.00	148.00
COE Passport Chck Reimbursement	3,348.65	0.00	0.00	0.00	3,348.65
GF Cash Register - Copy/Debit	0.00	128.80	0.00	0.00	128.80
GF Cash Register - Fines	0.00	1,427.78	0.00	0.00	1,427.78
GF Cash Register - Lost Items	0.00	149.14	0.00	0.00	149.14
GF Cash Register - Reserves	0.00	73.50	0.00	0.00	73.50
GF Interest	0.00	7.90	0.00	0.00	7.90
GF Miscellaneous Income	0.00	15.00	0.00	0.00	15.00
GF Passport Revenue	0.00	10,133.40	0.00	0.00	10,133.40
GF State Library Grants	0.00	11,676.00	0.00	0.00	11,676.00
GF State of CA Foundation Funds	0.00	58.15	0.00	0.00	58.15
GF Transfers from County	0.00	1,300.62	0.00	0.00	1,300.62
GF Typewriter Income	0.00	2.45	0.00	0.00	2.45
LIT Interest Inc - Savings	0.00	0.00	3.83	0.00	3.83
PA Deposit from B of A	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - CD's	0.00	0.00	0.00	90.08	90.08
PA Interest Inc - Savings	0.00	0.00	0.00	0.26	0.26
PA Wire Transfer from County	0.00	0.00	0.00	57,296.28	57,296.28
<b>Total Income</b>	<b>4,317.49</b>	<b>24,972.74</b>	<b>3.83</b>	<b>57,386.62</b>	<b>86,680.68</b>
<b>Expense</b>					
COE Bank fees	21.00	0.00	0.00	0.00	21.00
COE Friend's Director's Fund	206.80	0.00	0.00	0.00	206.80
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Miscellaneous Expense	148.00	0.00	0.00	0.00	148.00
COE Passport Expenses	4,115.95	0.00	0.00	0.00	4,115.95
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	56.98	0.00	0.00	56.98
GF Literacy	0.00	776.71	0.00	0.00	776.71
GF Miscellaneous	0.00	6.14	0.00	0.00	6.14
GF Office Expense	0.00	427.92	0.00	0.00	427.92
GF Postage	0.00	37.00	0.00	0.00	37.00
GF Transfers to County	0.00	16,223.14	0.00	0.00	16,223.14
GF Travel Staff	0.00	104.00	0.00	0.00	104.00
GF Travel Trustees	0.00	152.00	0.00	0.00	152.00
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,274.00	1,274.00
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,190.24	1,190.24
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	0.00	392.00	392.00
PA Payroll Taxes	0.00	0.00	0.00	15,029.91	15,029.91

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Salaries	0.00	0.00	0.00	37,905.04	37,905.04
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>4,647.27</b>	<b>17,798.89</b>	<b>0.00</b>	<b>55,851.07</b>	<b>78,297.23</b>
<b>Net Income</b>	<b>-329.78</b>	<b>7,173.85</b>	<b>3.83</b>	<b>1,535.55</b>	<b>8,383.45</b>

**Placentia Library District  
Profit & Loss by Class  
July 2002 through January 2003**

02/18/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Cash Register - Copy Cards	398.19	0.00	0.00	0.00	398.19
COE Directors Fund (Friends)	1,381.91	0.00	0.00	0.00	1,381.91
COE Friends Contributions	853.00	0.00	0.00	0.00	853.00
COE Interest	7.13	0.00	0.00	0.00	7.13
COE Life Insur Suplmt(EDM)	358.92	0.00	0.00	0.00	358.92
COE Meeting Room Income	2,095.00	0.00	0.00	0.00	2,095.00
COE Miscellaneous Income	4,508.24	0.00	0.00	0.00	4,508.24
COE Passport Chck Reimbursement	25,382.50	0.00	0.00	0.00	25,382.50
COE Staff Appreciation Reimb	374.37	0.00	0.00	0.00	374.37
COE Test Proctoring Income	29.50	0.00	0.00	0.00	29.50
GF Cash Register - Childrens	0.00	115.83	0.00	0.00	115.83
GF Cash Register - Copy/Debit	0.00	1,013.66	0.00	0.00	1,013.66
GF Cash Register - Fines	0.00	10,505.53	0.00	0.00	10,505.53
GF Cash Register - Lost Items	0.00	877.73	0.00	0.00	877.73
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	844.39	0.00	0.00	844.39
GF County Reimbursements	0.00	6,163.18	0.00	0.00	6,163.18
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	60.95	0.00	0.00	60.95
GF Miscellaneous Income	0.00	2,161.30	0.00	0.00	2,161.30
GF Non Government Grant	0.00	11,000.00	0.00	0.00	11,000.00
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	0.00	62,934.02	0.00	0.00	62,934.02
GF State Library Grants	0.00	148,386.00	0.00	0.00	148,386.00
GF State Library Reimbursements	0.00	8,099.44	0.00	0.00	8,099.44
GF State of CA Foundation Funds	0.00	58.15	0.00	0.00	58.15
GF Transfers from County	0.00	13,297.01	0.00	0.00	13,297.01
GF Typewriter Income	0.00	4.85	0.00	0.00	4.85
LIT Interest Inc - Savings	0.00	0.00	33.09	0.00	33.09
PA Deposit from B of A	0.00	0.00	0.00	0.00	0.00
PA Interest Inc - CD's	0.00	0.00	0.00	587.05	587.05
PA Interest Inc - Savings	0.00	0.00	0.00	12.61	12.61
PA Wire Transfer from County	0.00	0.00	0.00	432,053.04	432,053.04
PA Wire Transfer from Paychex	0.00	0.00	0.00	24,118.80	24,118.80
<b>Total Income</b>	<b>35,388.76</b>	<b>266,653.96</b>	<b>33.09</b>	<b>456,771.50</b>	<b>758,847.31</b>
<b>Expense</b>					
COE Bank fees	237.65	0.00	0.00	0.00	237.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childn's Summer Rdnng Prgm	2,734.00	0.00	0.00	0.00	2,734.00
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	357.30	0.00	0.00	0.00	357.30
COE Copier Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,215.96	0.00	0.00	0.00	1,215.96
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	94.12	0.00	0.00	0.00	94.12

**Placentia Library District  
Profit & Loss by Class  
July 2002 through January 2003**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Miscellaneous Expense	163.00	0.00	0.00	0.00	163.00
COE Office Expense	336.84	0.00	0.00	0.00	336.84
COE Passport Expenses	23,449.20	0.00	0.00	55.00	23,504.20
COE Staff Appreciation	628.73	0.00	0.00	0.00	628.73
COE Transfer to COE Checking	4,180.04	0.00	0.00	0.00	4,180.04
COE Transfer to GF Savings	295.00	0.00	0.00	0.00	295.00
GF Advertising Expense	0.00	538.12	0.00	0.00	538.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	107.65	0.00	0.00	107.65
GF Bankcard Service Charge	0.00	105.00	0.00	0.00	105.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Deposit Correction	0.00	44.94	0.00	0.00	44.94
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	879.27	0.00	0.00	879.27
GF Insurance	0.00	651.95	0.00	0.00	651.95
GF Literacy	0.00	1,155.28	0.00	0.00	1,155.28
GF Miscellaneous	0.00	5,721.36	0.00	0.00	5,721.36
GF Office Expense	0.00	753.77	0.00	0.00	753.77
GF Postage	0.00	63.17	0.00	0.00	63.17
GF Printing	0.00	233.74	0.00	0.00	233.74
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfers to County	0.00	238,068.09	0.00	0.00	238,068.09
GF Travel Staff	0.00	1,954.42	0.00	0.00	1,954.42
GF Travel Trustees	0.00	754.21	0.00	0.00	754.21
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	524.42	524.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	12,827.16	12,827.16
PA Employee 125 Co-Pay	0.00	0.00	0.00	5,744.07	5,744.07
PA Employee Life Insurance	0.00	0.00	0.00	319.04	319.04
PA Garnishment	0.00	0.00	0.00	5,488.00	5,488.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	130,251.01	130,251.01
PA Prepaid Salaries	0.00	0.00	0.00	50,128.47	50,128.47
PA Salaries	0.00	0.00	0.00	266,784.91	266,784.91
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>36,061.80</b>	<b>252,569.47</b>	<b>0.00</b>	<b>472,122.08</b>	<b>760,753.35</b>
<b>Net Income</b>	<b>-673.04</b>	<b>14,084.49</b>	<b>33.09</b>	<b>-15,350.58</b>	<b>-1,906.04</b>

7:05 AM  
 02/11/03

**Placentia Library District  
 Reconciliation Detail  
 County Exempt - Checking, Period Ending 01/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,762.66
<b>Cleared Transactions</b>						
<b>Checks and Payments - 48 items</b>						
Check	12/28/2002	4128	Passport Services	X	-55.00	-55.00
Check	12/30/2002	4130	Passport Services	X	-55.00	-110.00
Check	12/30/2002	4129	Passport Services	X	-55.00	-165.00
Check	1/2/2003	4135	Passport Services	X	-115.00	-280.00
Check	1/2/2003	4131	Passport Services	X	-115.00	-395.00
Check	1/2/2003	4132	Passport Services	X	-110.00	-505.00
Check	1/2/2003	4133	Passport Services	X	-175.00	-680.00
Check	1/2/2003	4134	Passport Services	X	-55.00	-735.00
Check	1/4/2003	4137	Passport Services	X	-55.00	-790.00
Check	1/4/2003	4136	Passport Services	X	-40.00	-830.00
Check	1/6/2003	4138	Home Depot	X	-20.72	-850.72
Check	1/6/2003	4139	Passport Services	X	-55.00	-905.72
Check	1/7/2003	4142	Passport Services	X	-115.00	-1,020.72
Check	1/7/2003	4140	US Postmaster Pla...	X	-148.00	-1,168.72
Check	1/7/2003	4141	Passport Services	X	-40.00	-1,208.72
Check	1/8/2003	4144	Passport Services	X	-40.00	-1,248.72
Check	1/8/2003	4145	Passport Services	X	-200.00	-1,448.72
Check	1/9/2003	4146	Passport Services	X	-115.00	-1,563.72
Check	1/11/2003	4151	Passport Services	X	-40.00	-1,603.72
Check	1/11/2003	4150	Passport Services	X	-55.00	-1,658.72
Check	1/11/2003	4148	Passport Services	X	-95.00	-1,753.72
Check	1/11/2003	4147	Passport Services	X	-100.00	-1,853.72
Check	1/11/2003	4149	Passport Services	X	-55.00	-1,908.72
Check	1/13/2003	4153	Passport Services	X	-100.00	-2,008.72
Check	1/13/2003	4152	Passport Services	X	-55.00	-2,063.72
Check	1/15/2003	4154	Passport Services	X	-110.00	-2,173.72
Check	1/16/2003	4156	Passport Services	X	-205.00	-2,378.72
Check	1/16/2003	4155	Passport Services	X	-55.00	-2,433.72
Check	1/16/2003	4157	Passport Services	X	-55.00	-2,488.72
Check	1/18/2003	4158	Passport Services	X	-115.00	-2,603.72
Check	1/18/2003	4159	Passport Services	X	-55.00	-2,658.72
Check	1/18/2003	4160	Passport Services	X	-55.00	-2,713.72
Check	1/20/2003	4161	Passport Services	X	-40.00	-2,753.72
Check	1/21/2003	4162	Passport Services	X	-55.00	-2,808.72
Check	1/21/2003	4163	Passport Services	X	-205.00	-3,013.72
Check	1/22/2003	4165	Passport Services	X	-110.00	-3,123.72
Check	1/22/2003	4164	Passport Services	X	-55.00	-3,178.72
Check	1/22/2003	4166	Passport Services	X	-110.00	-3,288.72
Check	1/23/2003	4168	Passport Services	X	-55.00	-3,343.72
Check	1/23/2003	4167	Passport Services	X	-55.00	-3,398.72
Check	1/23/2003	4169	Passport Services	X	-55.00	-3,453.72
Check	1/23/2003	4170	Passport Services	X	-115.00	-3,568.72
Check	1/23/2003	4171	Passport Services	X	-115.00	-3,683.72
Check	1/25/2003	4175	Passport Services	X	-137.30	-3,821.02
Check	1/25/2003	4173	Passport Services	X	-80.00	-3,901.02
Check	1/25/2003	4172	Passport Services	X	-40.00	-3,941.02
Check	1/25/2003	4174	Passport Services	X	-68.65	-4,009.67
Check	1/31/2003			X	-11.00	-4,020.67
<b>Total Checks and Payments</b>					<b>-4,020.67</b>	<b>-4,020.67</b>
<b>Deposits and Credits - 17 items</b>						
Deposit	1/6/2003			X	225.00	225.00
Deposit	1/6/2003			X	15.00	240.00
Deposit	1/6/2003			X	95.00	335.00
Deposit	1/7/2003			X	95.00	430.00
Deposit	1/7/2003			X	148.00	578.00
Deposit	1/8/2003			X	155.00	733.00
Deposit	1/13/2003			X	115.00	848.00
Deposit	1/14/2003			X	980.00	1,828.00
Deposit	1/14/2003			X	55.00	1,883.00
Deposit	1/20/2003			X	55.00	1,938.00
Deposit	1/22/2003			X	150.00	2,088.00
Deposit	1/23/2003			X	140.00	2,228.00
Deposit	1/27/2003			X	108.65	2,336.65
Deposit	1/27/2003			X	980.00	3,316.65
Deposit	1/27/2003			X	115.00	3,431.65



7:05 AM  
02/11/03

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 01/31/2003**

Agenda Item 14  
COE Fund Checking  
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Type	Date	Num	Name	Clr	Amount	Balance
Deposit	1/28/2003			X	55.00	3,486.65
Deposit	1/30/2003			X	55.00	3,541.65
Total Deposits and Credits					3,541.65	3,541.65
Total Cleared Transactions					-479.02	-479.02
Cleared Balance					-479.02	1,283.64
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 9 items</b>						
Check	1/27/2003	4176	Passport Services		-55.00	-55.00
Check	1/27/2003	4177	Passport Services		-55.00	-110.00
Check	1/28/2003	4178	Passport Services		-55.00	-165.00
Check	1/29/2003	4181	Passport Services		-55.00	-220.00
Check	1/29/2003	4179	Photography by Joh...		-61.42	-281.42
Check	1/29/2003	4182	Passport Services		-110.00	-391.42
Check	1/29/2003	4180	Passport Services		-55.00	-446.42
Check	1/30/2003	4184	Passport Services		-55.00	-501.42
Check	1/30/2003	4183	I.M.P.A.C. Govern...		-124.66	-626.08
Total Checks and Payments					-626.08	-626.08
Total Uncleared Transactions					-626.08	-626.08
Register Balance as of 01/31/2003					-1,105.10	657.56
<b>New Transactions</b>						
<b>Checks and Payments - 16 items</b>						
Check	2/1/2003	4185	Passport Services		-115.00	-115.00
Check	2/1/2003	4186	Passport Services		-55.00	-170.00
Check	2/3/2003	4187	Passport Services		-68.65	-238.65
Check	2/3/2003	4190	Passport Services		-115.00	-353.65
Check	2/3/2003	4191	Passport Services		-55.00	-408.65
Check	2/3/2003	4189	Passport Services		-128.65	-537.30
Check	2/3/2003	4188	Passport Services		-55.00	-592.30
Check	2/4/2003	4192	Passport Services		-55.00	-647.30
Check	2/5/2003	4193	Passport Services		-40.00	-687.30
Check	2/8/2003	4194	Passport Services		-55.00	-742.30
Check	2/8/2003	4195	Passport Services		-100.00	-842.30
Check	2/9/2003	4197	Passport Services		-95.00	-937.30
Check	2/9/2003	4196	Passport Services		-110.00	-1,047.30
Check	2/10/2003	4200	Passport Services		-100.00	-1,147.30
Check	2/10/2003	4199	Passport Services		-55.00	-1,202.30
Check	2/10/2003	4198	Passport Services		-40.00	-1,242.30
Total Checks and Payments					-1,242.30	-1,242.30
<b>Deposits and Credits - 6 items</b>						
Deposit	2/3/2003				55.00	55.00
Deposit	2/3/2003				500.00	555.00
Deposit	2/3/2003				55.00	610.00
Deposit	2/5/2003				95.00	705.00
Deposit	2/6/2003				30.00	735.00
Deposit	2/10/2003				165.00	900.00
Total Deposits and Credits					900.00	900.00
Total New Transactions					-342.30	-342.30
<b>Ending Balance</b>					<b>-1,447.40</b>	<b>315.26</b>

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02/11/03

**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 01/31/2003**

Agenda Item 14  
COE Fund Savings  
Page 8 of 13

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,989.92
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	12/28/2002	1501	Protective Life Insur...	X	-651.95	-651.95
Check	1/31/2003			X	-10.00	-661.95
<b>Total Checks and Payments</b>					-661.95	-661.95
<b>Deposits and Credits - 10 items</b>						
Deposit	1/9/2003			X	30.00	30.00
Deposit	1/13/2003			X	570.00	600.00
Deposit	1/15/2003			X	40.00	640.00
Deposit	1/15/2003			X	19.94	659.94
Deposit	1/16/2003			X	35.00	694.94
Deposit	1/27/2003			X	30.00	724.94
Deposit	1/29/2003			X	19.94	744.88
Check	1/29/2003	1502	Photography by Joh...	X	0.00	744.88
Deposit	1/30/2003			X	30.00	774.88
Deposit	1/31/2003			X	0.96	775.84
<b>Total Deposits and Credits</b>					775.84	775.84
<b>Total Cleared Transactions</b>					113.89	113.89
<b>Cleared Balance</b>					113.89	2,103.81
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	1/29/2003	1503	Greg's Carpet & Up...		-155.52	-155.52
<b>Total Checks and Payments</b>					-155.52	-155.52
<b>Total Uncleared Transactions</b>					-155.52	-155.52
<b>Register Balance as of 01/31/2003</b>					-41.63	1,948.29
<b>Ending Balance</b>					<b>-41.63</b>	<b>1,948.29</b>

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2/11/03*

7:20 AM  
 02/11/03

**Placentia Library District  
 Reconciliation Detail  
 General Fund - Checking, Period Ending 01/26/2003**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						8,044.64
<b>Cleared Transactions</b>						
<b>Checks and Payments - 15 items</b>						
Check	12/19/2002	4637	Placentia Chamber ...	X	-20.00	-20.00
Check	12/28/2002	4639	Protective Life Insur...	X	-651.95	-671.95
Check	1/3/2003		Bank of the West	X	-15.00	-686.95
Check	1/6/2003	4640	Capitol Weekly	X	-199.00	-885.95
Check	1/8/2003	4641	Munson, Cronick & ...	X	-90.00	-975.95
Check	1/13/2003	4642	Scholastic Warehou...	X	-251.68	-1,227.63
Check	1/15/2003	4643	All Star Awards	X	-6.14	-1,233.77
Check	1/15/2003	4644	Placentia Chamber ...	X	-20.00	-1,253.77
Check	1/20/2003	4645	Munson, Cronick & ...	X	-88.30	-1,342.07
Check	1/21/2003	4646	Lakeshore Learning...	X	-380.11	-1,722.18
Check	1/22/2003	4649	Placentia Chamber ...	X	-30.00	-1,752.18
Check	1/22/2003	4647	Lakeshore Learning...	X	-144.92	-1,897.10
Check	1/23/2003	4650	US Postmaster Pla...	X	-37.00	-1,934.10
Check	1/27/2003	4653	Sam's Club	X	-56.98	-1,991.08
Check	1/29/2003	4654	Radio Shack	X	-50.62	-2,041.70
<b>Total Checks and Payments</b>					<u>-2,041.70</u>	<u>-2,041.70</u>
<b>Deposits and Credits - 1 item</b>						
Deposit	1/7/2003			X	1,300.62	1,300.62
<b>Total Deposits and Credits</b>					<u>1,300.62</u>	<u>1,300.62</u>
<b>Total Cleared Transactions</b>					<u>-741.08</u>	<u>-741.08</u>
<b>Cleared Balance</b>					-741.08	7,303.56
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	1/22/2003	4648	Association of Fund...		-50.00	-50.00
Check	1/26/2003	4651	CALTAC		-108.00	-158.00
Check	1/26/2003	4652	ISDOC		-48.00	-206.00
<b>Total Checks and Payments</b>					<u>-206.00</u>	<u>-206.00</u>
<b>Total Uncleared Transactions</b>					<u>-206.00</u>	<u>-206.00</u>
<b>Register Balance as of 01/26/2003</b>					<u>-947.08</u>	<u>7,097.56</u>
<b>Ending Balance</b>					<u><u>-947.08</u></u>	<u><u>7,097.56</u></u>

*2/11/03*

7:25 AM  
02/11/03

**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 01/31/2003**

Agenda Item 14  
General Fund Savings  
Page 10 of 13

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						5,271.21
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	1/21/2003	1206	Orange County Aud...	X	-16,223.14	-16,223.14
<b>Total Checks and Payments</b>					-16,223.14	-16,223.14
<b>Deposits and Credits - 29 items</b>						
Deposit	1/2/2003			X	236.95	236.95
Deposit	1/6/2003			X	332.00	568.95
Deposit	1/6/2003			X	575.75	1,144.70
Deposit	1/6/2003			X	363.50	1,508.20
Deposit	1/7/2003			X	374.50	1,882.70
Deposit	1/7/2003			X	5,676.00	7,558.70
Deposit	1/8/2003			X	581.10	8,139.80
Deposit	1/9/2003			X	353.70	8,493.50
Deposit	1/13/2003			X	312.85	8,806.35
Deposit	1/13/2003			X	366.15	9,172.50
Deposit	1/13/2003			X	515.00	9,687.50
Deposit	1/14/2003			X	441.45	10,128.95
Deposit	1/15/2003			X	489.20	10,618.15
Deposit	1/16/2003			X	495.50	11,113.65
Deposit	1/20/2003			X	442.70	11,556.35
Deposit	1/20/2003			X	421.00	11,977.35
Deposit	1/20/2003			X	318.65	12,296.00
Deposit	1/21/2003			X	67.15	12,363.15
Deposit	1/22/2003			X	1,088.78	13,451.93
Deposit	1/22/2003			X	503.54	13,955.47
Deposit	1/23/2003			X	426.69	14,382.16
Deposit	1/27/2003			X	488.06	14,870.22
Deposit	1/27/2003			X	688.00	15,558.22
Deposit	1/27/2003			X	812.40	16,370.62
Deposit	1/28/2003			X	432.85	16,803.47
Deposit	1/28/2003			X	6,015.00	22,818.47
Deposit	1/29/2003			X	411.50	23,229.97
Deposit	1/30/2003			X	434.25	23,664.22
Deposit	1/31/2003			X	7.90	23,672.12
<b>Total Deposits and Credits</b>					23,672.12	23,672.12
<b>Total Cleared Transactions</b>					7,448.98	7,448.98
<b>Cleared Balance</b>					7,448.98	12,720.19
<b>Register Balance as of 01/31/2003</b>					7,448.98	12,720.19
<b>New Transactions</b>						
<b>Deposits and Credits - 12 items</b>						
Deposit	2/3/2003				2,076.61	2,076.61
Deposit	2/3/2003				90.00	2,166.61
Deposit	2/3/2003				907.75	3,074.36
Deposit	2/3/2003				270.00	3,344.36
Deposit	2/3/2003				170.34	3,514.70
Deposit	2/3/2003				794.65	4,309.35
Deposit	2/4/2003				525.39	4,834.74
Deposit	2/5/2003				458.05	5,292.79
Deposit	2/6/2003				340.35	5,633.14
Deposit	2/10/2003				571.00	6,204.14
Deposit	2/10/2003				630.00	6,834.14
Deposit	2/10/2003				269.00	7,103.14
<b>Total Deposits and Credits</b>					7,103.14	7,103.14
<b>Total New Transactions</b>					7,103.14	7,103.14
<b>Ending Balance</b>					<b>14,552.12</b>	<b>19,823.33</b>

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02/11/03

**Placentia Library District  
Reconciliation Detail**  
Literacy Fund - Savings, Period Ending 01/31/2003

Agenda Item 14  
Literacy Fund Savings  
Page 11 of 13

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						7,516.21
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	1/31/2003			X	3.83	3.83
<b>Total Deposits and Credits</b>					<u>3.83</u>	<u>3.83</u>
<b>Total Cleared Transactions</b>					<u>3.83</u>	<u>3.83</u>
<b>Cleared Balance</b>					<u>3.83</u>	<u>7,520.04</u>
<b>Register Balance as of 01/31/2003</b>					<u>3.83</u>	<u>7,520.04</u>
<b>Ending Balance</b>					<u><u>3.83</u></u>	<u><u>7,520.04</u></u>

*2003  
2/11/03*

## Placentia Library District Reconciliation Detail

### Payroll Checking - Wells Fargo, Period Ending 01/30/2003

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						26,868.97
<b>Cleared Transactions</b>						
<b>Checks and Payments - 39 items</b>						
Check	11/20/2002	2806	Esther P. Guzman	X	-247.91	-247.91
Check	12/4/2002	2854	Evena Shu	X	-63.68	-311.59
Check	12/11/2002	2006	Anna McHugh	X	-167.67	-479.26
Check	12/18/2002	2874	Matthew G. Mallard	X	-26.93	-506.19
Check	12/18/2002	2885	Evena Shu	X	-63.68	-569.87
Check	12/30/2002		Paychex	X	-6,632.68	-7,202.55
Check	12/30/2002	2965	Orange County Aud...	X	-444.01	-7,646.56
Check	12/30/2002	2966	Placentia Library Di...	X	-19.94	-7,666.50
Check	12/30/2002	2967	Katherine L. Roberts	X	-392.00	-8,058.50
Check	12/30/2002	2968	Nationwide Retirem...	X	-637.00	-8,695.50
Check	12/30/2002	2943	Esther P. Guzman	X	-255.65	-8,951.15
Check	12/30/2002	2944	Joyce G. Hampton	X	-319.37	-9,270.52
Check	12/30/2002	2960	Edward Stryzik	X	-291.37	-9,561.89
Check	12/30/2002	2953	Joshua Robbins	X	-143.87	-9,705.76
Check	12/30/2002	2951	Beatrice V. Quintanar	X	-287.20	-9,992.96
Check	12/30/2002	2957	Donna Siloti	X	-122.90	-10,115.86
Check	12/30/2002	2956	Evena Shu	X	-63.68	-10,179.54
Check	12/30/2002	2008	Elizabeth D. Minter	X	-223.36	-10,402.90
Check	12/31/2002		Paychex	X	-15,903.81	-26,306.71
Check	12/31/2002		Paychex	X	-7,058.83	-33,365.54
Check	1/9/2003		Wells Fargo Bank	X	-10.00	-33,375.54
Check	1/14/2003		Paychex	X	-17,089.97	-50,465.51
Check	1/15/2003	2997	Orange County Aud...	X	-444.01	-50,909.52
Check	1/15/2003	2992	Edward Stryzik	X	-466.07	-51,375.59
Check	1/15/2003	2999	Nationwide Retirem...	X	-637.00	-52,012.59
Check	1/15/2003	2983	Beatrice V. Quintanar	X	-298.35	-52,310.94
Check	1/15/2003	2982	Barbara Phillips	X	-63.68	-52,374.62
Check	1/15/2003	2981	Ruth Peterson	X	-339.15	-52,713.77
Check	1/15/2003	2979	Mariane Nebel	X	-41.11	-52,754.88
Check	1/15/2003	2973	Joyce G. Hampton	X	-319.37	-53,074.25
Check	1/15/2003	2972	Esther P. Guzman	X	-255.65	-53,329.90
Check	1/15/2003	2969	Dorothy J. Cummings	X	-146.94	-53,476.84
Check	1/15/2003		Paychex	X	-7,541.28	-61,018.12
Check	1/15/2003	2998	Placentia Library Di...	X	-19.94	-61,038.06
Check	1/23/2003		Wells Fargo Bank	X	-10.00	-61,048.06
Check	1/27/2003	2010	Placentia Library Di...	X	-7,000.00	-68,048.06
Check	1/28/2003		Paychex	X	-16,615.34	-84,663.40
Check	1/29/2003		Paychex	X	-7,488.63	-92,152.03
Check	1/29/2003	3028	Placentia Library Di...	X	-19.94	-92,171.97
<b>Total Checks and Payments</b>					<b>-92,171.97</b>	<b>-92,171.97</b>
<b>Deposits and Credits - 7 items</b>						
Deposit	12/30/2002			X	0.00	0.00
Deposit	12/31/2002			X	768.33	768.33
Deposit	12/31/2002			X	6,290.50	7,058.83
Deposit	12/31/2002			X	15,298.81	22,357.64
Deposit	1/9/2003			X	28,648.14	51,005.78
Deposit	1/14/2003			X	0.00	51,005.78
Deposit	1/23/2003			X	28,648.14	79,653.92
<b>Total Deposits and Credits</b>					<b>79,653.92</b>	<b>79,653.92</b>
<b>Total Cleared Transactions</b>					<b>-12,518.05</b>	<b>-12,518.05</b>
<b>Cleared Balance</b>					<b>-12,518.05</b>	<b>14,350.92</b>

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02/11/03

**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 01/30/2003**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Check	1/15/2003	2988	Evena Shu		-63.68	-63.68
Check	1/15/2003	2985	Joshua Robbins		-96.19	-159.87
Check	1/20/2003	2009	Matthew G. Mallard		-53.85	-213.72
Check	1/29/2003	3013	Beatrice V. Quintanar		-287.20	-500.92
Check	1/29/2003	3015	Joshua Robbins		-191.45	-692.37
Check	1/29/2003	3018	Evena Shu		-63.68	-756.05
Check	1/29/2003	3022	Edward Strysik		-305.20	-1,061.25
Check	1/29/2003	3027	Orange County Aud...		-444.01	-1,505.26
Check	1/29/2003	3030	Nationwide Retirem...		-637.00	-2,142.26
Check	1/29/2003	3012	Barbara Phillips		-67.67	-2,209.93
Check	1/29/2003	3011	Ruth Peterson		-361.49	-2,571.42
Check	1/29/2003	3009	Marlane Nebel		-51.39	-2,622.81
Check	1/29/2003	3003	Joyce G. Hampton		-319.37	-2,942.18
Check	1/29/2003	3002	Esther P. Guzman		-255.65	-3,197.83
Check	1/29/2003	3000	Dorothy J. Cummings		-152.59	-3,350.42
Check	1/29/2003	2011	Katherine L. Matas		-302.22	-3,652.64
Check	1/29/2003	3029	Katherine L. Roberts		-392.00	-4,044.64
Total Checks and Payments					-4,044.64	-4,044.64
Total Uncleared Transactions					-4,044.64	-4,044.64
Register Balance as of 01/30/2003					-16,562.69	10,306.28
<b>New Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Check	2/11/2003		Paychex		-17,587.83	-17,587.83
Check	2/12/2003	3031	Louise Beebe		-107.72	-17,695.55
Check	2/12/2003	3032	Victoria Campbell		-114.45	-17,810.00
Check	2/12/2003	3033	Dorothy J. Cummings		-203.44	-18,013.44
Check	2/12/2003	3035	Joy Di Loreto		-264.74	-18,278.18
Check	2/12/2003	3037	Esther P. Guzman		-277.19	-18,555.37
Check	2/12/2003	3038	Joyce G. Hampton		-319.37	-18,874.74
Check	2/12/2003	3042	Darlene Mc Cartin		-80.79	-18,955.53
Check	2/12/2003	3046	Marlane Nebel		-41.11	-18,996.64
Check	2/12/2003	3049	Beatrice V. Quintanar		-287.20	-19,283.84
Check	2/12/2003	3051	Joshua Robbins		-191.45	-19,475.29
Check	2/12/2003	3057	Edward Strysik		-305.20	-19,780.49
Check	2/12/2003	3062	Placentia Library Di...		-19.94	-19,800.43
Check	2/12/2003	3063	Katherine L. Roberts		-392.00	-20,192.43
Check	2/12/2003	3064	Nationwide Retirem...		-637.00	-20,829.43
Check	2/12/2003		Paychex		-7,811.36	-28,640.79
Check	2/12/2003	3040	Matthew G. Mallard		-40.40	-28,681.19
Total Checks and Payments					-28,681.19	-28,681.19
<b>Deposits and Credits - 1 item</b>						
Deposit	2/6/2003				28,648.14	28,648.14
Total Deposits and Credits					28,648.14	28,648.14
Total New Transactions					-33.05	-33.05
<b>Ending Balance</b>					<b>-16,595.74</b>	<b>10,273.23</b>

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ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF JANUARY 2003  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	2,936.71	240	212	2,146.06	106	102	5,082.77	346	314	1,508.22	72	72	6,590.99	418	386
Adult Circulating Non-Fiction	3,870.04	192	185	2,350.69	100	86	6,220.73	292	271	2,830.48	140	139	9,051.21	432	410
Adult Reference	10,163.63	112	47	332.95	3	3	10,496.58	115	50	1,165.90	43	38	11,662.48	158	88
Adult Print Continuations	681.00	61	61	0.00	0	0	681.00	61	61	0.00	0	0	681.00	61	61
Adult Electronic Continuations	21,366.50	3	3	0.00	0	0	21,366.50	3	3	0.00	0	0	21,366.50	3	3
Total Adult Non-Fiction	36,081.17	368	296	2,683.64	103	89	38,764.81	471	385	3,996.38	183	177	42,761.19	654	562
TOTAL ADULT PRINT MATERIALS	39,017.88	608	608	4,829.70	209	191	43,847.58	817	699	5,504.60	255	249	49,352.18	1,072	948
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	145.00	10	10	145.00	10	10
Adult Audio Books	3,539.79	51	51	0.00	0	0	3,539.79	51	51	14.95	1	1	3,554.74	52	52
Total Adult Audio	3,539.79	51	51	0.00	0	0	3,539.79	51	51	159.95	11	11	3,699.74	62	62
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	3,539.79	51	51	0.00	0	0	3,539.79	51	51	159.95	11	11	3,699.74	62	62
TOTAL ADULT MATERIALS	42,557.67	659	659	4,829.70	209	191	47,387.37	868	750	5,664.55	266	260	53,051.92	1,134	1,010
Juvenile Fiction	5,214.13	404	377	5,476.17	387	310	10,690.30	791	687	335.36	35	35	11,025.66	826	722
Juvenile Circulating Non-Fiction	3,696.52	312	297	894.46	60	60	4,590.98	372	357	134.80	14	14	4,725.78	386	371
Juvenile Reference	1,466.04	11	7	0.00	0	0	1,466.04	11	7	0.00	0	0	1,466.04	11	7
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	300.00	1	1	0.00	0	0	300.00	1	1	0.00	0	0	300.00	1	1
Total Juvenile Non-Fiction	5,462.56	324	305	894.46	60	60	6,357.02	384	365	134.80	14	14	6,491.82	398	379
TOTAL JUVENILE PRINT MATERIALS	10,676.69	728	682	6,370.63	447	370	17,047.32	1,175	1,052	470.16	49	49	17,517.48	1,224	1,101
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	2,836.89	84	84	5,360.38	128	128	8,197.27	212	212	0.00	0	0	8,197.27	212	212
Total Juvenile Audio	2,836.89	84	84	5,360.38	128	128	8,197.27	212	212	0.00	0	0	8,197.27	212	212
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,836.89	84	84	5,360.38	128	128	8,197.27	212	212	0.00	0	0	8,197.27	212	212
TOTAL JUVENILE MATERIALS	13,513.58	812	766	11,731.01	575	498	25,244.59	1,387	1,264	470.16	49	49	25,714.75	1,436	1,313
Total Fiction	8,150.84	644	589	7,622.23	493	412	15,773.07	1,137	1,001	1,843.58	107	107	17,616.65	1,244	1,108
Total Non-Fiction	41,543.73	692	601	3,578.10	163	149	45,121.83	855	750	4,131.18	197	191	49,253.01	1,052	941
Total Audio	6,376.68	135	135	5,360.38	128	128	11,737.06	263	263	159.95	11	11	11,897.01	274	274
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	56,071.25	1,471	1,325	16,560.71	784	689	72,631.96	2,255	2,014	6,134.71	315	309	78,766.67	2,570	2,323

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	754.77	69	46	0.00	0	0	754.77	69	46	289.03	16	16	1,043.80	85	62
Adult Circulating Non-Fiction	1,222.86	60	57	0.00	0	0	1,222.86	60	57	429.69	24	24	1,652.55	84	81
Adult Reference	2,337.25	20	11	0.00	0	0	2,337.25	20	11	128.00	11	11	2,465.25	31	22
Adult Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	3,560.11	80	68	0.00	0	0	3,560.11	80	68	557.69	35	35	4,117.80	115	103
TOTAL ADULT PRINT MATERIALS	4,314.88	149	114	0.00	0	0	4,314.88	149	114	846.72	51	51	5,161.60	200	165
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	1,667.94	21	21	0.00	0	0	1,667.94	21	21	14.95	1	1	1,682.89	22	22
Total Adult Audio	1,667.94	21	21	0.00	0	0	1,667.94	21	21	14.95	1	1	1,682.89	22	22
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,667.94	21	21	0.00	0	0	1,667.94	21	21	14.95	1	1	1,682.89	22	22
TOTAL ADULT MATERIALS	5,982.82	170	135	0.00	0	0	5,982.82	170	135	861.67	52	52	6,844.49	222	187
Juvenile Fiction	459.02	65	62	0.00	0	0	459.02	65	62	12.95	1	1	471.97	66	63
Juvenile Circulating Non-Fiction	1,498.81	189	179	0.00	0	0	1,498.81	189	179	0.00	0	0	1,498.81	189	179
Juvenile Reference	6.00	1	1	0.00	0	0	6.00	1	1	0.00	0	0	6.00	1	1
Juvenile Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	1,504.81	190	180	0.00	0	0	1,504.81	190	180	0.00	0	0	1,504.81	190	180
TOTAL JUVENILE PRINT MATERIALS	1,963.83	255	242	0.00	0	0	1,963.83	255	242	12.95	1	1	1,976.78	256	243
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	672.36	19	19	118.31	3	3	790.67	22	22	0.00	0	0	790.67	22	22
Total Juvenile Audio	672.36	19	19	118.31	3	3	790.67	22	22	0.00	0	0	790.67	22	22
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	672.36	19	19	118.31	3	3	790.67	22	22	0.00	0	0	790.67	22	22
TOTAL JUVENILE MATERIALS	2,636.19	274	261	118.31	3	3	2,754.50	277	264	12.95	1	1	2,767.45	278	265
Total Fiction	1,213.79	134	108	0.00	0	0	1,213.79	134	108	301.98	17	17	1,515.77	151	125
Total Non-Fiction	5,064.92	270	248	0.00	0	0	5,064.92	270	248	557.69	35	35	5,622.61	305	283
Total Audio	2,340.30	40	40	118.31	3	3	2,458.61	43	43	14.95	1	1	2,473.56	44	44
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	8,619.01	444	396	118.31	3	3	8,737.32	447	399	874.62	53	53	9,611.94	500	452

OUTSTANDING ORDERS AS OF JANUARY 31, 2003

General Fund Amount	\$17,419.05	Adopt-A-Book Amount	\$3,256.96	TOTAL Amount	\$20,656.01
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Summary of Current Status of Unique Management Accounts  
February 24, 2003

Agenda Item 16

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	10	425	7	504.74	0
November	16	441	8	696.37	0
December	8	444	2	157.29	0
January	15	459	6	321.2	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
<b>TOTAL YTD</b>	<b>78</b>	<b>3180</b>	<b>34</b>	<b>2586.73</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 02/02/2003 4:54 PM TC

SUMMARY STATUS REPORT


PAGE: 127

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

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

Accounts Submitted	:	739	Dollars Submitted	:	67,650.10	Dollars Received	:	19,705.82
Bankruptcies	:	1	Dollars in Bankruptcy	:	101.75	Material Returned	:	12,152.77
Incorrect Addresses	:	94	Dollars in Skips	:	6,101.89	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	43,911.98
Accounts in Process	:	643	Dollars in Process	:	59,638.87	% of Dollars Activated	:	73.63%
# of Accounts Activated	:	459						
% of Accounts Activated	:	71.38%						



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

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

**ADOPT A BOOK DONATIONS**

Claire and Dick Myers                      Shari Paul  
Mary Freer

**TOTAL ADOPT A BOOK DONATIONS:** \$75.00

**BOOK ENDOWMENT FUND**

James Derichsweiler

**TOTAL BOOK ENDOWMENT FUND** \$25.00

**GENERAL FUND DONATIONS**

**TOTAL GENERAL FUND DONATIONS:** \$0.00

**TOTAL ALL DONATIONS** **\$100.00**

Prepared By: Donna Siloti



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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

**HVAC:** Routine maintenance. No service calls in January.

**Plumbing:** 1/15/03 Annual Certification Test on Backflow Preventer.  
1/29/03 Snaked main entrance drinking fountain.

**Electrical:** No service calls in January.

**Locksmith:** 1/20/03 Installed inside cylinder and rekeyed lock in Conference Room.  
1/30/03 Installed lock on glass doors on Children's Reading Room.

**Exterminator:** No service calls in January.

**General Contractor:** 1/29/03 Installed glass doors on Children's Reading Room.

**Telephone:** 1/20/03 Change calling restriction on x214 to local calls only.

**Water Cooler:** 1/3/03 Replaced filters.

Prepared by: Donna Siloti





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Personnel Report for January 2003  
**DATE:** February 24, 2003

**RESIGNATIONS:**

None in January

**APPOINTMENTS:**

Louise Beebe, Substitute Librarian, 1/28/03

**OPEN POSITIONS:**

None


**WORKERS' COMPENSATION LEAVE:**

None

Prepared by: Donna Siloti



TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator 

SUBJECT: Volunteer Report for the Month of January 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 January	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	8.00	59.00	Sep-95	6,994.50
Backes, Theresa	8.50	27.25	6/98	307.50
Bart, Lillian	8.00	60.00	May-01	212.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	4.50	36.50	Apr-01	118.00
Botha, Jill	0.00	16.00	Nov-01	32.00
Clugston, Patricia	8.50	63.50	6/98	392.75
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	24.25	119.25	8/98	701.00
Fioroni, Pete	0.00	5.25	3/97	242.25
Fitzgerald, Joan	15.00	64.25	10/93	2,084.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	6.25	48.25	2/96	241.00
Haagan, John	6.75	38.25	Jan-00	56.75
Hemmerling, Barbara	18.75	74.00	9/95	576.25
Horrocks, Marjorie	4.00	25.50	10/95	242.00
Hunsinger, Debbie	0.00	28.75	Jul-02	28.75
Irot, Pat	82.00	295.50	2/96	2,598.50
Jertberg, Pat	32.00	119.00	4/98	814.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	1.00	1.00	Jan. 03	1.00
Lord, Audrey	10.00	97.50	Jul-00	315.75
Mehta, Neela	8.00	31.25	Jun-02	91.75
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	7.50	60.00	10/95	1,150.25
Olson, Bob	4.00	28.00	9/95	436.00
Pence, Thomas	2.00	27.00	1/99	247.00
Peterson, Ruth	0.00	61.50	Mar-02	213.00
Rankin, Eleanore	18.00	161.50	May-02	201.75
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	0.00	16.00	2/00	178.00
Salem, Rose	2.00	43.00	Oct-00	176.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Ginny	7.00	37.00	Aug-02	37.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	51.00	184.00	4/98	352.00
Shaw, Dixie	1.00	6.50	5/94	203.00
Stoller, Frances	0.00	18.00	May-96	124.00
Walker, Virginia	0.00	2.00	Mar-99	131.50
Wymer, Betty	9.50	62.75	1/96	854.50
<b>TOTAL</b>	<b>347.50</b>	<b>1,970.75</b>		<b>21,846.65</b>

	FY02/03	
	January	YTD
Acosta, Anthony	3.25	26.75
Behmaran, Roxana	3.50	14.50
Boisineau, Emma	0.00	16.50
Born, Ashley	0.00	15.50
Chisholm, Kaitlan	0.00	4.50
Javier, Dana	6.00	20.00
Guiletti, Alex	7.75	20.50
Haag, Elisha	0.00	0.00
Haag, Jennifer	0.00	12.75
Haag, Katie	0.00	0.00
Haag, Stephanie	0.00	12.25
Hess, Vinny	6.00	30.50
Hovendon, Corin	4.00	11.50
Laehnemann, David	2.00	27.25

	FY02/03	
	January	
Lee, James	1	39.5
Maru, Vik	2.00	8.00
Maru, Sid	1.00	16.25
Meza, Jack	1.00	24.75
Montes, Juan	5.00	40.25
Montiel, Edgar	0.00	15.75
Nguyen, Don	16.75	16.75
Pandya, Gopi	14.50	14.50
Shah, Soham	1.00	4.25
Shah, Sweny	5.00	54.25
Stanford, Amy	1.00	1.00
Stapleton, Jeremy	0.00	32.00
Ukes, Kyle	0.00	2.00
Victores, Ryan	0.00	19.25
Ward, Alan	1.00	1.00

TOTAL

29.25      139.25

TOTAL      48.25      289.50

**TOTAL Library Volunteer Hours      425.00**

**TOTAL Literacy Volunteer Hours      504.00**

**TOTAL VOLUNTEERS HOURS      929.00**

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY00/01	FY 01/02	FY 02/03	FY00/01	FY 01/02	FY 02/03
July	562.00	623.00	693.5	658.00	1026.50	644
August	563.25	834.25	386	662.00	847.00	513
September	248.00	802.75	386	581.00	605.00	518
October	385.00	1029.8	442.5	614.00	550	516
November	369.25	1457.3	388.25	685.50	550.00	510
December	205.25	203.5	260	564.00	586.00	504
January	387.25	356.5	425	797.00	586.00	504
February	376.75	359.75		617.00	600.00	
March	377.25	399		622.50	600.00	
April	457.25	299.75		656.00	600.00	
May	393.00	371.5		1,204.50	588.00	
June	<u>580.75</u>	<u>454</u>		<u>1,050.50</u>	<u>639.00</u>	
	4,905.00	7191.10		9,325.50	7777.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 January	FY02/03 YTD	Cumulative		FY02/03 January	FY02/03 YTD	Cumulative
Alcantara, Carmelita	6.00	42.00	262.00	Morales, Gabriela	-	30.00	58.00
Anderson, Susan	6.00	42.00	243.00	Morrissey, Jean-Marie	6.00	42.00	45.00
Bayne, Linda	6.00	42.00	100.00	Moyer, Disa	-	-	170.00
Belsher, Kristin	6.00	36.00	246.00	Murray, Snell	6.00	36.00	36.00
Bereiter, Gretchen	6.00	42.00	264.00	Murray, Edward	6.00	46.00	200.00
Bolkovatz, Alta	6.00	42.00	299.00	Naples, David	-	6.00	6.00
Brackett, Jim	6.00	42.00	51.00	Narcisco, Dennis	12.00	95.00	368.00
Braun, Geoff	6.00	39.00	39.00	Nguyen, Kelly	-	6.00	42.00
Casias, Michelle	-	6.00	24.00	Norwood, Sophie	-	6.00	36.00
Chen, April	6.00	42.00	55.00	Nozot, Helena	-	6.00	60.00
Choi, Jason	-	12.00	48.00	Oropeza, Mikela	6.00	42.00	72.00
Coffee, Nancy	6.00	42.00	301.00	Pandya, Prema	-	6.00	38.00
Colenso, Bill	6.00	36.00	172.00	Patel, Deepa	6.00	42.00	147.00
Croom, Carolyn	-	6.00	290.00	Patterson, John	-	3.00	3.00
Curtis, Daniel	12.00	72.00	126.00	Pelto, Ernest	6.00	42.00	80.00
Duffie, Pat	12.00	84.00	434.00	Precht, Jeanette	6.00	39.00	39.00
Fakoufar, Reihaneh	6.00	39.00	39.00	Purcell, Lisa	6.00	42.00	54.00
Fay, Sonia	-	12.00	50.00	Pydeski, Linda	6.00	42.00	72.00
Fitsimons-Diaz, Chelsea	-	27.00	27.00	Quintana, Michele	6.00	39.00	39.00
Garry, Kenneth	6.00	42.00	57.00	Rahmani, Razi	6.00	42.00	54.00
Gast, Polly	12.00	84.00	1,613.00	Record, Ben	6.00	36.00	90.00
Gasper, Chris	6.00	42.00	52.00	Risso, Edith	-	-	240.00
Gonzalez, Polize Felipe	6.00	42.00	72.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Natasha	6.00	39.00	39.00	Roth, Howard	-	-	180.00
Goodman, Dale	30.00	210.00	2,283.00	Sanchez, Margo	-	-	230.00
Graves, David	6.00	42.00	217.00	Schaal, Linda	-	6.00	18.00
Hatch, Bill	6.00	39.00	39.00	Schultheis, William	-	6.00	42.00
Healey, Kathleen	6.00	42.00	200.00	Serafica, Christina	-	6.00	30.00
Heer, Kim	6.00	42.00	187.00	Shah, Sheadeha	6.00	42.00	42.00
Hernandez, Rosy	-	-	340.00	Shepherd, Kathy	6.00	42.00	173.00
Ho, Irene	-	6.00	36.00	Singer, Stephanie	6.00	42.00	72.00
Homrighausen, Scott	6.00	42.00	72.00	Skimizu, Ken	6.00	42.00	259.00
Humple, Phyllis	6.00	42.00	102.00	Soto, Nina	6.00	39.00	39.00
Hugar, Jessica	6.00	39.00	39.00	Springston, Madlyn	-	6.00	66.00
Hutton, Katherine (Kate)	6.00	42	198.00	Stalnaker, Linda	-	-	281.00
Jiminez, Daisy	6.00	42.00	63.00	Stichter, Julie	-	-	130.00
Keller, Christina	-	-	201.00	Teeter, Robert	6.00	30.00	30.00
Kightlinger, Dana	6.00	42.00	63.00	Tran, Chi	-	6.00	9.00
Kelly, Jerry	6.00	42.00	51.00	Troumby, Pamela	6.00	42.00	66.00
Knank, Sam	6.00	42.00	45.00	Truong, Christine	6.00	39.00	39.00
Knudson, Chip	6.00	42.00	57.00	Truong, Will	6.00	39.00	39.00
Lada, Stephan	6.00	42.00	72.00	Truong, Richard	-	6.00	52.00
Lasker, Marilyn	6.00	42.00	139.00	Truong, Steven	-	6.00	52.00
Larson, Li	-	6.00	134.00	Turczyasfyi, Stephan	-	3.00	18.00
Leslie, Sandra	6.00	42.00	200.00	Van Zee, Karin	-	-	180.00
Livezey, June	12.00	84.00	128.00	Vester, Ricki	6.00	48.00	84.00
Malkowicz, Edward	12.00	90.00	116.00	Villarreal, Tanya	6.00	44.00	76.00
Martinez, Diane	-	6.00	30.00	Vu, Elizabeth	6.00	42.00	72.00
Martiaro, Diane	24.00	168.00	360.00	Vukovick, Kathy	6.00	42.00	114.00
Medland, Karen	6.00	42.00	116.00	Walters, Catherine	-	6.00	36.00
Meza, Jack	-	-	116.00	Wang, Sue	12.00	72.00	81.00
Mohr, Kelsey	6.00	40.00	45.00	Westfall, Carolyn	-	-	180.00
				Wiegman, Karin	-	-	188.00
				Yang, Yale	-	6.00	18.00
				Yom, Gina	6.00	148.00	148.00
				Zamora, Mary	6.00	42.00	42.00
<b>Total</b>	<b>318.00</b>	<b>2,272.00</b>	<b>10,552.00</b>	<b>Total</b>	<b>186.00</b>	<b>1,500.00</b>	<b>5,201.00</b>



Placentia Library District  
Circulation Report  
February 24, 2003

Agenda Item 21

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 January	FY01-02 January
1st Time Checkouts	83,874	84,130	-0.30%	12,504	14,059
Phone Renewals	10,375	11,474	-9.58%	1,431	1,971
In-Building Renewals	2,141	3,004	-28.73%	346	523
Total Renewals	12,516	14,478	-13.55%	1,777	2,682
TOTAL CHECKOUTS	96,390	98,608	-2.25%	14,281	16,741
On-Time Checkins	75,863	77,856	-2.56%	11,030	9,941
Late Checkins	7,473	16,687	-55.22%	1,167	3,260
TOTAL CHECKINS	83,336	94,543	-11.85%	12,197	13,201
Holdings Placed	2,744	1,885	45.57%	173	336
Holdings Cancelled	329	380	-13.42%	47	59
Holdings Filled	2,341	1,830	27.92%	223	263
Holdings Expired	66	18	266.67%	11	3
Patrons Registered	1,994	2,108	-5.41%	296	384
Titles Added	4,493	6,217	-27.73%	1,627	1,538
Volumes Added	6,026	9,179	-34.35%	1,893	2,040
<b>CIRCULATION BY TYPE OF MATERIAL</b>					
Adult Print	38,125	41,280	-7.64%	6,429	6,514
Juvenile Print	47,631	46,000	3.55%	6,708	8,031
Total Print	85,756	87,280	-1.75%	13,137	14,545
Audio	5,314	4,308	23.35%	685	784
Visual	6,192	6,981	-11.30%	1,312	1,208
Equipment	0	0	0.00%	0	0
Total Audio Visual	11,506	11,289	1.92%	1,997	1,992
TOTAL CIRCULATION	97,262	98,569	-1.33%	15,134	16,537
Placentia Circulation	44,848	59,109	-24.13%	7,817	9,936
%Placentia Circulation	46.11%	59.97%	-23.11%	51.65%	60.08%
Anaheim/Yorba Linda Circulation	19,937	17,579	13.41%	2,613	3,292
%Anaheim/Yorba Linda Circulation	20%	17.83%	14.96%	17%	19.91%
<b>TYPES OF ACTIVE BORROWERS</b>					
Adult	42,891	63,382	-17.28%	9,315	10,748
Young Adult	1,934	2,338	-17.28%	291	412
Juvenile	15,396	21,048	-26.85%	3,379	3,763
New Borrower	4,047	8,301	-51.25%	1,063	1,390
Non Resident	4,132	0		0	0
Other (staff)	672	0		232	0
TOTAL ACTIVE BORROWERS	69,072	95,069	-27.35%	14,280	16,313
TOTAL REGISTERED BORROWERS	26,138	17,851	46.42%	19,251	17,851
ATTENDANCE	193,370	189,109	2.25%	41,274	30,024
Adult Reference-In Building	4,319	7,770	-44.41%	856	1,377
Adult Reference-Telephone	668	1,419	-52.92%	132	266
Children's Reference-In Building	3,880	4,886	-20.59%	668	762
Children's Reference-Telephone	974	183	432.24%	31	16
Total Adult Reference	5,728	9,189	-37.66%	988	1,643
Total Children's Reference	2,909	5,069	-42.61%	699	778
Total in Building Reference	6,948	12,656	-45.10%	1,524	2,139
Total Telephone Reference	1,732	1,602	8.11%	163	282
TOTAL REFERENCE	8,590	14,258	-39.75%	1,687	2,421





CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00	12/7/00	2,608.81	2,105.84	577.66	107.50			5,399.81
Nov-00	1/8/01	2,554.36	0.00	648.68	0.00			3,203.04
Dec-00	2/13/01	2,891.81	2,350.27	646.43	0.00			5,888.51
Jan-01	3/13/01	1,926.24	1,076.57	645.72	1,257.50			4,906.03
Feb-01	4/10/01	2,390.20	1,052.92	653.87	107.50			4,204.49
Mar-01	5/9/01	2,597.85	1,052.92	860.29	315.00			4,826.06
Apr-01	6/6/01	3,255.35	1,052.92	515.57	215.00			5,038.84
May-01	7/5/01	3,063.28	1,052.92	621.76	107.50			4,845.46
Jun-01	8/8/01	5,103.35	1,150.57	650.52	535.00			7,439.44
TOTAL		39,172.97	12,910.77	7,617.93	2,967.50	0.00	0.00	62,669.17
AVG		3,264.41	1,075.90	634.83	247.29			5,222.43

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

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	7/10/02	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	9/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	1/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	2/11/03		1,269.07	762.39				2,031.46
Mar-03								0.00
Apr-03								0.00
May-03								0.00
Jun-03								0.00
TOTAL		16,362.85	11,164.49	5,318.02	752.50	0.00	49.05	33,646.91
AVG		4,090.71	2,791.12	1,329.51	188.13		12.26	8,411.73

FY2000-2001	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-00	976.84	234.00	6.48	1,217.32	608.66
Aug-00	976.84	219.00	8.96	1,204.80	602.40
Sep-00	976.84	174.00	21.89	1,172.73	586.37
Oct-00	976.84	174.00	4.48	1,155.32	577.66
Nov-00	1,054.38	234.00	8.97	1,297.35	648.68
Dec-00	1,054.38	234.00	4.48	1,292.86	646.43
Jan-01	976.84	294.00	20.60	1,291.44	645.72
Feb-01	1,054.38	234.00	19.36	1,307.74	653.87
Mar-01	1,435.12	279.00	6.46	1,720.58	860.29
Apr-01	1,000.58	294.00	6.46	1,301.04	650.52
May-01	1,000.58	234.00	8.94	1,243.52	621.76
Jun-01	1,000.58	294.00	6.46	1,301.04	650.52
TOTAL	12,484.20	2,898.00	123.54	15,505.74	7,752.87
AVG	1,040.35	241.50	10.30	1,292.15	646.07

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03				0.00	0.00
Apr-03				0.00	0.00
May-03				0.00	0.00
Jun-03				0.00	0.00
TOTAL	9,241.60	1,392.00	2.48	10,636.08	5,318.04
AVG	1,155.20	174.00	0.31	1,329.51	664.76

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00	232.62	249.68	59.18	0.00	435.36	976.84
Nov-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Dec-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Jan-01	232.62	249.68	59.18	0.00	435.36	976.84
Feb-01	310.16	249.68	59.18	0.00	435.36	1,054.38
Mar-01	282.16	283.40	59.86	0.00	809.70	1,435.12
Apr-01	282.16	226.72	59.86	0.00	431.84	1,000.58
May-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Jun-01	282.16	226.72	59.86	0.00	431.84	1,000.58
TOTAL	3,222.22	2,961.00	712.88	0.00	5,588.10	12,484.20
AVG	268.52	246.75	59.41	0.00	465.68	1,040.35

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03						0.00
Apr-03						0.00
May-03						0.00
Jun-03						0.00
TOTAL	3,057.92	1,875.20	508.64	0.00	3,799.84	9,241.60
AVG	382.24	234.40	63.58	0.00	474.98	1,155.20

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	6.00	8.00	2.00	0.00	16.00	32.00
Aug-00	6.00	8.00	2.00	0.00	16.00	32.00
Sep-00	6.00	8.00	2.00	0.00	16.00	32.00
Oct-00	6.00	8.00	2.00	0.00	16.00	32.00
Nov-00	8.00	8.00	2.00	0.00	16.00	34.00
Dec-00	8.00	8.00	2.00	0.00	16.00	34.00
Jan-01	6.00	8.00	2.00	0.00	16.00	32.00
Feb-01	8.00	8.00	2.00	0.00	16.00	34.00
Mar-01	8.00	10.00	2.00	0.00	20.00	40.00
Apr-01	8.00	8.00	2.00	0.00	16.00	34.00
May-01	8.00	8.00	2.00	0.00	16.00	34.00
Jun-01	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	86.00	98.00	24.00	0.00	196.00	404.00
AVG	7.17	8.17	2.00	0.00	16.33	33.67

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-02	8.00	8.00	2.00	0.00		16.00	34.00
Aug-02	8.00	8.00	2.00	0.00		16.00	34.00
Sep-02	8.00	8.00	2.00	0.00		16.00	34.00
Oct-02	8.00	8.00	2.00	0.00		16.00	34.00
Nov-02	8.00	8.00	2.00	0.00		16.00	34.00
Dec-02	8.00	8.00	2.00	0.00		16.00	34.00
Jan-03	8.00	8.00	2.00	0.00		16.00	34.00
Feb-03	8.00	8.00	2.00	0.00		24.00	42.00
Mar-03							0.00
Apr-03							0.00
May-03							0.00
Jun-03							0.00
TOTAL	64.00	64.00	16.00	0.00		136.00	280.00
AVG	8.00	8.00	2.00	0.00		17.00	35.00

# Senator Bob Margett



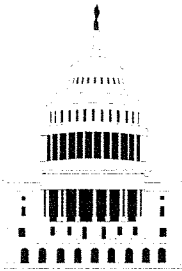
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## Capitol Update

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“While I’m glad my Democratic colleagues brought up some of the mid-year cuts, it is my hope we will continue to look for further cuts to assist us in tackling this budget crisis.”  
-Senator Bob Margett

### Senate Adopts Mid-Year Budget Cuts

Today, the Senate passed (38-0) Senate Bill 17X to amend the 2002-03 budget and reduce General Fund spending by \$3.3 billion. This bill only represents a portion of the \$5.4 billion current year spending reductions the Governor proposed in December 2002. While this measure passed on a bi-partisan vote, the Republicans had concerns that this bill only addressed a small portion of the 2002-03 savings.

#### Major items **not included** in SB 17X:

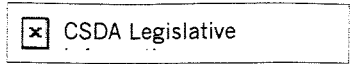
- VLF subvention reduction (\$1.3 billion)
  
- Various health and welfare reductions (\$229.9 million)
  
- Various education reductions (\$1.8 billion)
  - 3.66% across the board cut (\$978.4 million)
  - 7.46% cut to most categorical programs (\$477.9 million)
  - Community college cuts (\$237.9 million)
  - CalWorks Stage 3 (\$98.8 million)
  - Public Library Foundation (\$15.8 million)

Other budget measures adopted today on a partisan vote:

- SB 4X – authorizes the State Water Resources Control Board to increase fees for waste discharge permits.
- SB 6X – authorizes the State Air Resources Control Board to increase fees for stationary source pollution permits.
- SB 7X – allows the Governor to abandon his traffic congestion relief program by authorizing the transfer of funds from the Traffic Congestion Relief Fund to the General Fund.
- SB 15X – authorizes the Department of Corrections to release specified felons from parole after one year and authorizes the early release of specified inmates.

All of the above measures will now go before the Assembly for their approval before going to the Governor. If you would like more detailed information on any of these proposals please do not hesitate to contact my Sacramento office at 916-445-3828.

To: eminter@placentalibrary.org  
From: gneill@csga.net  
Subject: CSGA Weekly Legislative Update  
Date: Fri, 14 Feb 2003 10:34:39 -0800



## **CSGA Weekly Legislative Update for February 14, 2003**

### **Budget Watch**

As one capitol reporter wrote this week: "There appears to be a lull in the legislative activities surrounding the state budget." Indeed there is a lull. After a frantic 6 weeks of activity within the Legislature, budget discussions appear to have shifted to the Assembly and Senate Caucus level. To that end, this week the Assembly Democrat Caucus held a retreat in Oakland with the state budget the main focus of their discussion. Governor Davis joined the Caucus to continue his dialogue with the Assembly Democrats, and reports from the retreat indicate that there are still significant differences between the Caucus and Governor relative to cuts versus increased revenues, specifically increasing the Vehicle License Fee (VLF.) Speaking to the Contra Costa Times, Assembly Member Joe Canciamilla stated: "I think the next two days [retreat] are absolutely critical for us. If we don't come back with some sort of game plan, some sort of strategy that we agree on, then I think it will be more of a free-for-all than it is now."

On the VLF front, while the Governor continues to oppose Assembly Bill 4x by Assembly Speaker Wesson that would "clarify" the "trigger" provision in the law, some within the Davis Administration indicate the "trigger" will probably be pulled by early Spring. But legal experts disagree over the current law, the language contained in Assembly Bill 4x, and who exactly has the authority to pull the trigger – the Department of Finance or the State Controller, who has opined that his office does not have the legal authority to enact the trigger provision. Stay tuned.

### **Senate Local Government Committee Goes on the Road**

The Senate Local Government Committee will hold the second in a series of hearing on the state budget and its impacts on local governments. The next hearing is scheduled for March 7<sup>th</sup> in Inglewood. The hearing is scheduled from 9am to 11am, and will be held in the Inglewood Public Library, Gladys Waddingham Lecture Hall, 101 W. Manchester Boulevard, Inglewood.

### **Proposition 218 Revision Measure Introduced**

Assembly Member Levine has introduced Assembly Constitutional Amendment #9, which would change the vote requirements for general and special taxes under the state constitutional provisions cited as Proposition 218. ACA 9 would authorize a city, county or special district to impose a special tax with the approval of a majority of its voters voting on the tax, and authorize a city or county to impose a general tax with the approval of 2/3 of the voters of the city or county voting on the tax. ACA 9, to reach the statewide ballot, must secure a 2/3 approval in both houses of the Legislature, a very difficult proposition.

### **Bill Introduction Deadline Looms**

February 21<sup>st</sup> is the deadline to introduce legislation this year and CSGA's Legislative

Committee will meet on February 27<sup>th</sup> to review all of the legislation introduced this year and assign positions and priorities for CSDA.

### **Report Your Local Outreach Progress**

Remember to report your local outreach progress! The fight has already begun to protect local funding from state budget cutbacks. Building statewide influence begins at the local level, and we need your help! We hope you have taken the time to review your local outreach packet. This information was created to help direct your outreach effort as you begin meeting with community members to build a strong local presence. Please visit our web site ([www.csda.net](http://www.csda.net)) to access copies of the materials and to keep us up to date on your activities and the outcome of your meetings. If you have any questions about this program, please contact Geoffrey Neill toll free at 877.924.CSDA or via email at [gneill@csda.net](mailto:gneill@csda.net).

If you or members of your Board or staff would like to stop receiving this notice via email, please contact Geoffrey Neill at 877.924.CSDA or [gneill@csda.net](mailto:gneill@csda.net).

**\*\*This update is brought to you exclusively as a CSDA member benefit\*\***  
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To: eminter@placentalibrary.org  
From: gneill@csla.net  
Subject: CSDA Weekly Legislative Update  
Date: Fri, 07 Feb 2003 09:40:53 -0800

CSDA Legislative

## CSDA Legislative Update for February 7, 2003

### **Budget Watch**

On Monday the Senate passed Assembly Bill 4x by Assembly Speaker Wesson that would "clarify" the Department of Finance's ability to "trigger" the Vehicle License Fee (VLF) up or down, depending on state revenues. The bill passed 23 to 16-a straight party-line vote. Shortly after the Senate's action, Governor Davis vowed to veto the bill, something he has been hinting for the past week. Numerous legislators have told the Governor that if he does veto AB 4x, the ball is in his court to propose an additional \$4 billion in new revenues or cuts to offset the revenues that would be gained by "triggering" the VLF.

On Thursday, Governor Davis met with the Assembly Democrat Caucus, a meeting those in attendance indicated was "not pretty." In the end, however, all agreed to work together to solve the budget crisis.

### **Wall Street Not Impressed**

The state's top fiscal officials flew to New York this week to lobby Wall Street not to downgrade the state's credit rating. Based on press reports, they failed. According to press reports today, Moody's will shortly downgrade the state's credit rating, another blow to the budget crisis.

### **Legislative Analyst's Report on Budget Due February 19<sup>th</sup>**

Legislative Analyst Liz Hill will release her report on the Governor's proposed 2003-04 state budget on February 19<sup>th</sup>. The report is expected to focus on, among other things, recommendations for additional cost savings (program reductions) and new revenue sources for the Legislature's consideration. CSDA will review the report for any recommendations that would impact independent special districts, including the repeal of the multicounty ERAF exemption or the shifting of additional property tax revenues from enterprise special districts.

### **Report Your Local Outreach Progress**

Remember to report your local outreach progress! The fight has already begun to protect local funding from state budget cutbacks. Building statewide influence begins at the local level, and we need your help! We hope you have taken the time to review your local outreach packet. This information was created to help direct your outreach effort as you begin meeting with community members to build a strong local presence. Please visit our web site ([www.csla.net](http://www.csla.net)) to access copies of the materials and to keep us up to date on your activities and the outcome of your meetings. If you have any questions about this program, please contact Geoffrey Neill toll free at 877.924.CSDA or via email at [gneill@csla.net](mailto:gneill@csla.net).

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To: eminter@placentiallibrary.org  
From: gneill@csla.net  
Subject: LOCAL Budget Update  
Date: Wed, 05 Feb 2003 11:48:34 -0800

# **BUDGET UPDATE!**

February 4, 2003

## **Governor Davis Announces He Will Veto Bill to Restore Vehicle License Fee (AB 4X)**

### **LOCAL Calls on Governor to Do the Right Thing and Administratively "Pull the Trigger" and End the VLF Rebate**

Despite an outpouring of phone calls, letters and news reports indicating that AB 4X is essential to protect public safety and other local services, Governor Davis today announced that he would veto Assembly Bill 4X (Wesson) – the measure to end the VLF rebate.

While we are deeply disappointed in today's announcement by the Governor, LOCAL is not letting up (see attached media statement). Governor Davis still can and should do the right thing, and keep the promise made to public safety and local government officials by administratively "pulling the VLF trigger" to end the rebate and restore the vehicle license fees to previous levels.

In an article in today's Sacramento Bee, Department of Finance Director Steve Peace was as quoted saying that he believes his department already has the authority under existing law to pull the VLF trigger. LOCAL believes current law obligates the Governor to administratively end the VLF rebate. We must continue to urge the Governor to protect funding for public safety and other essential local services by ending the VLF Rebate. Sample letters and talking points will be posted on the LOCAL website shortly.

### **LOCAL Coalition Efforts Making a Difference**

In the past few weeks, LOCAL coalition members have sent in hundreds of letters and resolutions, made contact with their elected officials and participated in media events to advocate for the restoration of VLF and for the protection of local services. These efforts are making a significant difference. Largely in response to these activities, Republican and Democratic legislators alike have stated their strong opposition to a state grab of the VLF backfill - recognizing these revenues are critical to fund local law enforcement, fire protection services, health and emergency care, transportation, parks, libraries and other services.

As today's announcement clearly indicates, the budget debate is far from over. We need the continued support and unity of coalition allies to protect local services throughout the budget process. We will continue to keep you up to date on the latest developments. Please call 916-443-0872 with any questions or visit [www.calocal.org](http://www.calocal.org).



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**LOCAL**



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*Dedicated to Protecting Funding for Police, Fire, Health  
and other Essential LOCAL Services*



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

**FOR IMMEDIATE RELEASE**  
February 4, 2003

**CONTACT: KATHY FAIRBANKS**  
916.443.0872 or 916.813.1010 (cell)

## **LOCAL Disappointed by Announcement that Governor Will Veto Assembly Bill 4X**

Coalition Urges Governor to Administratively "Pull the Trigger" to End the VLF Rebate as  
a Means of Protecting Public Safety

**Sacramento** – *The LOCAL Coalition today released the following statement in response to Governor Davis' announcement that he would veto ABX1 4 (Wesson), Speaker Wesson's "VLF trigger" bill, otherwise known as AB 4X:*

"We are deeply disappointed with today's announcement that Governor Davis will veto AB 4X. Literally thousands of public safety advocates, local officials and others urged the Governor to sign this measure into law as a means of protecting local police and fire, sheriffs, health and emergency medical services.

"Notwithstanding a veto of AB 4X, the Governor can still do the right thing. We believe existing law requires the administration to end the VLF rebate in order to protect public safety services throughout the state. We again call on the Governor to keep the promises made in the past to ensure essential local services are protected. Time is short and we hope the Governor will act quickly.

"We want to acknowledge members of both political parties in both houses of the legislature who have categorically rejected the notion of raiding local Vehicle License Fee backfill revenues. Republicans and Democrats alike have stated their strong opposition to a state grab of VLF backfill, recognizing these revenues are critical to fund local law enforcement, fire protection services, health and emergency care, transportation, parks, libraries and other services that are vital to the quality of life of all California residents and to our economy as a whole.

"In particular, we'd like to thank Speaker Herb Wesson, Senator John Burton, and members of the Assembly and Senate who cast a tough vote in support of AB 4X. Those who voted for AB 4X showed a commitment to keeping promises of the past and demonstrated their support for local democracy, local control and local public safety services."

**(more)**

**LOCAL Coalition**  
**2/04/03 Media Statement**  
**Page 2**

"Today's announcement is a clear indication that we have a long way to go to solve this immense budget problem. LOCAL will continue to work closely with the Administration and Legislators as partners in the solution, while advocating for the protection of our essential local services."

**###**

***Leave Our Community Assets Local (LOCAL Coalition) – The LOCAL coalition is made up of more than 300 organizations around the state representing police and fire, health and emergency care professionals, business groups, seniors, local governments, taxpayers and community groups. The members of LOCAL will be diligent in efforts to ensure legislators recognize the impact of budget proposals on the constituents they were elected to represent.***

To: eminter@placentialibrary.org  
From: gneill@csda.net  
Subject: CSDA Weekly Legislative Update  
Date: Fri, 31 Jan 2003 16:00:50 -0800

CSDA Legislative

## CSDA Legislative Update for January 31, 2003

### Budget Watch

Both houses of the Legislature this week voted on separate versions of the Governor's proposed mid-year budget reductions. While pleased that the Assembly and Senate took the first steps to cut spending from the 2002-03 state budget, Governor Davis cautioned legislators that their actions fall short of his proposals first presented in December when he called a special session on the budget. Based on the bills passed by the Assembly and Senate, the Legislature does not appear ready to cut the 2002-03 state budget much further, at least not in the near term.

The most hotly debated measure passed by the Assembly this week was Assembly Bill 4x by Assembly Speaker Herb Wesson that would "clarify" the trigger provision in the Vehicle License Fee law. AB 4x would allow the Director of the Department of Finance to raise or lower the VLF in accordance with a specified formula relating to state revenues. Since the intention of AB 4x is to allow the VLF to rise to its historical level, raising approximately \$4 billion, the measure was passed on a straight party-line vote.

Shortly after the Assembly's action on AB 4x, Senator Tom McClintock and the Howard Jarvis Organization held a press conference serving notice that if AB 4x is passed by the Senate and signed by Governor Davis, they will launch a signature-gathering drive for a referendum and place the matter on the ballot and let the voters decide the fate of the "car tax." The Assembly, anticipating McClintock's referendum threat, amended AB 4x in a manner that makes the measure a "tax levy," and is therefore not subject to referendum. The Assembly amendment to address the referendum also had the effect of causing approximately \$80 million loss of VLF revenues to cities and counties.

To compound this drama further, Governor Davis told a number of mayors who were in town to lobby for the reinstatement of the higher VLF that he will veto AB 4x should it reach his desk. With Governor Davis heading to New York next week to urge Wall Street not to downgrade the state's credit rating, some political insiders believe that Davis may, in the final analysis, sign AB 4x as a signal to Wall Street that the Legislature is serious about solving the budget crisis. Given that the Senate will pass AB 4x next week, the ball is clearly in the Governor's court.

### Commission on Structural Challenges

Established as part of last year's budget compromise, the first meeting of the Assembly's Commission of Structural Challenges to Budgeting met on Wednesday and received a verbal state budget overview by Legislative Analyst Liz Hill. The Commission is required to present a report to the full Assembly by May, and Speaker Wesson, Chair of the Commission, indicated that the Commission will review every aspect of the state budget process, including the state's relationship with local governments. CSDA will monitor the Commission's hearings and participate where appropriate.

## **LOCAL Coalition**

CSDA's partnership with the League of California Cities and California State Association of Counties has already had several meetings with legislators this year regarding issues of interest to local government, and has planned a few upcoming editorial boards with newspapers such as the Santa Rosa Press-Democrat, the Inland Valley Daily Bulletin and the Ventura Star family of papers. It is imperative that special districts begin strong this year, meeting with legislators, making phone calls, writing letters and attending editorial board meetings.

Last year's LOCAL Coalition efforts were instrumental in keeping the budget ax from falling squarely on the collective neck of local government. While the Governor's initial proposal this year does not contain very many proposed cuts that affect special districts, it is only January, and the counties and cities are reeling from the double blows of proposed program shifts and revenue source cuts. There are also several serious rumors floating through the halls of the Capitol regarding special district reserves, enterprise district property tax revenue and doing away with certain ERAF exemptions. The state's politicians have not forgotten about special districts, nor will they. This is not the time to lay low and hope to remain unseen.

CSDA also continues to work with the League and CSAC on a workable 2004 ballot measure that would institute a process that will help protect local revenues and allow local governments predictability in their revenue sources. We will keep you updated as more details are ironed out.

"Coming together is a beginning; keeping together is progress; working together is a success."

*- Henry Ford*

If you or members of your Board or staff would like to begin receiving this notice via email, please contact Geoffrey Neill at 877.924.CSDA or gneill@csda.net.

**\*\*This update is brought to you exclusively as a CSDA member benefit.\*\***

To: [eminter@placentiallibrary.org](mailto:eminter@placentiallibrary.org)  
Subject: LOCAL Budget Update

# BUDGET UPDATE!

January 29, 2003

## **Assembly Approves Measure by Speaker Wesson to Restore Vehicle License Fees -- ABX1 4 (AB 4X) Must Now Be Approved by Senate and Governor Davis**

The Assembly passed ABX1 4 (also known as AB 4X) on Tuesday afternoon, on a 45-33 vote. This is the measure by Assembly Speaker Herb Wesson that clarifies how the Vehicle License Fee can be restored due to insufficient funds in the state general fund. The Assembly also adopted a package of spending cut measures that are tied to the VLF bill.

Assembly passage of AB 4X is an important and positive first step, but it still must be approved by the Senate and Governor Davis. The Senate could begin hearings on AB 4X as early as Thursday (January 30<sup>th</sup>). We will keep you posted as this and other budget measures progress. In the meantime, please continue to call, write, email and visit your Senators and Governor Davis and urge them to support restoration of the Vehicle License Fee as a means of protecting our local services. Sample letters and other information can be found on the LOCAL website at [www.calocal.org](http://www.calocal.org).

**It is also important that we commend and acknowledge all members of the Senate and Assembly – Republicans and Democrats alike – who have stated their strong opposition to a state raid of VLF backfill revenues from local governments and our local services.**

## **SAVE THE DATE! LOCAL Legislative Action Days Scheduled for May 14<sup>th</sup> and 15<sup>th</sup> in Sacramento**

Last year, more than 800 local coalition partners attended LOCAL's Legislative Action Days in Sacramento. Given the magnitude of this year's budget problems, we hope to exceed that number this year at our Legislative Action Days scheduled for Wednesday May 14<sup>th</sup> and Thursday May 15<sup>th</sup> in Sacramento. LOCAL will hold a reception, schedule meetings with legislators in their capitol offices, and hold a news conference and media event over the course of the two-day event. Attached is a flyer providing brief details about the event. Please forward this flyer to any and all interested parties who may want to attend. More information, including details on how to RSVP, will be forthcoming in the next few weeks. In the meantime, please SAVE THE DATE and contact Meghan Meisel at [mmeisel@bickerassociates.com](mailto:mmeisel@bickerassociates.com) or 916.443.0872 with any questions.

## **LOCAL Plays Key Role in Budget Process**

Members of the LOCAL coalition have been instrumental in gaining legislative attention and press coverage surrounding the coalition's budget priorities thus far. Below are some highlights of activities undertaken by LOCAL coalition partners in the last several weeks:

- LOCAL coalition allies have sent in literally HUNDREDS of letters, resolutions, emails and placed phone calls to members of the Senate and Assembly in support of restoring the VLF to previous levels. We're hearing from legislators and their staffs that these letters are having an impact, so keep it up!
- LOCAL coalition partners – and particularly public safety representatives – attended several media and legislative events in Sacramento and Southern California in the past two weeks.
- On Monday January 20<sup>th</sup>, dozens of uniformed fire and law enforcement representatives, local government officials and others joined Speaker Wesson at a Los Angeles news conference in support of Speaker Wesson's

VLF restoration measure.

- On Tuesday January 21<sup>st</sup>, more than 100 uniformed public safety representatives packed the Governor's press room at the State Capitol in support of the Speakers' AB 4X.
- On Friday January 24<sup>th</sup>, dozens of public safety representatives, local government officials and others joined Assemblymember Gloria Negrete McLeod at an informational news conference surrounding the Vehicle License Fee.
- On Tuesday January 28<sup>th</sup>, dozens of police and fire, sheriff and law enforcement representatives packed the Gallery of the State Assembly Chambers while they took up AB 4X.
- Today, Mayors from California's largest cities held a media briefing to urge legislators to protect VLF funding and to avoid cutting funding for our local services.

While we still have a long way to go, the efforts of the numerous partners in the LOCAL coalition have truly made a difference thus far. Thank you for your continued support!



BUDGET UPDATE 012903 attachment (save the date).doc





**LOCAL**

**LEAVE OUR COMMUNITY ASSETS LOCAL**  
*Dedicated to Protecting Funding for Police, Fire, Health  
and other Essential LOCAL Services*



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

# SAVE THE DATE!!

## **L.O.C.A.L.**

### **Legislative Action Days**

### **May 14<sup>th</sup> and 15<sup>th</sup>**

### **Sacramento, CA**

**Join hundreds of local elected officials, public safety, health, labor and business groups from around the state and urge Legislators to protect our local services.**

- ✓ **Learn more about the LOCAL Coalition and what we are doing to protect local services;**
- ✓ **Meet with Legislators in their Capitol Offices and tell them how the budget affects your community;**
- ✓ **Attend a news conference to show our unity and advocate for key LOCAL budget priorities;**
- ✓ **AND MORE. . .**

More information and instructions on how to RSVP for Legislative Action Days will be forthcoming. In the meantime, please contact Meghan Meisel at (916) 443-0872 or [mmeisel@bickerassociates.com](mailto:mmeisel@bickerassociates.com) for more information.

To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>  
 Cc: "smcglamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>,  
 "bcusten" <bcusten@mcls.org>, "bgallardo" <bgallardo@mcls.org>,  
 "cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>,  
 "hdaniels" <hdaniels@mcls.org>, "jlambert" <jlambert@mcls.org>,  
 Subject: FW: NEWS FROM THE CAPITOL

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

From: owner-calix@listproc.sjsu.edu  
 [mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen  
 Sent: Monday, February 10, 2003 2:30 PM  
 To: CLA Listserve- CALIX  
 Subject: NEWS FROM THE CAPITOL

February 10, 2003

#### MEMORANDUM

To: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS  
 From: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist  
 Subject: NEWS FROM THE CAPITOL

#### I. BACK TO THE DRAWING BOARD

Last week, Governor Davis announced that he would veto AB 4X, by Assembly Speaker Herb Wesson, that would increase the vehicle license fee (VLF) to its pre-1998 level. Anticipating this possible action by the Governor, the Legislature tied several other bills implementing cuts sought by the Governor in areas such as education, healthcare, and general government, to AB 4X. This is known as "double-joining." If the Governor follows through with his veto, as expected, none of the other bills, totaling more than \$3 billion in cuts, would take effect. Thus, it will be back to the drawing board.

Last week, State Treasurer Phil Angelides and Governor Davis' new Director of Finance, former Senator Steve Peace, traveled to New York to meet with the large bond houses. Their primary mission was to show that California's

bond rating should not be downgraded, despite the fiscal crisis. This will be especially important, as the State may need to borrow several billion dollars early this summer to meet its cash flow obligations. With his Finance team in New York, the Governor held a 2-hour meeting with the Assembly Democratic caucus to explain the reasons for his actions and relieve some of the tension between the Democrats and the Governor over his proposed cuts.

## II. IS LEGISLATION NEEDED TO TRIGGER THE VLF?

When State coffers were flush in the final years of Governor Wilson's administration, and several Republican legislators were proposing a constitutional amendment to eliminate the VLF (sometimes referred to as a "car tax"), an agreement was reached between lawmakers and the Administration to reduce it by about two-thirds. Since this was a major revenue source to local governments, Governor Wilson and the Legislature agreed to "backfill" the amount of money being lost by local governments with State General Fund monies (which the Governor now proposes to take away). The agreement also contained a so-called "trigger" that would allow the VLF to be restored to its prior level in bad economic times.

In announcing his intended veto of AB 4X, Governor Davis listed, as one of his reasons for doing so, the need to encourage "bipartisan support" of any eventual Budget plan which will need some Republican votes for passage. Subsequently, Director of Finance Peace indicated that current law allows the Administration to pull "the trigger" administratively and that legislation is not needed. However, recently the newly-elected State Controller, Steve Westly, said he felt legislation was needed, a position with which the Governor's Administration disagrees.

The VLF issue is extremely important to local governments as the Governor's Budget currently proposes to eliminate the \$4 billion in State "backfill" funding to local governments. We have heard from several library directors who have indicated that their local services would be severely impacted if the "backfill" is not realized.

## III. SB 40-ALPERT: LIBRARY BOND BILL SCHEDULED FOR HEARING

SB 40, by Senator Dede Alpert, principal coauthor Assemblywoman Lois

Wolk,  
and coauthor, Assemblyman Abel Maldonado, has been scheduled for hearing  
in  
the Senate Education Committee on Wednesday, March 5, 2003 at 9:30 a.m.  
The  
bill seeks to provide \$2 billion in General Obligation bonds for the  
purpose  
of financing the construction and renovation/remodel of libraries  
throughout  
California, if approved by the voters in the 2004 direct primary  
election.

SB 3-Rainey/Burton/Alpert, which was approved by the voters on the March  
2000 ballot, is currently providing \$350 million in bond grant funding  
for  
the purpose of library construction. However, due to the overwhelming  
demand for funding during Cycles One, Two, and Three, it is estimated  
that  
approximately 75 percent of all applicants will be denied a grant due to  
lack of available bond funding. Thus, SB 40 hopes to alleviate that  
pressure amongst applicants by providing an appropriate, and much needed  
level of funding for library construction.

SB 40 contains the same 35% local match requirement as is currently  
found in  
the existing library bond, provides up to \$25 million to encourage the  
development of joint use projects between libraries and school districts  
that serve K-12 students, and would allow unfunded Cycle 3 applicants to  
get  
"first call" on new bond act funds. Remaining funds would be available  
to  
any additional applicants.

Please take a moment today to write the members of the Senate Education  
Committee and encourage their strong support of this important measure:

Senator John Vasconcellos, Chair Scott	Senator Jack
Senator Bruce McPherson, Vice Chair	Senator Byron Sher
Senator Richard Alarcon	Senator Jackie Speier
Senator Dede Alpert (SB 40 author) Vincent	Senator Ed
Senator Jeff Denham	
Senator Betty Karnette	Sample Address:
Senator Pete Knight	The Honorable
John Vasconcellos	
Senator Gloria Romero Committee	Chair, Senate Education

State Capitol  
Sacramento, CA

95814

From: "Jeri Takeda" <jtakeda@mcls.org>  
To: "'MCLS/SLS/SSCLS Directors'" <mclshq@mcls.org>  
Cc: "smcglamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>, "bcusten" <bcusten@mcls.org>, "bgallardo" <bgallardo@mcls.org>, "cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>, "hdaniels" <hdaniels@mcls.org>, "jlambert" <jlambert@mcls.org>, "johagan" <johagan@mcls.org>, "mgermroth" <mgermroth@mcls.org>, "mwomack" <mwomack@mcls.org>, "nsmith" <nsmith@mcls.org>, "shaber" <shaber@mcls.org>, "smacgregor" <smacgregor@mcls.org>, "palger" <palger@mcls.org>  
Subject: FW: NEWS FROM THE CAPITOL  
Date: Fri, 24 Jan 2003 12:11:55 -0800  
X-Mailer: Microsoft Outlook, Build 10.0.3416  
Importance: Normal  
X-Declude-Sender: jtakeda@mcls.org [67.120.175.66]  
X-Note: This E-mail was scanned by Declude JunkMail ([www.declude.com](http://www.declude.com)) for spam.  
X-Spam-Tests-Failed: None

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

From: owner-calix@listproc.sjsu.edu  
[mailto:[owner-calix@listproc.sjsu.edu](mailto:owner-calix@listproc.sjsu.edu)] On Behalf Of Susan Negreen  
Sent: Friday, January 24, 2003 11:36 AM  
To: CLA Listserve- CALIX  
Subject: NEWS FROM THE CAPITOL

January 24, 2003  
11:35 a.m.

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist  
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. SENATE REJECTS CURRENT YEAR CUT TO PUBLIC LIBRARY FOUNDATION -  
"YOU'RE  
OFF THE TABLE FOR NOW."

On Tuesday afternoon, the Senate Budget Committee, Chaired by Senator Wes Chesbro (D-Arcata), met to hear the reports and recommendations of the various Budget subcommittees. At the beginning of the hearing, Chairman Chesbro told his committee that while the combined efforts of the subcommittees brought about \$3.2 billion in total reductions, he added, "I recognize we have to do a whole lot more before we have any bragging rights." He also cautioned, "Our action today is no shelter in the

storm  
for the Budget year."

You will recall that the Senate Budget Subcommittee on Education Finance held an informational hearing last week, but deferred action on all of the items before them. Of consideration during their deliberations was whether or not to accept or reject a \$15.8 million reduction to the Public Library Foundation (PLF) program in the current year as part of Governor Davis' so-called "Mid Year Cuts" proposal.

During the presentations of the subcommittee reports on Tuesday, Senator Jack Scott (D-Altadena) who Chairs the Senate Budget Subcommittee on Education Finance noted that his committee had reached closure on issues surrounding the cuts to higher education and state agencies (e.g. State Library). However, he stated that they would need to convene a separate hearing on Wednesday to revisit the pending K-12 reduction proposals, and locate \$1.2 billion in cuts. During Senator Scott's presentation a hand-out was distributed, indicating that the subcommittee would be rejecting the Governor's proposal to reduce the PLF by \$15.8 million in the current year. Committee staff told us later, "We will try our best to hold on to it for as long as we can." Meanwhile, a major "cuts bill" has been drafted to implement the Governor's proposals or recommendations by the subcommittees. Reference to a reduction in the PLF has been stricken from the bill, which would save the item from being altered or "blue penciled" by the Governor if the bill reaches his desk. While thanking one of the chief consultants in the Senate for the subcommittee's help on the PLF issue, she replied, "You're off the table for now."

The Senate met again yesterday to conclude its work, and approve two addendums to the subcommittee reports, including a \$2 billion additional reduction in K-12 and higher education, and reductions and deferrals in the state prison system budget. The Senate intends to put the Budget cuts bill and various corresponding "trailer bills" on the Floor for vote next week.

Meanwhile in the Assembly, you will recall that the Assembly Budget Subcommittee on Education Finance voted last week to similarly reject the Governor's \$15.8 million Mid Year Cut proposal to the Public Library Foundation. Yesterday, the full Assembly Budget Committee met to

review

and vote upon the recommendations of their respective subcommittees.

With

minor discussion, the Assembly Budget Subcommittee on Education Finance report was subsequently approved as presented.

As the last item of business for the Assembly Budget Committee, Assemblyman

John Dutra, on behalf of Assembly Speaker Herb Wesson, presented AB 4X, a

Special Session bill to increase the vehicle license fee to offset the proposed reductions to local governments. The bill's debate was lengthy,

with Republicans opposing a "car tax" increase, and Democrats insisting that

the proposal would diminish the budget impacts on cities, counties, and special districts. The bill passed on a bi-partisan vote and will likely be

considered on the Assembly Floor some time next week.

While there is considerable agreement between the two houses in terms of their Mid Year Budget cuts recommendations, there remain disagreements in

the areas of health and human services and education. We have been told that a Budget Conference Committee will likely be convened to reconcile the

differences between the Senate and Assembly proposals.

## II. LIBRARIES ARE THE FOCUS OF SENATE LOCAL GOVERNMENT HEARING

You will recall from our last memo, that CLA had been invited to participate

in a special hearing, called by the Chair of the Senate Local Government Committee, Tom Torlakson (D-Antioch). The hearing, which was held on Wednesday, focused on three major areas of the State Budget that will be impacted based on the Governor's proposals for 2003-04: 1) the vehicle license fee, 2) the Williamson Act, and 3) libraries. Specifically, CLA was

asked to testify as to the impact of the Governor's reduction proposals relative to the Public Library Foundation, Transaction Based Reimbursement, and the vehicle license fee.

Chairman Torlakson opened the hearing and then announced, "There is good news so far regarding the libraries. The Subcommittees this week decided to

reject a \$15 million reduction to the PLF. We hope to hold on to it, at least for now." Committee member, Senator Bob Margett (R-Arcadia), who is

also a member of the Budget Subcommittee that rejected the PLF reduction,

said that in addition to the vehicle license fee proposal, "my other concern is the libraries and the proposal to reduce library grants by 50 percent in the current year and in the out year or Budget year. Also, this proposal to eliminate the TBR. Libraries provide important services and these cuts impact services."

During the library portion of the hearing, our office was asked to provide testimony regarding the history of the PLF, the significant 72% potential reduction to the program in only two years, and the benefits that the program provides. In addition, we also thanked Senator Torlakson for his leadership on library funding issues, Senator Margett for his actions on the Budget subcommittee, and Senator Dick Ackerman (R-Irvine) for his role last year as a member of the Budget Conference Committee and the lone vote to reject a proposal to completely eliminate all PLF funding from the Budget.

Anne Cain, CLA Legislative Chair, and Contra Costa County Library Director, thanked Senator Torlakson for his willingness to put libraries on the agenda for this important hearing. She also cited impressive statistics wherein the PLF funding statewide last year enabled libraries to provide 276,000 hours of extended service, while \$7.6 million helped purchase books and materials. In addition, she provided information regarding various cities and counties and the impact that the PLF reduction would have upon their services. In San Bernardino County, for example, the PLF cuts have meant a 67% reduction in their book budget. Ms. Cain also noted that the vehicle license fee proposal has an indirect, but significant impact on many library budgets, and highlighted a recent announcement by the Fremont library that they will be closing their Main Library on Sundays due to the decline in VLF revenue.

Anne Marie Gold, the Sacramento Public Library Director testified about the Governor's newest proposal to reduce Transaction Based Reimbursements by \$12



million, and authorize libraries to charge user fees to cover administrative costs associated with providing direct and inter-library loans (\$1 for direct loans, and \$5 for inter-library loans). Ms. Gold called the TBR a "little known but extremely important program," and noted that the Governor's proposal to charge user fees was a "major philosophical change in policy." She stated that 28 million items were made available to patrons last year from libraries where the patron does not reside, and this number represents a "seamless network of access for Californians. It is invisible because it works."

Senator Torlakson probed the philosophical question of why charging a fee for the ability to loan materials is problematic. Anne Cain responded, "For example, the large majority of borrowers are children. The libraries can't be all things to all people and they buy what they can and rely on other libraries to supplement their resources. Fees are a great barrier to everyone." Senator Mike Machado (D-Linden) produced our favorite quote of the hearing when he stated, "If we start with fees to libraries.what is next! Fees to vote?"

Senator Torlakson closed by telling CLA, Anne Cain, and Anne Marie Gold that he was "proud of the work that you are doing."

Susan Negreen, CAE  
Executive Director  
California Library Association  
snegreen@cla-net.org  
916-447-8541

-----calix-+  
How to get off CALIX: Subscribers are strongly encouraged to keep abreast of CLA and California library news via this mailing list. To sign off from the list, send email to listproc@listproc.sjsu.edu with the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body of the message. Make sure your subject line is blank and nothing other than the command is in the body of the message.  
-----calix--

Sent: Friday, January 17, 2003 1:11 PM  
To: CLA Listserve- CALIX  
Subject: NEWS FROM THE CAPITOL

January 17, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist  
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. BUDGET SUBCOMMITTEES WORK TO SAVE CUT TO PLF

You will recall that in December, Governor Davis declared a Special Session on the State Budget, and requested that the Assembly and Senate work expeditiously to act upon \$10 billion in proposed current year cuts to the Budget. This week the Assembly and Senate Budget Subcommittees on Education Finance both held hearings to consider options regarding the Governor's Mid Year Cuts, totaling more than \$2.5 billion in proposed cuts to the education portion of the Budget. Included in the list of these cuts, is a recommendation by the Governor to reduce the Public Library Foundation (PLF) by \$15.8 million, which would bring the current baseline down to \$15.7 million.

ASSEMBLY SUBCOMMITTEE REJECTS GOVERNOR'S CUT

On Wednesday the Assembly Budget Subcommittee spent a great deal of time debating their specific options relative to the Governor's current year cut to the PLF. During testimony, the Department of Finance was asked to comment on the nature of the cut, with their representative stating, "This cut was one of the difficult choices that the Governor faced. But seeing as the bulk of the money for local assistance in the State Library is contained in this program, we felt it was necessary to take a cut here." CLA was then asked to testify, and while doing so, referenced the "72 percent cut history" chart that our office had developed for legislators and CLA members. Subcommittee Chairman, Assemblyman Joe Simitian (D-Palo Alto),  
a

strong and consistent supporter of the PLF, told the committee that he had "great concerns with a reduction to this program," and said that he was not inclined to make a cut to the PLF in the current year. Chairman Simitian noted that the subcommittee would be better off in protecting the PLF baseline of \$31.5 million in the current year, because it would allow libraries to hold the line, at least temporarily. Assemblywoman Jackie Goldberg (D-Los Angeles) echoed her colleague's opposition to the \$15.8 million reduction, noting, "I am not willing to make this cut. And I am not willing to make it next year. For a large portion of Californians, this is how they get their books. This is direct services to the locals. There really are some things that are more important than others. Libraries really are of the highest order." In reviewing CLA's chart indicating the 72% cut to the program, she added, "I can't understand why they are getting cut 72%, when [other programs] are getting a smaller cut." Added Assemblywoman Carol Liu (D-La Canada Flintridge), "It's terrible!" The representative from the Legislative Analyst's Office concurred, stating, "This is a program that started out two years ago at \$52 million, and it is down to \$15 million. You didn't see that kind of a percentage cut in other areas of the Budget this morning." The issue and many others were put over until late Thursday afternoon, to give the committee time to put various Budget options together.

Thursday evening, the subcommittee reconvened and when the Governor's proposed current year cut to the PLF was before them, Chairman Simitian announced, "I would make the motion that the subcommittee not take any action on this request, and leave the dollars in place. With no disagreement, we will leave the item without action and leave it fully funded (at \$31.5 million)." He carefully cautioned that because the Governor's 2003-04 Budget also calls for a continuation of the \$15.8 million reduction proposed in the current year to the PLF, the library funding will likely face a second challenge again in a few months when the subcommittees begin tackling the larger Budget picture.

The subcommittee reached an impasse on several K-12 items and will complete a final report next Tuesday, and present it to the full Assembly Budget Committee for approval and vote late next week.

## SENATE SUBCOMMITTEE HEARS PLF - ACTION PENDING

The Senate Budget Subcommittee on Education Finance also held hearings on Wednesday regarding the Governor's Mid Year cuts, including the PLF. Senator Jack Scott, who previously served as education subcommittee chair while he was in the Assembly, will Chair the Senate Subcommittee, replacing recently termed-out Senator Jack O'Connell. Senator Scott will be joined by Senator John Vasconcellos, Chairman of the Senate Education Committee, and Senator Bob Margett, a returning member of the subcommittee. During the discussion on the proposed PLF cut, Senator Scott discussed the impact upon public library service if state support for local library budgets is reduced by half, per the Governor's proposal. He also asked the State Library and CLA to expand upon the specific services and budget areas that would be diminished or eliminated due to the cuts.

The Senate subcommittee took no action on the item, as the hearing was informational in nature only. Yesterday we received a call from Chairman Scott's Education Consultant regarding the PLF, and learned that they are holding ongoing meetings behind closed doors regarding their options on the Governor's Mid Year Cuts. They are not scheduled to meet again until next week to vote on the issues before them.

## II. ELIMINATION OF THE VLF BACKFILL

The Governor's Budget proposes to reduce the Vehicle License Fee (VLF) backfill to cities and counties in both the current and budget years. The total reduction amounts to almost \$4.2 billion (\$1.265 billion in 2003-03 and \$2.929 billion in 2003-04). In order to implement the \$1.265 billion reduction in the current year, the legislature must adopt urgency legislation (requiring a 2/3rds vote), or pass a bill in the Special Session by majority vote, which would allow the legislation to take effect 90 days after the close of the Special Session. Many county and city libraries

receive VLF funds from their Boards and Councils. If you are one of these libraries, please share the impact of the VLF reductions with your legislators as you discuss other library funding issues this year - e.g. PLF, TBR, etc.

### III. LEGISLATIVE ANALYST SAYS \$34.5 BILLION DEFICIT PROJECTION IS TOO HIGH

You will recall that several months ago the non partisan Legislative Analyst's Office estimated the current Budget deficit at \$21.1 billion, absent corrective actions. In December, the Governor released his revised estimate of the growing Budget problem, tagging the new number at \$34.6 billion. On Wednesday, the LAO released their "Overview of the Governor's Budget," and probed the question, "So how big is the budget problem?" The LAO has revised their deficit number up slightly to \$26 billion. Further, they cite two basic, but important differences for the discrepancy between their office and Department of Finance: 1) Forecasting differences: "About \$8 billion (60 percent) of the discrepancy reflects differences in the two agencies' respective forecasts of revenues and, to a lesser degree, the program caseloads that drive expenditures." 2) Definitional Differences: "The remaining \$5.5 billion (40 percent) of the discrepancy is primarily 'definitional' in nature, in that it largely reflects differing assumptions about what the 'baseline' level of spending is from which budget adjustments will need to be made." Former Senator Steve Peace, the incoming Director of the Department of Finance and former Chair of the Budget Conference Committee, spoke during a lunch we attended on Wednesday. Mr. Peace says that the baseline figure that Finance uses is one in which all statutory obligations and all other potential and foreseeable expenditures are factored in. The LAO, on the other hand, calculates their baseline by only factoring in statutorily required funding obligations.

Regardless of the baseline debate, the LAO cautions, "Despite the differences as to the true magnitude of the problem at hand, its precise magnitude does not change one very important factor - namely, regardless of which baseline is used, it is extremely important that the Legislature take timely and meaningful action to address the budget shortfall, which, by any

standard, is extremely daunting, and will only get worse if left unaddressed."

IV. SENATE LOCAL GOVERNMENT COMMITTEE HEARING: STATE BUDGET IMPACT ON LIBRARIES

Senator Tom Torlakson, Chair of the Senate Local Government Committee, has called a special hearing of his committee for next Wednesday, January 22, to discuss the impact of the Governor's Budget proposals for the 2003-04 Budget Year in three specific areas: the Vehicle License Fee (VLF), the Williamson Act, and public libraries. Senator Torlakson's staff has asked CLA to participate in the hearing and to discuss the Governor's Budget proposals as they pertain to the Public Library Foundation and the newly released Transaction Based Reimbursement fee proposal.

Susan Negreen, CAE  
Executive Director  
California Library Association  
snegreen@cla-net.org  
916-447-8541

-----calix+  
How to get off CALIX: Subscribers are strongly encouraged to keep abreast of CLA and California library news via this mailing list. To sign off from the list, send email to listproc@listproc.sjsu.edu with the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body of the message. Make sure your subject line is blank and nothing other than the command is in the body of the message.  
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Two Percent Assessment Appeal Case  
**DATE:** February 24, 2003

**BACKGROUND:**

The Orange County Auditor-Controller, David Sundstrom, has issued a revised estimate of the cost of the 2% Assessment Appeals Case to local agencies. His report is Attachment A.

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

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

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

**RECOMMENDATION:**

Receive & File







AUDITOR-CONTROLLER  
COUNTY OF ORANGE

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

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

[www.oc.ca.gov/ac](http://www.oc.ca.gov/ac)

CHIEF ASSI  
ASSI  
Agenda Item 24  
Attachment A  
Page 1 of 8

SHAUN M. SKELLY  
ASSISTANT AUDITOR-CONTROLLER  
AGENCY ACCOUNTING

MAHESH N. PATEL  
ASSISTANT AUDITOR-CONTROLLER  
INFORMATION TECHNOLOGY

DAVID E. SUNDSTROM, CPA  
AUDITOR-CONTROLLER

January 29, 2003

TO: Supervisor Thomas Wilson, Chairman, Board Supervisors  
Supervisor Charles Smith, First District  
Supervisor James Silva, Second District  
Supervisor Bill Campbell, Third District  
Supervisor Chris Norby, Fourth District

SUBJECT: Two Percent Assessment Appeals Case

My letter to County Counsel Ben De Mayo dated December 19, 2001, provided an initial estimate of the impact of the two percent assessment appeals case on various categories of taxing entities. This is an update to my January 15, 2002 memo submitted to the Board of Supervisors. We have prepared the attached schedule that shows estimates of the refunds to be recovered and continuing reductions from each agency. This was done to assist Board members and the officials of the impacted agencies in planning for *possible* refunds that could be ordered by a court. This schedule now includes potential refunds for this year and for four previous years. The following schedule is a revision to the one published on the Auditor-Controller's website on January 16, 2003. The prior amount included Secured Annual bills with Supplemental events, which would overstate the refund amount. **Please note that we have no immediate plans to escrow the funds – the schedule was produced only to measure potential impacts.**

The attached estimates are a rough order of magnitude, and category totals differ slightly from the amounts in my letter to Counsel De Mayo. **Being a rough order of magnitude, the estimates will be subject to continuous refinement as we obtain more information on the scope of the case and have more time to prepare analyses of data in our tax system.** However, they are reliable enough for decision-makers to begin planning for a possible reduction in secured taxes. It is not likely that any funds will be refunded until the case is reviewed by the appellate court.

David E. Sundstrom  
Auditor-Controller

DES:lr (Two Percent Assessment Appeals Case Update/auditor)  
Attachment

cc: County Treasurer John Moorlach  
County Assessor Webster Guillory  
County Chief Financial Officer Gary Burton  
Orange County City Managers  
Orange County Schools Superintendents and Chief Business Officers  
Orange County Special Districts

<b>ESTIMATED</b> <b>POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES</b> <b>IN ORANGE COUNTY</b> <b>TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003</b> <b>AND FUTURE REDUCTION IN TAX BASE</b> <b>(ROUGH ORDER OF MAGNITUDE)</b>		
<b>AGENCY</b>	<b>ALLOCATION OF REFUNDS</b>	<b>FUTURE REDUCTION IN TAX BASE</b>
ANAHEIM CITY TOTAL	3,896,000	1,545,000
ALISO VIEJO CITY TOTAL	154,000	61,000
BREA CITY TOTAL	607,000	253,000
BUENA PARK CITY TOTAL	800,000	318,000
COSTA MESA CITY TOTAL	2,157,000	857,000
CYPRESS CITY TOTAL	418,000	166,000
DANA POINT CITY TOTAL	588,000	234,000
FOUNTAIN VALLEY CITY TOTAL	797,000	317,000
FULLERTON CITY TOTAL	1,988,000	790,000
GARDEN GROVE CITY TOTAL	1,399,000	559,000
HUNTINGTON BEACH CITY TOTAL	4,271,000	1,697,000
IRVINE CITY TOTAL	2,200,000	874,000
LA HABRA CITY TOTAL	796,000	316,000
LA PALMA CITY TOTAL	181,000	72,000
LAGUNA BEACH CITY TOTAL	2,254,000	911,000
LAGUNA HILLS CITY TOTAL	635,000	252,000
LAGUNA NIGUEL CITY TOTAL	301,000	120,000
LAGUNA WOODS CITY TOTAL	22,000	9,000
LAKE FOREST CITY TOTAL	776,000	308,000
LOS ALAMITOS CITY TOTAL	196,000	78,000
MISSION VIEJO CITY TOTAL	2,066,000	821,000
NEWPORT BEACH CITY TOTAL	5,709,000	2,269,000
ORANGE CITY TOTAL	1,958,000	778,000
PLACENTIA CITY TOTAL	742,000	295,000
RANCHO SANTA MARGARITA CITY TOTAL	219,000	87,000
SAN CLEMENTE CITY TOTAL	1,530,000	608,000
SAN JUAN CAPISTRANO CITY TOTAL	774,000	315,000

<b>ESTIMATED</b>		
<b>POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY</b>		
<b>TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)</b>		
<b>AGENCY</b>	<b>ALLOCATION OF REFUNDS</b>	<b>FUTURE REDUCTION IN TAX BASE</b>
SANTA ANA CITY TOTAL	3,094,000	1,230,000
SEAL BEACH CITY TOTAL	546,000	217,000
STANTON CITY TOTAL	174,000	69,000
TUSTIN CITY TOTAL	904,000	359,000
VILLA PARK CITY TOTAL	153,000	61,000
WESTMINSTER CITY TOTAL	376,000	149,000
YORBA LINDA CITY TOTAL	1,129,000	449,000
<b>TOTAL CITIES</b>	<b>43,810,000</b>	<b>17,444,000</b>
<b>COUNTY GEN FUND &amp; PUBLIC LIBRARY TOTAL</b>	<b>26,446,000</b>	<b>10,510,000</b>
COSTA MESA VEH PRKG DISTRICTS TOTAL	0	0
CYPRESS CITY LIGHTING DIST 2 TOTAL	90,000	36,000
GARDEN GROVE SPECIAL DISTRICTS TOTAL	236,000	94,000
IRVINE CITY-OC ST LTG MAINT DIST 10 TOTAL	233,000	93,000
LA PALMA MUNI LIGHTING DIST 1 TOTAL	7,000	3,000
LAGUNA BEACH ST LIGHTING DIST 1 TOTAL	71,000	28,000
LAGUNA NIGUEL CSD TOTAL	958,000	380,000
NEWPORT BEACH - BALBOA ST LTG DIST 50 TOTAL	5,000	2,000
SAN CLEMENTE ST LTG & LNDSCP DIST 1 TOTAL	86,000	34,000
STANTON MUNI LTG DIST TOTAL	36,000	14,000
WESTMINSTER MUNI LTG DIST TOTAL	110,000	44,000
YORBA LINDA MAINT DIST TOTAL	65,000	26,000
CAPISTRANO VALLEY WTR DIST TOTAL	97,000	38,000
LAGUNA BEACH SUB. CO WATER DIST TOTAL	208,000	83,000
CYPRESS RECREATION & PARK DIST TOTAL	396,000	157,000
<b>TOTAL CITY SUBSIDIARY SPECIAL DISTRICTS</b>	<b>2,598,000</b>	<b>1,032,000</b>

<b>ESTIMATED</b>		
<b>POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY</b>		
<b>TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)</b>		
<b>AGENCY</b>	<b>ALLOCATION OF REFUNDS</b>	<b>FUTURE REDUCTION IN TAX BASE</b>
SOUTH COAST WATER -CAPO BCH WTR ID2-ZN 6 TOTAL	38,000	15,000
COSTA MESA SANITARY DIST TOTAL	21,000	8,000
SOUTH COAST WATER-DANA POINT SANI D ZN3 TOTAL	111,000	44,000
EAST ORANGE COUNTY WATER DIST TOTAL	93,000	37,000
EL TORO WATER DIST TOTAL	78,000	31,000
IRVINE RANCH WATER DIST TOTAL	1,833,000	729,000
ROSSMOOR/LOS ALAMITOS SEWER DIST TOTAL	33,000	13,000
IRWD-LOS ALISOS WATER DIST TOTAL	180,000	71,000
MIDWAY CITY SANI DIST TOTAL	212,000	84,000
MOULTON NIGUEL WATER DIST TOTAL	2,232,000	887,000
ROSSMOOR CSD SPECIAL DIST TOTAL	83,000	33,000
SANTA MARGARITA WATER DIST TOTAL	544,000	216,000
EMERALD BAY COMMUN. SERVICE DIST TOTAL	108,000	43,000
SANTIAGO COUNTY WATER DIST TOTAL	22,000	9,000
THREE ARCH BAY COMM SERV DIST TOTAL	80,000	32,000
SOUTH COAST COUNTY WATER DIST TOTAL	383,000	182,000
ORANGE COUNTY FIRE AUTHORITY TOTAL	16,925,000	6,726,000
SURFSIDE COLONY COMM SERV DIST TOTAL	8,000	3,000
ORANGE COUNTY WATER DIST TOTAL	1,852,000	736,000
TRABUCO CANYON COUNTY WATER DIST TOTAL	128,000	51,000
ORANGE CO TRANSIT DIST-OPERATING TOTAL	1,079,000	429,000
O C SANITATION DIST TOTAL	6,479,000	2,575,000
YORBA LINDA COUNTY WATER DIST TOTAL	332,000	122,000
ELSINORE VALLEY MUNI WATER DIST	0	0
WESTERN MUNI WATER DIST	0	0
MUNI WATER DISTRICTS TOTAL	0	0
METRO WATER TOTAL	2,557,000	1,020,000

<b>ESTIMATED</b>		
<b>POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY</b>		
<b>TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)</b>		
<b>AGENCY</b>	<b>ALLOCATION OF REFUNDS</b>	<b>FUTURE REDUCTION IN TAX BASE</b>
BUENA PARK LIBRARY DIST TOTAL	213,000	85,000
→ PLACENTIA LIBRARY DIST TOTAL	186,000	74,000 ←
CAPO BAY COMMUNITY SERVICE DIST TOTAL	55,000	22,000
SURFSIDE COLONY WTR PROTECTION TOTAL	4,000	1,000
SILVERADO-MODJESKA REC&PARK DIST TOTAL	5,000	2,000
O C VECTOR CONTROL DIST TOTAL	429,000	170,000
SUNSET BEACH SANI DIST TOTAL	33,000	13,000
O C CEMETARY DIST TOTAL	145,000	58,000
<b>TOTAL INDEPENDENT SPECIAL DISTRICTS</b>	<b>36,481,000</b>	<b>14,521,000</b>
O C FLOOD CONTROL DIST TOTAL	6,640,000	2,639,000
O C HARBORS BEACHES & PARKS DIST TOTAL	4,921,000	1,956,000
COUNTY SERVICE AREA #4 TOTAL	44,000	17,000
NORTH TUSTIN LDSCP & LTG ASMT TOTAL	47,000	19,000
COUNTY SERVICE AREA #13 TOTAL	0	0
COUNTY SERVICE AREA #20 TOTAL	1,000	0
COUNTY SERVICE AREA #22 TOTAL	2,000	1,000
<b>TOTAL BOARD GOVERNED SPECIAL DISTRICTS</b>	<b>11,655,000</b>	<b>4,632,000</b>
ANAHEIM ELEMENTARY GENERAL FUND TOTAL	6,525,000	2,593,000
BUENA PARK ELEMENTARY GEN FUND TOTAL	1,053,000	418,000
CENTRALIA ELEMENTARY GENERAL FUND TOTAL	1,269,000	504,000
CYPRESS ELEM GENERAL FUND TOTAL	1,378,000	548,000
FOUNTAIN VALLEY ELEM GEN FUNDTOTAL	2,121,000	827,000
FULLERTON ELEMENTARY GENERAL FUND TOTAL	2,871,000	1,141,000
HUNTINGTON BEACH ELEMENTARY GEN FUND TOTAL	3,051,000	1,212,000
LA HABRA ELEM GENERAL FUND TOTAL	1,167,000	464,000
LOWELL JOINT ELEM GENERAL FUND TOTAL	435,000	173,000
MAGNOLIA ELEMENTARY GENERAL FUND TOTAL	874,000	347,000
OCEAN VIEW ELEMENTARY GENERAL FUND TOTAL	2,849,000	1,132,000

<b>ESTIMATED</b>		
<b>POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY</b>		
<b>TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)</b>		
<i>AGENCY</i>	<i>ALLOCATION OF REFUNDS</i>	<i>FUTURE REDUCTION IN TAX BASE</i>
SAVANNA ELEMENTARY GENERAL FUND TOTAL	530,000	211,000
WESTMINSTER ELEM GENERAL FUND TOTAL	1,626,000	646,000
ANAHEIM HIGH GENERAL FUND TOTAL	6,046,000	2,403,000
FULLERTON HIGH GENERAL FUND TOTAL	4,237,000	1,684,000
HUNTINGTON BEACH HIGH TOTAL	7,847,000	3,119,000
BREA OLINDA UNIFIED GENERAL FUND TOTAL	1,575,000	626,000
CAPISTRANO UNIFIED GENERAL FUND TOTAL	22,980,000	9,133,000
GARDEN GROVE UNIFIED GENERAL FUND TOTAL	7,293,000	2,898,000
IRVINE UNIFIED GENERAL FUND TOTAL	11,938,000	4,744,000
LAGUNA BEACH UNIFIED GENERAL FUND TOTAL	2,770,000	1,101,000
LOS ALAMITOS UNIFIED GENERAL FUND TOTAL	2,792,000	1,109,000
NEWPORT-MESA UNIFIED GENERAL FUND TOTAL	16,794,000	6,674,000
ORANGE UNIFIED GENERAL FUND TOTAL	12,446,000	4,946,000
PLACENTIA YORBA LINDA UNIF GEN FUND TOTAL	6,616,000	2,629,000
PLACENTIA YORBA LINDA UNIF GEN-FUHS TOTAL	425,000	169,000
SADDLEBACK VALLEY UNIF GEN FUND TOTAL	14,117,000	5,610,000
SANTA ANA UNIFIED TOTAL	8,408,000	3,342,000
TUSTIN UNIFIED GENERAL FUND TOTAL	7,877,000	3,130,000
COAST COMM COLLEGE TOTAL	8,721,000	3,466,000
NORTH OC COMM COLLEGE TOTAL	5,777,000	2,296,000
RANCHO SANTIAGO COMM COLL TOTAL	4,214,000	1,675,000
SOUTH ORANGE CO COMM COLL TOTAL	13,975,000	5,554,000
ORANGE CO DEPT OF EDUCATION TOTAL	7,069,000	2,809,000
EDUCATIONAL REVENUE AUGMENTATION FUND	61,458,000	24,424,000
<b>TOTAL SCHOOL DISTRICTS w/ ERAF</b>	<b>261,124,000</b>	<b>103,757,000</b>
ANAHEIM ELEM 2002 BOND #2002	524,000	176,000
BUENA PARK ELEM 1998 BOND #1999A	53,000	23,000
BUENA PARK ELEM 1998 BOND #2000A	9,000	4,000
BUENA PARK ELEM 1998 BOND #2001A	15,000	6,000
FULLERTON ELEM SCH -2002 BOND SR#2002A	249,000	106,000


<b>ESTIMATED</b>		
<b>POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES IN ORANGE COUNTY</b>		
<b>TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003 AND FUTURE REDUCTION IN TAX BASE (ROUGH ORDER OF MAGNITUDE)</b>		
<b>AGENCY</b>	<b>ALLOCATION OF REFUNDS</b>	<b>FUTURE REDUCTION IN TAX BASE</b>
HUNTINGTON BEACH ELEM 2002 BOND #2002	151,000	78,000
LA HABRA EL SCH -2000 BOND SR#2000A	53,000	23,000
LA HABRA EL SCH -2000 BOND SR#2001A	18,000	8,000
MAGNOLIA SCH DIST-2000 BOND SR2000A	40,000	18,000
MAGNOLIA SCH DIST-2000 BOND SR2001B	35,000	16,000
NORTH OC COMM COLL 2002 BOND #2002	1,246,000	519,000
SANTA ANA UNIF SCH-1999 BOND SR2002A	384,000	182,000
CAPISTRANO UNIF-ID#1 1999 BOND 2002C	187,000	71,000
CAPISTRANO UNIF-ID#1 1999 BOND 2001	285,000	109,000
FULLERTON HIGH SCH -2002 BOND #2002	351,000	151,000
ANAHEIM HIGH 2002 BOND 2002A	763,000	300,000
LAGUNA BEACH UNIF 2001 BOND SER 2001	296,000	135,000
NEWPORT MESA UNIF SCH 2000 BOND 2001	307,000	130,000
PLACENTIA -YORBA LINDA UNIF 2002 BOND #A	653,000	279,000
CAPISTRANO UNIF-ID#1 1999 BOND 2000	122,000	47,000
SANTA ANA UNIF SCH-1999 BOND SR2000	422,000	201,000
IRVINE UNIF-SERIES H BOND FUND	0	0
BREA OLINDA UNIF-1999 BOND SR 1999A	156,000	66,000
<b>TOTAL SCHOOL BOND</b>	<b>6,319,000</b>	<b>2,648,000</b>
Anaheim CRA TOTAL	2,558,000	1,491,000
Brea CRA TOTAL	2,669,000	1,293,000
Buena Park CRA TOTAL	663,000	303,000
Costa Mesa CRA TOTAL	202,000	77,000
Cypress CRA TOTAL	711,000	277,000
Fountain Valley CRA TOTAL	558,000	206,000
Fullerton CRA TOTAL	1,639,000	615,000
Garden Grove CRA TOTAL	1,681,000	1,054,000
Huntington Beach CRA TOTAL	728,000	271,000
La Habra CRA TOTAL	170,000	81,000

<b>ESTIMATED</b> <b>POTENTIAL IMPACT OF 2% ASSESSMENT APPEALS CASE ON AGENCIES</b> <b>IN ORANGE COUNTY</b> <b>TAX REFUNDS FOR FISCAL YEARS 1998-99 THROUGH 2002-2003</b> <b>AND FUTURE REDUCTION IN TAX BASE</b> <b>(ROUGH ORDER OF MAGNITUDE)</b>		
<i>AGENCY</i>	<i>ALLOCATION OF REFUNDS</i>	<i>FUTURE REDUCTION IN TAX BASE</i>
La Palma CRA TOTAL	276,000	110,000
Lake Forest CRA TOTAL	0	0
Mission Viejo CRA TOTAL	565,000	456,000
Orange CRA TOTAL	2,522,000	505,000
Placentia CRA TOTAL	215,000	87,000
San Clemente CRA TOTAL	116,000	46,000
San Juan Capistrano CRA TOTAL	446,000	381,000
Santa Ana CRA TOTAL	3,374,000	1,990,000
Seal Beach CRA TOTAL	146,000	52,000
Stanton CRA TOTAL	600,000	246,000
Tustin CRA TOTAL	891,000	336,000
Westminster CRA TOTAL	1,295,000	507,000
Yorba Linda CRA TOTAL	3,537,000	1,299,000
OC RDA Santa Ana Heights TOTAL	789,000	290,000
Orange Co. RDA ND&P TOTAL	1,302,000	533,000
<b>TOTAL COMM REDEVELOPMENT AGENCIES</b>	<b>27,653,000</b>	<b>12,506,000</b>
<b>GRAND TOTAL</b>	<b>416,086,000</b>	<b>167,050,000</b>



## Agenda Item 25

**TO:** Library Board of Trustees

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

**DATE:** February 18, 2003

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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. PRREP recruits high school students to tutor grade school children at the Library and at one elementary school. We currently have 52 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.
- Federal Work Study (FWS) is a partnership between Western State University College of Law and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
  1. The Department of Human Services Intern Program, and
  2. Service Learning.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.
- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for \$10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.
- \*Two months ago, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- \*PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.



**January 21, 2003**

**To: Placentia Library District**

**From: Sandra Stark**

**Re: Special Districts Workers Compensation Authority**

**On December 5 and December 10, 2002, I attended special meetings and workshops at the Special Districs Risk Management Association in Sacramento. Actuarial reports, revenues, expenses and budget were reviewed. Future workers' compensation premiums were discussed.**

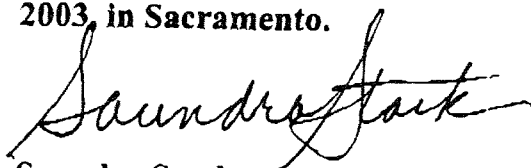
**Premiums for the upcoming year were discussed and the following should be noted:**

- The Workers Compensation Insurance Rating Bureau recommended an average increase in premiums of 25.5% by January 2003**
- Special District Workers Compensation Authority approved a 10.1% increase in premium rates**
- A midyear re-evaluation will be conducted to update actuarial information in order to determine if any additional premiums will be needed to maintain a 90% confidence level (this is far above the confidence level throughout the industry)**

**Due to the tremendous increases in premium rates and the exodus of insurance companies from the California workers compensation market, SDWCA's membership has increased by a third in the past year.**

**In regard to the consolidation of the risk management and the workers compensation pools, approximately 30% of the membership has responded positively. 67% is required for the merger to occur. It is believed that most districts will be voting on the merger during their January board meetings.**

**The next SDWCA committee and board meetings will be February 14 - 25, 2003, in Sacramento.**



**Sandra Stark**



California State Library

LIBRARY SERVICES AND TECHNOLOGY ACT

LSTA Grant Award I.D.: 40-5685

Date: January 2003

Fiscal Year: 2002/3

Project Title: Public Library Staff Education Program

Grantee: Jillian Christine Rakos

Telephone: 714-528-1925

Fiscal Agent: Placentia Library District

Prepared by (Signature): *[Signature]*

Unexpended/  
Unencumbered  
Balance  
(9)

Outstanding Encumbrances close of 4th Quarter (7)	Liquidation of Outstanding Project End Encumbrances (8)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

QUARTER:

1st--Oct, Nov, Dec   X  

2nd--Jan, Feb, Mar \_\_\_\_\_

3rd--Apr, May, Jun \_\_\_\_\_

4th--Jul, Aug, Sep \_\_\_\_\_

Liquidation \_\_\_\_\_

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

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

Approved Budget (1)	QUARTERS			Total Expended/Encumbered (6)	Indirect Costs TOTAL
	1st (2)	2nd (3)	3rd (4)		
a. _____	_____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____	_____
c. 5,160	0	_____	_____	0	_____
d. _____	_____	_____	_____	_____	_____
e. 516	129	_____	_____	129	_____
f. 5,676	129	_____	_____	129	_____

a. Salaries and benefits  
b. Materials  
c. Operating expenses  
d. Equipment

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

Any budget adjustments or modifications must be shown on LSTA 8 page 2. If there are no changes to the budget, please indicate on LSTA 8 page 2.





# CLLS Budget Report

Name of Library: **Placentia Library District**  
 Fiscal Year: **02 / 03**  
 Filing Period: **Mid-Year**

	Approved	Other	Total For Year	CLSA	Other
1. Personnel	\$0.00	\$122,416.00	\$122,416.00	\$5,450.00	\$61,207.00
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Operations	\$0.00	\$24,500.00	\$24,500.00	\$6,165.00	\$12,250.00
<b>6. Total</b>	<b>\$0.00</b>	<b>\$146,916.00</b>	<b>\$146,916.00</b>	<b>\$11,615.00</b>	<b>\$73,457.00</b>

	CLSA	Other	Total Expenditures
1. Personnel	\$5,450.00	\$61,207.00	\$66,657.00
2. Library Materials	\$0.00	\$0.00	\$0.00
3. Equipment	\$0.00	\$0.00	\$0.00
4. Indirect	\$0.00	\$0.00	\$0.00
5. Operations	\$6,165.00	\$12,250.00	\$18,415.00
<b>6. Total</b>	<b>\$11,615.00</b>	<b>\$73,457.00</b>	<b>\$85,072.00</b>

	Approved	Other	Total for Year	CLSA	Other
5a. Contract Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5b. Travel	\$0.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00
5c. Office Supplies	\$0.00	\$10,000.00	\$10,000.00	\$4,115.00	\$5,000.00
5d. Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5e. Instr. Resources	\$0.00	\$3,000.00	\$3,000.00	\$1,000.00	\$1,500.00
5f. Communications	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00
5g. Other	\$0.00	\$10,500.00	\$10,500.00	\$250.00	\$5,250.00
<b>Total</b>	<b>\$0.00</b>	<b>\$24,500.00</b>	<b>\$24,500.00</b>	<b>\$6,165.00</b>	<b>\$12,250.00</b>

	CLSA	Other	Total Expenditures
5a. Contract Services	\$0.00	\$0.00	\$0.00
5b. Travel	\$500.00	\$500.00	\$1,000.00
5c. Office Supplies	\$4,115.00	\$5,000.00	\$9,115.00
5d. Printing	\$0.00	\$0.00	\$0.00
5e. Instr. Resources	\$1,000.00	\$1,500.00	\$2,500.00
5f. Communications	\$300.00	\$0.00	\$300.00
5g. Other	\$250.00	\$5,250.00	\$5,500.00
<b>Total</b>	<b>\$6,165.00</b>	<b>\$12,250.00</b>	<b>\$18,415.00</b>

Jim Roberts  
Prepared by

Literacy Coordinator  
Title

jroberts@placentialibrary.org  
E-mail Address

Monday, January 27, 2003 11:47:07 AM  
Date



# CLLS In-Mind Report

Name of Library: **Placentia Library District**  
Fiscal Year: **02 / 03**  
Filing Period: **Mid-Year**

	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other
a) Space	\$0.00	\$0.00	\$0.00	\$5,250.00	\$0.00	\$0.00
b) Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
d) Printing	\$0.00	\$0.00	\$0.00	\$8,976.00	\$0.00	\$0.00
e) Professional Services	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00
f) Other	\$0.00	\$0.00	\$0.00	\$14,726.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$14,726.00	\$0.00	\$0.00

	This Period's Total Resources	Total Year-To- Date	This Year's Goals
a) Space	\$5,250.00	\$5,250.00	\$10,500.00
b) Materials	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00
d) Printing	\$0.00	\$0.00	\$17,952.00
e) Professional Services	\$8,976.00	\$8,976.00	\$1,000.00
f) Other	\$500.00	\$500.00	
	\$14,726.00	\$14,726.00	\$29,452.00

	This Period	YTD	Goals
a) Literacy Instruction	4957	4957	8000
b) Talent/Support Services	260	260	500

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Tuesday, January 21, 2003 11:46:50 AM  
Date





# CLLS Adult Learner Report

Name of Library: **Placentia Library District**  
 Fiscal Year: **02 / 03**  
 Filing Period: **Mid-Year**

1. Continuing Adult Learners from previous filing period	110
2. Adult Learners who began during this filing period	55
3. Adult Learners who left during this filing period	
a. Learners who met goal	15
b. Learners who became physically inaccessible this filing period	0
c. Learners who left program for other reasons	0
d. Learners who left program WITHOUT notification	0
e. TOTAL	15
4. Adult Learners who received instruction during this filing period	165
5. Adult Learners referred to other programs (never instructed) this filing period	2

6. Cumulative total adult learners who received instruction this fiscal year-to-date	165
7. Cumulative total adult learners referred to other programs this fiscal year-to-date	2

8. Adult Learners receiving instruction at end of this filing period.	150
9. Prospective Adult Learners awaiting instruction at end of this filing period.	40

Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
67	2	68	0	0	5	8	0	150

16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
6	10	72	38	10	8	4	2	150

Male	Female	Not Specified	Total
42	108	0	150

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Monday, January 20, 2003 7:35:42 PM  
Date



# CLLS Tutor Activity Report

Name of Library: **Placentia Library District**  
 Fiscal Year: **02 / 03**  
 Filing Period: **Mid-Year**

1. Continuing Tutors instructing from previous filing period	86
2. Tutors who began instructing during this filing period	44
3. Tutors who left during this filing period	
a. Tutors who left with notification	22
b. Tutors who left WITHOUT notification	10
c. TOTAL tutors who left	32
4. Total tutors who instructed during this filing period	120
5. Number of tutors trained during this filing period.	44
6. Number of pre-service tutor workshops offered during this filing period	0

7. Cumulative total tutors who instructed this fiscal year-to-date	120
8. Cumulative total tutors trained this fiscal year-to-date	44

9. Tutors instructing at end of this filing period	98
10. Prospective tutors awaiting training/matching at end of this filing period.	0

Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
9	1	18	0	2	59	9	0	98

16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
2	22	19	15	10	18	9	3	98

Male	Female	Not Specified	Total
22	76	0	98

14a. Number of library branches used for literacy instruction during this filing period	1
14b. Number of additional sites used for literacy instruction during this filing period	2

Legislative districts in which instruction occurred during this filing period	
a. State Assembly District #(s):	72d
b. State Senate District #(s):	33d
c. U.S. Congressional District #(s):	39th & 41st

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Monday, January 20, 2003 7:00:22 PM  
Date



## CLLS Narrative Report

Name of Library: **Placentia Library District**Fiscal Year: **02 / 03**Filing Period: **Mid-Year**

The State Library is interested in the areas of your program that you find most significant. This includes both successful and unsuccessful events, methods, materials and other components.

**Significant successes:**

The Placentia Library Literacy Services (PLLS) has enjoyed another extremely successful first half of this fiscal year, particularly in recruiting and matching new tutors and reducing the number of learners on our waiting list from nearly one hundred to less than fifty. We have been able to attract more adult tutors because we offer tutor training at least monthly, and on a case to case basis, offer accelerated training to selected tutors. Our English Language and Literacy Intensive (ELLI) Program is in its second year, and Ann-Margaret Webb, ELLI Coordinator, has done an exceptional job of outreaching to our school partners and recruiting staff and volunteers to assist in the classes at these schools. This year we conservatively estimate that the number of students participating in ELLI could exceed 350, more than 20 percent more than was projected for the school year. Our Families for Literacy (FFL) Program has been energized by our new FFL coordinator, Tyese Wortham, who began in October 2002. She has more than doubled the number of families in the program and had a greatly successful Christmas party that over 30 FFL students and children attended.

**Problems, challenges, and unresolved issues:**

PLLS has no real significant problems or unresolved issues. We will always have the challenge of reducing our learner waiting list, and we will continue to resolve this challenge by recruiting tutors through a variety of media resources: the local newspaper; the local cable TV channel; flyers; and other community outreach such as making literacy presentations at local community services organizations.

**Anything you would like to share that other CLC programs could use:**

We are very excited about our FFL philosophy of trying to match both the parent and the pre-school child. Our philosophy is to match the parent with an adult tutor and the child with a high school tutor. Then the family comes in as a family; the parent goes with his or her tutor, and the child does likewise. This allows the parent/s to have relatively uninterrupted tutoring sessions, and it also allows the child/children the opportunity to read or be read to or play with the LeapPad.

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Monday, January 20, 2003 8:27:17 PM

Date

[Close This Window](#)Any questions or comments should be directed to [library@mindsetsoft.com](mailto:library@mindsetsoft.com)© 1999-2001, Developed by [Mindset Software, Inc.](#)





# Families For Literacy

Name of Library: **Placentia Library District**  
 Fiscal Year: **02 / 03**  
 Filing Period: **Mid-Year**

## A. Program Participants and Partners

1. Number **eligible** Families participation through 12/31/02 : **26** (families can participate in a number of different ways; not all must attend programs to participate)

### 2. Family Composition

Parents/ Guardians	Other Adult Family Members	Adult Unknown Age	Children 0-4	Children 5-8	Children 9-11	Children Over 12	Children Unknown Age
29	0	0	26	18	5	2	0

### Ethnicity

#### ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	Unknown	TOTAL
Asian	0	0	5	0	0	0	0	0	0	5
Black	0	0	0	0	0	0	0	0	0	0
Hispanic	0	8	12	2	0	0	0	0	0	22
Native American	0	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0	0
White	0	0	1	0	0	0	0	0	0	1
Other	0	0	0	1	0	0	0	0	0	1
<b>Total</b>	0	8	18	3	0	0	0	0	0	29

### Ethnicity

CHILDREN

	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Asian	3	5	1	0	0	9
Black	0	0	0	0	0	0
Hispanic	21	12	4	2	0	39
Native American	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0
White	1	0	0	0	0	1
Other	1	1	0	0	0	2
<b>Total</b>	26	18	5	2	0	51

Primary Language of Children

CHILDREN

	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Spanish	21	12	4	2	0	39
Portuguese	0	0	0	0	0	0
Vietnamese	0	0	0	0	0	0
English	1	0	0	0	0	1
Hmong	0	0	0	0	0	0
Pacific Island Languages	0	0	0	0	0	0
Other	4	6	1	0	0	11
<b>Total</b>	26	18	5	2	0	51

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Last edit date: Thursday, February 13, 2003 12:13:05 PM



# Families For Literacy

Name of Library: **Placentia Library District**

Fiscal Year: **02 / 03**

Filing Period: **Mid-Year**

### 3. Community Partners

Please list below the community partners who have participated in your Families for Literacy Program and the role that they have played in your success. (Example: Pittsburgh HeadStart/Canal Day Care - Referrals of low literacy parents with preschool children)

<u>Community Partner</u>	<u>Role</u>
1. Valencia and El Dorado High Schools	Recruitment of high school students for tutoring FFL children.
2. Orange County Headstart	Referrals of low literacy parents with preschool-aged children.
3. Fullerton College	Recruitment of college students for tutoring FFL adults and children.
4. Ruby Drive Preschool	Referrals of low literacy parents with preschool-aged children.
5. Western State University College of Law	Recruitment of federal work-study law students for tutoring FFL adults and children.
6. California State University, Fullerton	Recruitment of college students/interns for tutoring FFL adults and children.

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Last edit date: Thursday, February 13, 2003 5:53:01 PM



# Families For Literacy

Name of Library: **Placentia Library District**  
 Fiscal Year: **02 / 03**  
 Filing Period: **Mid-Year**

## **B. Narrative Description of Services Provided**

The following is a list of the minimum services which a program must provide in order to receive FFL funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program **during the last 6 months.**

1) Please explain your procedures for giving books away to children. Do you give to all children in family or only preschoolers? Attach your list of children's books purchased for this purpose.

Book give-a-ways occur during the monthly FFL events. Each family receives one "family" book which is related to the theme of the event. Occasionally, each child present at the event will receive a book appropriate to his/her grade level and book raffles may be run. In December, the following children's book was purchased as a "family" book:

1) Clifford's Christmas

1a. Average number of books per child actually distributed: **0.61**

1b. Total number of books distributed as of 12/31/02. **14**

1c. Number of books received by children **under 5**. **4**

1d. Number of books received by children **over 5**. **10**

2. **Briefly** explain the types, structure and content of the regular meetings of parents and children conducted by FFL in **public library settings**. How **often** do you hold these meetings? (This should include but not be limited to family parties, events, story times.)

The regular meetings of the parents and children are held as FFL monthly events. The program for these events are as follows:

I. Sign-in and Registration

Families sign-in and also have the chance to register for the FFL program if they have not already. Pre-art & craft activities, parent information, and refreshments are available for the families during the first 15-20 minutes.

II. Movement/Dance/Singing Activity

All children and adults congregate to the center for preparation of storytime.

III. Storytime!

Usually consists of 3-4 stories, theme-related. Puppets and audience participation are incorporated.

IV. Arts & Crafts

An art & craft activity usually related to theme of event.

V. Book Give-a-Way

During the last 20-30 minutes of the program and during the last part of arts & crafts, each family is called to collect their book(s) and sign-out.

2a. Total Number of FFL Meetings Held as of 12/31/02. **1**



2b. Total Number of Attendees as of 12/31/02 . 35

2c. Total Number **Different Families** attending programs in public library settings as of 12/31/02 . 1

2d. Total Number **Different, Eligible Families** attending programs in library settings as of 12/31/02 . 4

2e. Do you hold family story times outside of the library? If yes, where and how often? How do you know then mainstream the FFL families into library story times?

Yes, I have held one storytime outside of the library at Ruby Drive Pre-school. During my presence at the parent meeting, I was able to share with the parents tips on reading to children in the home. I brought materials for each parent with flyers and information about the FFL program and other services of the library.

3) If you promote the enjoyment of reading for your parents in ways other than the regular meetings described in #2 above, please describe.

4) Please describe how tutors/teachers are incorporating language experience stories and children's literature from the FFL program in the adult learner's instructional program. **Briefly** describe how/when you train tutors in these techniques.

The tutors are aware of the FFL library and the resources that are available. Tutors are encouraged to use the children's book and language experience stories for at least 10 minutes of their sessions and preferably with the children present during those last 10 minutes. Tutors have a 30-45 minute training on the resources that are available to them for instruction and on how to incorporate other activities into the sessions such as: arts & crafts, comprehension, use of voice, audio books, etc.

5) Do you train parents in book selection for their children other than the use of story times and lapsits for modeling to parents listed under question B-2 or 3? If yes, please describe.

Tutors are encouraged to use the children's library department for reinforcement, diversity in the learning process, and to introduce parents to the process of checking-out library books.

6) Do you provide FFL services that enhance full family participation and foster a family environment conducive to reading other than those already listed? If yes, please describe.

Not at this time. However, there are plans to include such services in the near future.

7) How do you help parents in using services to access books and other materials on such topics as parenting, child care, health, nutrition and family life education, as well as assistance in the use of the full range of library services.

Many parents who had been recruited from a local preschool have participated in the English-Spanish bilingual library tours that I have conducted. During the library tours the children's and literacy departments are featured, including the specific area designated as the parent-teacher shelf which covers

such topics as parenting, child care, health, nutrition and family life education. Moreover, free materials covering these issues are available in the literacy office in the form of pamphlets, flyers, brochures, etc.

**8) Do you provide any other services which enable families to participate in the Families for Literacy Program? If yes, briefly describe. If incentives were used, please list.**

Yes. Tutoring is available to children as young as 2 years old in the FFL program at Placentia Library District. Families are strongly encouraged to bring the entire family to tutoring. Each parent and child is matched with a tutor. This service aides those families who do not have babysitters for their small children. The children are matched with high school students for a 30-60 minute session, depending on the age of the child. Specially selected learning materials and tools geared towards children 5 years old and under are provided to help the teen tutor's time of instruction with the child. Those tutors who are working with children 5 and under are required to attend an individual or small group training session for 30-45 minutes.

**9) How do you recruit your families for FFL? Is that effective? Describe any effective retention strategies?**

The FFL program at Placentia Library District is fortunate to have gracious community partners which are listed in A.3. I give presentations on the FFL program during the ESL classes at the preschools, parent meetings, parent activities such as cooking classes, library tours, and storytimes held at the library. In addition to these presentations, FFL volunteers work with the children for at least an hour a week during classtime in two preschools. All of these strategies are effective provided that one is prepared with the necessary materials such as flyers about the basic eligibility requirements of the program, upcoming events, contact information, give-a-way materials including children's books, excitement, and a smile. I enjoy sharing with my prospective parents a short children's book to give them an idea of one of the components included in the program.

**11) How do you determine or measure success in your FFL program?  
How do you track the progress of your adults and children as they move through their FFL involvement?**

The success of the adult and children tutoring components of the FFL program are measured separately. In the adult program, the progress of the students is measured by looking at the development of the students' English language skills as they move through the Challenger and Laubach series.

Most of the children in the FFL program at Placentia Library District do not use the the Challenger and Laubach series, therefore, the measure of thier success is somewhat subjective. Progress is measured as they move through the identification of shapes, colors, letters, and onto sounds, forming words, comprehension, etc.

Overall, between adults and children, the tutors are constantly giving literacy staff feedback on the progress of their students since they are reading, writing, and speaking with them on a weekly basis.

Author: Tyese Wortham  
Author's e-mail address: tyesewortham@lycos.com

early literacy skills. Your example can include a testimony, anecdote, or observation from staff, parents, children or community partners.

A female Korean tutor who was recruited from Fullerton College in Fullerton, CA had chosen to give up 4 hours of her Sunday afternoons to tutor both children and adults. Most Fullerton college students are required to fulfill 10 hours of community service. This tutor had no requirements of this sort at that time. However, she gladly and generously offered her services to the FFL program without having any prior experience. She came into the program willing to work with anyone who needed it with confidence and excitement. She was matched with a Korean mother of two, a Latina woman of three, and a Latina five year old girl. All three students, including the little girl, were more than happy with their tutor. The tutor really enjoyed working with her students and she would always maintain excellent communication with her students and the literacy department if there were any changes in her schedule. Eventually, the tutor had to leave the program because of personal issues. But, she was so dedicated that her departure from the program was very difficult for her to do. It was also very difficult for her students. They were not open to working with another tutor, at first. All students were confident that their tutor not only had a strong value for literacy, but also a strong value for and a commitment to their well-being. These three families definitely felt the love and support that is needed in any public/community service from this particular tutor. Furthermore, these families are considered to be among FFL's most dedicated students and have continued their literacy instruction with Placentia's other highly qualified tutors. To this day, the students ask about their former tutor and want to know if she will come back someday.

6) Share a fun storytime theme your program used this year. Select something you would recommend to other family literacy programs. Include names of books, materials, songs, fingerplays, crafts, etc. Provide advice or tips to someone who might want to replicate your idea.

December was my first and only FFL event of the year. The theme of the event was especially geared to celebrate the ethnic and cultural diversity of the holiday seasons. "A Holiday Celebration" consisted of the following activities:

I. Movement/Dance/Singing Activity

I prepared a dance which consisted of specific movements that imitated the words to "Up on the Housetop." Children and adults learned the words to the chorus and sang as they performed the movements to the song.

II. Storytime

I read "The Runaway Latkeys," a story based on the Jewish tradition and "The Christmas Crane," which is based on a Japanese/Japanese American tradition. The ELLI coordinator read "Too Many Tamales," which is based on the Latino tradition.

III. Arts & Crafts

I cut out the shape of a huge Christmas tree and taped it onto the dry erase board.

Parents and children made poinsettias using paper plates and the outline of the children's tiny hands.

V. Book Give-a-Way

Surprise! We raffled off 5 children's books in addition to the "family book" which each family is guaranteed to receive before leaving the event.

The "family book" for December was "Clifford's Christmas."

Everything went very well. Parents and children were dancing, singing, and really involved in all the activities. During the first 15-20 minutes, we had registration, coloring activities prepared for those who were early and on time, and refreshments. Because the "The Runaway Latkeys" was based on the delicious potato pancake, the literacy coordinator, my boss, deep fried some latkeys for all to enjoy the event as well.

Tips: type out a copy of the song of choice with the chorus highlighted; allow  
.../printreports.asp?print=true&checkall=1&report=a&report=comm&report=b&report=staff 2/18/2003

enough room for a movement activity; there are many cute holiday stories, so be sure to diversify your selection in terms of time/length of story; remind parents that they can help their children do the activity

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Last edit date: Thursday, February 13, 2003 5:53:44 PM



## Families For Literacy

Name of Library: **Placentia Library District**  
Fiscal Year: **02 / 03**  
Filing Period: **Mid-Year**

### D. Financial Report

Fiscal Year 02-03

Category	Budget		Expended as of Dec. 31, 02	
	CLSA	Other	CLSA (FFL)	Other
1. Personnel	\$11,560.00	\$7,250.00	\$5,780.00	\$3,625.00
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00
3. Operative Total	\$500.00	\$500.00	\$250.00	\$250.00
3a. Contract Services	\$0.00	\$0.00	\$0.00	\$0.00
3b. Travel	\$250.00	\$0.00	\$125.00	\$0.00
3c. Office Supplies	\$250.00	\$0.00	\$125.00	\$0.00
3d. Printing	\$0.00	\$0.00	\$0.00	\$0.00
3e. Instructional Resource	\$0.00	\$0.00	\$0.00	\$0.00
3f. Children's Book Resource	\$0.00	\$500.00	\$0.00	\$250.00
3g. Communications	\$0.00	\$0.00	\$0.00	\$0.00
3h. Other	\$0.00	\$0.00	\$0.00	\$0.00
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
5. Indirect	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$12,060.00</b>	<b>\$7,750.00</b>	<b>\$6,030.00</b>	<b>\$3,875.00</b>

Author: Tyese Wortham  
Author's e-mail address: [literacy@placentialibrary.org](mailto:literacy@placentialibrary.org)

Last edit date: Thursday, February 13, 2003 9:07:51 AM

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[Close This Window](#)

Any questions or comments should be directed to [library@mindsetsoft.com](mailto:library@mindsetsoft.com)  
© 1999-2001, Developed by [Mindset Software, Inc.](#)



**California State Library  
English Language and Literacy Intensive (ELLI) Program  
MID-YEAR REPORT  
2002/2003 FY**

Submit in three (3) copies postmarked by **Friday, February 14, 2003**, to Attn: Valerie Reinke, Library Development Services, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001, for mail. (Express delivery: 900 N Street, Suite 500, Sacramento, CA 95814). FAX is not acceptable. INFORMATION: (909) 786-0455.

---

1. Applicant name and jurisdiction: Placentia Library District
2. Applicant contact: Ann-Margaret Webb Phone: (714) 524-8408 ext. 215  
FAX: (714) 528-8236 E-mail: awebb@placentialibrary.org
3. # of ELLI children you initially intended to serve in 2002/2003 (please refer to your application): 285
4. # of ELLI children served as of December 31, 2002 377
5. # of ELLI parents served as of December 31, 2002 0
6. # of other children served as of December 31, 2002 0
7. Please share one or more anecdotes from staff members, parents, teachers or children that illustrate the positive impact that your ELLI program is having. Especially note any dramatic changes that any of these participants have observed or experienced. Add additional pages if necessary.

“The students love to work with Mr. Naples....they keep asking is it their turn. Mr. Naples has been working with me for 2 years now and it is so great as he comes in, grabs some materials and gets right to work with a student ....the students he works with have shown great gains for the most part in the skills he has been working with them on. Often this is the only 1 -to- 1 time they get with 32 students in the class. He has even asked if he can come more hours!!!! We love our tutor!!!” **Leah DeSoucy, Kindergarten teacher, Rio Vista Elementary School.**

“One thing I can tell you is that ELLI makes a big difference in all the children’s lives. I can tell because I see how much they enjoy having one on one attention. They get really happy when they accomplish something good, and they get told that they did a great job. Most of the children don’t get that attention at home. Many times they only get attention when they do something bad, but they also need attention when they do things right, especially when it has to do with their education. I think that this program really makes a difference and it would be great if they could always have someone to work with them one on one. As I work with these kids it makes me feel good because I can feel how much they appreciate the fact that I am giving them my time. I really enjoy my job because I know I am making a difference.”  
**Yesenia Gomez, ELLI Assistant, tutor at Rio Vista, Ruby Drive, and Kraemer.**

“I originally began working at Rio Vista with six students in one First Grade classroom, the lowest of the low, to be sure. Since September, three of the six are now reading near grade level, and two of those have been “bumped up” out of the lowest reading group (Noel and Jesse, both second language learners). Of the three remaining, one has additional physical challenges to overcome that are beyond the scope of the program. One boy, who started Kindergarten late last year and who was promoted due to his age, is not yet reading, but is making noticeable progress, while the remaining girl is proving to be a personal ‘project.’ If she does not begin reading by Spring break, I’m going to take it personally. I enjoy a good working relationship with the three teachers in whose classrooms I work, and am helping one learn to use the new computer the school provided her, so she can create documents and forms to simplify record-keeping and homework management.” **David Naples, Federal Work Study Staff, tutor at Rio Vista Elementary School.**

8. Briefly describe your ELLI activities from July 1 – December 31, 2002. Summarize recruitment techniques, specific activities, the instructional model used, scheduling details (sites and frequency of meetings), special events, the hiring status and responsibilities of ELLI staff, etc. (Please keep your overview to a single page.)

During the summer months, the ELLI Coordinator met with CBET Coordinators, teachers and principals, and planned and prepped materials and projects in preparation for the 2002-2003 school year. The ELLI Coordinator also recruited the parents of children who attended the schools in the ELLI Program for literacy services at the Placentia Library. ELLI tutors worked in the kindergarten extended day program at Morse Elementary School. Starting in September, the ELLI Coordinator began registering students at the four schools originally listed in the grant (Ruby Drive, Rio Vista, John Tynes and Kraemer), and ELLI tutors began working with students at these four schools every week. At Ruby Drive, ELLI tutors worked in the kindergarten extended day program four days a week; in two 3<sup>rd</sup> grade emerging English classrooms two-three days a week; in the CBET Program two evenings a week; and in four 1<sup>st</sup> grade classes once a week. At Rio Vista, tutors worked in three kindergarten and four 1<sup>st</sup> grade classes one to two times a week. At Tynes tutors worked with the students in CBET childcare two evenings a week and with the kindergarten extended day program one day a week. At Kraemer tutors worked in CBET childcare once a week. The new ELLI assistant, Yesenia Gomez, also started in September, assisting with registration, tutoring at three schools, prepping materials and serving as a liaison between teachers and the ELLI Coordinator. In November and December, two additional schools (Morse Elementary and Topaz Elementary) were added to the program, in response to requests from teachers and administrators at these schools. Tutors worked with the kindergarten extended day program at both of these schools once a week and the CBET program at Topaz twice a week.



The instructional model for the ELLI Program remains one to one and small group tutoring. Tutors work with the same class for the entire time they are in the ELLI Program, and are under the direction of the classroom teacher. The exception is in CBET childcare. Here the ELLI Coordinator is either present, leading the students in activities with the tutors, or leaves specific projects or instructions for the tutors. The tutors also provide general homework assistance in CBET childcare. Teachers provide basic materials for tutors to use. These materials are supplemented with funds from the ELLI Program. The ELLI Program has provided books, Leppard materials, notebooks, and educational games and aids for the classrooms. The teachers have selected those children who are having problems reading, writing and speaking English. Each tutor focuses on building spelling, pronunciation, reading and writing skills appropriate for the students' grade level.

There have been 15 tutors in the ELLI Program as of December 2002, in addition to the ELLI Coordinator and the ELLI Assistant. These tutors include federal work study students from Western University of Law; interns from Cal State Fullerton; service learning students from Fullerton College; and three high school students.

The ELLI Coordinator remains responsible for all aspects of the ELLI Program, including the recruitment, scheduling and supervising of tutors; supervising the ELLI Assistant; communicating with administration and personnel at all six schools in the program; planning activities and lessons for students; purchasing books and supplies for the program; publicizing the program to the community; and handling all paperwork, surveys and reports. The ELLI Coordinator also spends between 18 and 20 hours a week off site working in the kindergarten extended day programs at 5 schools and CBET childcare at 4 schools.

9. What goals did you set for yourself for this fiscal year (2002/03) and are you on track to meet those goals?

The primary goal of the ELLI Program is to provide tutors for 285 students at risk for problems reading, writing or speaking English in four local schools. This goal has already been exceeded, as the ELLI Program is now in six local schools serving 377 students. All students are registered and work with tutors one to one or in small groups in their classrooms, in extended day programs or CBET programs. One additional kindergarten extended day program will be added in January, bringing another 30 students into the ELLI Program.

10. What changes (if any) have you made to your FY 2002/03 grant application and what necessitated those changes?

Two additional schools were added to the ELLI Program. This change was not necessary to meet the terms of the grant, but was a response to the very real need in the community for tutors to work with students. There is a very large population of students in the community who are reading below grade level; entering kindergarten without the necessary skills; and coming from low income homes where the parents speak English as a second language or not at all. All of the schools in the ELLI Program lost their CASA after school homework assistance program, and many lost tutors who were coming from local universities through America Reads programs. More than ever, schools are depending on the Placentia Library to help them assist these children. Adding these two schools resulted in 92 additional students being served by the ELLI Program as of December 2002. Approximately 30 more students are expected to be enrolled in January. While this increase has resulted in additional work for the ELLI Coordinator, it was felt that the community's need was too great to ignore.

**Mid-Year Financial Report  
2002/03 Fiscal Year**

**Placentia Library District**

*Name of Library*



*Signature of representative of Fiscal Agent or of Library Receiving Funds*

February 3, 2003  
*Date*

Budget Categories	ELLI State Budget				Other Budget 2002/03	Expenditures	
	Carryover \$ from 2001/2002	2002/2003 Award	Total ELLI Budget 2002/2003	ELLI Budget Expended as of December 31, 2002		Other Budget Expended as of December 31, 2002	
1. Personnel	\$5,854.00	\$43,811.00	\$49,665.00	\$24,235.28	\$51,000.00	\$25,500.00	
2. Operations	0	\$41,139.00	\$41,139.00	\$11,928.80	\$3,000.00	\$1,500.00	
2a. Contract Services	0	\$26,778.00	\$26,778.00	\$7,026.05			
2b. Travel	0	\$1,000.00	\$1,000.00	\$393.68			
2c. Office Supplies	0	\$2,611.00	\$2,611.00	\$1,450.53	\$250.00	\$125.00	
2d. Printing	0	\$500.00	\$500.00	\$450.53			
2e. Instructional Resources	0	\$10,000.00	\$10,000.00	\$2,483.01			
2f. Communications	0	\$250.00	\$250.00	\$125.00	\$250.00	\$125.00	
2g. Other (please explain)	0				\$2,500.00	\$1,250.00	
3. Equipment (over \$5,000)	0						
4. Indirect (not to exceed 10%)	0	\$250.00	\$250.00				
5. TOTAL	0	\$85,200.00	\$91,054.00	\$36,164.08	\$54,000.00	\$27,000.00	

**CALIFORNIA LIBRARY SERVICES ACT  
STATEWIDE DATA BASE PROGRAM**

**2002/03 Public Library Claim for CLSA Statewide Data Base Subsidy**

Name of Library: Placentia Library District

Contact Person: Elizabeth D. Minter Phone: 714-528-1925 x203

Fax: 714-528-8236 Email: administration@placentialibrary.org

If your library qualifies, you may either claim the OCLC access subsidy *or* the Z39.50 subsidy but not both. You will be required to answer a series of questions that will establish your eligibility and then to provide additional information that will be used to verify your claim. Please read through Parts 1 and 2 carefully and then fill out the Part for which you are claiming a subsidy.

**Part 1. OCLC Access Subsidy \$69**

Has your library entered into an agreement with OCLC to access California public library records through the OCLC online system, for purposes of resource sharing?

Yes

No

*If you are claiming the OCLC Access subsidy, please continue with Part 3.*

**Part 2. Z39.50 Subsidy \$550/\$800**

**A library providing either direct Z39.50 access *or* access through a resource sharing server is eligible for a \$550 subsidy. A library providing both is eligible for an \$800 subsidy.**

A. Is your online catalog currently directly accessible via Z39.50 search, without a password or IP filtering requirement in place? The State Library will test access to your server using a Z39.50 client and add your connection information to our statewide list.

Yes IP Address: \_\_\_\_\_ Port: \_\_\_\_\_ Catalog name: \_\_\_\_\_

Automation System Product (DRA, Innopac, Horizon, etc.) \_\_\_\_\_

B. Is your catalog available through a CLSA or LoC resource sharing server?

Yes CLSA System or LoC Region name: \_\_\_\_\_

URL of Server: \_\_\_\_\_

**Part 3. Type of Subsidy Claimed (check one only)**

- \$69 OCLC access subsidy
- \$550 direct Z39.50 or resource sharing server subsidy
- \$800 direct Z39.50 and resource sharing server subsidy

**Part 4. Documentation**

**For libraries claiming the \$69 OCLC access subsidy:**

Attach a copy of the signature page from your OCLC contract. (EXCEPTION: If you submitted a copy with a prior year's claim and there has been no change in your contractual status, it is not necessary to attach one at this time.)

**Part 5. Designation of Warrantee**

Placentia Library District  
 (authorized agency to receive, disburse, and account for CLSA funds)  
 411 East Chapman Avenue  
 (address)  
 Placentia, CA 92870-6198

**Part 6. Certification**

I hereby certify under penalty of perjury: That I am the duly authorized officer of the claimant herein, that this claim is in fact all true, correct, and in accordance with the law and that payment has not already been received for the amount claimed herein.

I further certify: That this library will not charge a fee of any type for lending materials to any other CLSA participating public library during the period covered by this CLSA Statewide Data Base subsidy, i.e. July 1, 2002 through June 30, 2003.

Library Name: Placentia Library District

  
 (signature of Library Director or Fiscal Agent)

Elizabeth D. Minter  
 (print name)

February 3, 2003  
 (date)

Library Director  
 (title)

*For CLSA use only*

Approved: \_\_\_\_\_ Amount awarded: \_\_\_\_\_ Date: \_\_\_\_\_



January 31, 2003

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

CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

Dear Ms. Minter:

I am pleased to inform you that the Placentia Library District Literacy Service has been awarded \$24,725 of CLSA matching funds for literacy, based on your certification of \$146,916 in local public and private funds budgeted for expenditure in the 2002/03 fiscal year. The enclosed signed budget page (CLSA Form-46) specifies the amounts approved for each budget category to support the Plan of Service you have submitted. I enclose a master (for duplicating) of the Budget Change Request Form (CLSA Form-53) to be used if changes in the approved budget should become necessary. An instruction sheet is also enclosed.

I have initiated the payment process. You should receive a check for the above amount within six weeks. **All funds (CLSA and "other" certified for matching) must be expended or encumbered by June 30, 2003.**

Once again, local libraries in the matching program have increased the funds generated for literacy. The total has increased from \$3.6 million in 1990/91 (the first year of the matching funds program) to \$16.3 million this year. I enclose a spreadsheet summarizing sources and amounts of local literacy funds for your use in the 2002/03 budgeting process.

The ratio of state to locally raised funds increased slightly this year. We are currently providing \$1 state dollar to every \$6.00 raised locally, or an 16.8% state match.

I look forward to your state reports. Please contact Carole Talan at (916) 653-8032 if you have questions.

Yours Sincerely,

A handwritten signature in black ink that reads "Kevin Starr". The signature is written in a cursive, flowing style.

Dr. Kevin Starr  
Chief Executive Officer,  
Library of California Board

cc: Literacy Coordinator

Enc.

.loc.#4031v1

Agenda Item 32  
Page 2 of 2

**CLSA Program Budget Request for California Library Literacy Service Programs**  
Fiscal Year 2002/03

RECEIVED  
CALIFORNIA STATE LIBRARY  
BUDGETS

Placentia Library District  
Name of Library

02 NOV 18 PM 1:22

*[Handwritten Signature]*

November 8, 2002

Library Director's Signature

Date

Budget Categories	(a) CLSA Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CSL)
1. Personnel (Including Benefits)	10,900	122,416 <del>122,415</del>	133,316 <del>133,315</del>	\$ 10,900 <i>[Signature: Dr. Kevin Starr]</i>
2. Library Materials				0
3. Operations Total (3a-3g)	12,325	24,500	36,825	\$ 12,325
3a. Contract Services				0
3b. Travel	1,000	1,000	2,000	1,000
3c. Office Supplies	8,225	10,000	18,225	8,225
3d. Printing				0
3e. Instructional Resources	2,000	3,000	5,000	2,000
3f. Communications	600		600	600
3g. Other	500	10,500	11,000	500
4. Equipment	1,500		1,500	\$ 1,500
5. Indirect				0
6. TOTAL	24,725	146,916 <del>146,915</del>	171,641 <del>171,640</del>	\$ 24,725



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

January 30, 2003

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

Dear Ms. Minter:

The California State Library is now preparing to issue funds for the second half of the CLSA Special Services-Families for Literacy Campaign projects. We have calculated the funding using the following information:

<u>FY 2002/03 Budget</u>	<u>First Payment FY 2002/03</u>	<u>Second Payment FY 2002/03</u>	<u>Total FY 2002/03 Budget</u>
\$ 12,060	\$ 6,030	\$ 6,030	\$ 12,060

Attached is the claim form that should be signed as soon as possible and returned to the following address:

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

In order to prevent delays in the payment process, please check claim information carefully and make any necessary changes or corrections.

Sincerely,

Sharon Croley  
Budget Analyst  
(916) 445-9846

Attachment

cc: FFL Literacy Coordinator  
Cindy Tackett, Literacy Programs Analyst

File:Budgets\Literacy\FFL02\_03secondpay

State of California  
California Library Services Act  
2002/2003 CLAIM  
Special Services  
Families for Literacy  
(Educ. Code Sec. 18730)

The **Placentia Library District** claims the indicated allowance for the purposes of carrying out the functions stated in Chapter 4, Article 5, Section 18730 of the Education Code and California Library Services Act document CLSA-46.

I hereby certify under the penalty of perjury: that the library named above shall use this allowance solely for the purposes indicated in the Chapter 4, Section 18730 of the Education Code and California Library Services Act document CLSA-46.



Library Director (Signature)

Elizabeth D. Minter

Typed Name of Signator

**Claim for Payment of Grant - Second/Final payment**

Claim of: **Placentia Library District**  
(Name of Authorized Library)  
Address: 411 E. Chapman Avenue, Placentia, CA 92870  
Amount Claimed: CLSA Literacy \$ 6.030

**CERTIFICATION**

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that the claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.



Official Representative of Fiscal Agent

Elizabeth D. Minter

Title

Note: Warrant should be addressed to: Vendor Code: M692

Authorized agency to receive, disburse,  
and account for CLSA funds: Placentia Library District  
Address of the above agency: 411 E. Chapman Avenue, Placentia, CA 92870

**Approvals by State**

By \_\_\_\_\_

Date \_\_\_\_\_



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** February 24, 2003

**BACKGROUND**

President Shkoler will report on a LOCAL meeting he attended on February 7 that was sponsored by Orange County. The program announcement is Attachment A.

Assemblywoman Daucher has sent several notes promising her support. Attachment B.

The Legislature has been very quiet for the past several weeks. Additional information will be distributed at the Library Board meeting if it becomes available.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.





COUNTY OF ORANGE  
**BOARD OF SUPERVISORS**

ROBERT E. THOMAS HALL OF ADMINISTRATION  
10 CIVIC CENTER PLAZA  
P. O. BOX 687  
SANTA ANA, CA 92702-0687

January 22, 2003

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

Dear Ms. Minter:

These are more than difficult budget times and they require our full attention. Each of us will make our treks to Sacramento to lobby on behalf of our individual agencies but to truly make an impact. I am convinced we must speak with a single voice on behalf of the people we all represent. To do that, I have called a Countywide State Budget Response Conference to bring an all-Orange County focus to the budget discussions.

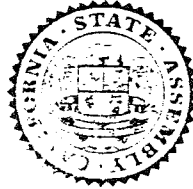
You are cordially invited to attend this conference. Your participation is very important to the success of this effort which will bring together Orange County's family of governments, including our Sacramento legislators, city mayors, county supervisors, and chairs of special districts to collectively assert ourselves and affect change. We cannot afford to take a wait-and-see approach to this state budget. We must use this fiscal crisis as a means to streamline our operations and develop strategic legislative proposals. This is an opportunity to coalesce and address such public policy issues as how we will continue to provide for our high level of public safety, deal with the proposed realignment of services and meet our very real infrastructure needs.

Please join me on Friday, February 7<sup>th</sup> for the Countywide State Budget Response Conference at the Neighborhood Community Center in Costa Mesa at 1845 Park Avenue from 1:30 p.m. to 3:30 p.m.. Please RSVP to Lisa Smith in my office (714.834.3550) at your earliest convenience. Let's use this crisis to our advantage: Together we will emerge stronger, ready for tomorrow's challenges.

Sincerely,

A handwritten signature in black ink that reads "Tom." with a horizontal line above the "T".

THOMAS W. WILSON  
Supervisor, Fifth District  
Chairman, Orange County Board of Supervisors



LYNN DAUCHER

72ND ASSEMBLY DISTRICT  
CALIFORNIA LEGISLATURE

Dear Elizabeth,

Thank you for writing to me about libraries. I will work to protect all local funding. Please know, our shortfall is huge and real. Spending reductions will have to touch everyone. I will do my best. Sincerely,  
Lynn

Dear Elizabeth,

First, I will not support taking your backfill on property taxes.

Nevertheless our shortfall is huge and real. Everyone will be touched. I will do my best.

Sincerely,  
Lynn

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** **Authorization to Replace the Library's Local Area Network (LAN) at an equipment cost not to exceed \$9,850 and installer's cost not to exceed \$3,750.**

**DATE:** February 24, 2003

**BACKGROUND**

The revised budget estimate provided by Performance Technology Group is Attachment A.

The original estimate last June was \$13,500 and \$4,250. Several of the features recommended in the original estimate were eliminated (or deferred until the Placentia History Room digitization project is funded). Some of the prices are lower now that when the system was originally bid.

The cost of tax is estimated to be approximately \$675 and shipping is estimated at \$490.

This item is included in the District's budget line item 4000.

Four replacement computers for the public area and one for the administrative assistant will also be purchased at this time at a cost of approximately \$4,500. These items are also included in budget line item 4000.

**RECOMMENDATION**

Authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed \$9,850 and installer's cost not to exceed \$3,750 to be paid from the General Fund.



**Performance Technology Group**

Consultants to Max  
201 E. Sandpointe,  
Santa Ana, CA 92707

Phone 714-936-1449  
Fax 310-544-9640

February 11, 2003

Placentia Library District  
411 E. Chapman Ave.  
Placentia CA 92670  
Atten: Elizabeth Minter

Dear Elizabeth,

Below, please find the configuration for a new Rack Mount Network Server. We recommend you install this system ASAP as your current system is at the point where serious system problems can occur because of age.

1	Compaq Proliant DL380 1.4 Ghz Rack server with 512 Meg. 48x CD, RAID 5 CONTROLLER	\$2,366.00
6	Compaq 18 GB Hot Plug SCSI HDD @\$329.00	\$1,974.00
1	APC Netshelter 40U Enclosure	\$1,018.00
1	APC Heavyduty sliding shelf	\$ 329.00
1	APC 17" Keyboard Drawer	\$ 209.00
1	Belkin 2 Port autoswitch & Two cable Kits	\$ 134.00
1	APC Smart 1400 RM UPS	\$ 759.00
1	MS MBL Server W2000	\$ 349.00
20	MS MBL W2000 CAL @\$10.00	\$ 200.00
1	HP Procurve Switch	\$ 729.00
1	Norton 7.6 AntiVirus, 20 users @\$30.00	\$ 590.00
	<b>Total Hardware &amp; Software</b>	<b>\$8,630.00</b>
	Freight	\$ 490.00

Peter recommends a block of 30 hrs for this project.  
30 hr. block @\$125.00

\$3,750.00

Sincerely,

  
Martin Baghrmian

## Performance Technology Group

Consultants to Man  
201 E. Sandpointe, Suite 300  
Santa Ana, CA 92707

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Phone 714-936-1440  
Fax 310-544-9640

February 11, 2003

Placentia Library District  
411 E. Chapman Ave.  
Placentia CA 92670  
Atten: Elizabeth Minter

Dear Elizabeth,

Below, please find the price for the PC's you requested.

5 Compaq EVO 6/1.7 GHz, 128 MB, 17" Monitor  
20 GB HDD, CD, 10/100 NIC, MS XP Pro @\$789.00 \$3,945.00

Freight \$ 209.00

Sincerely,



Martin Baghramian



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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:** Report on Staff Training  
**DATE:** February 24, 2003

**BACKGROUND:**

I have had several discussions with Susan Berk concerning the staff training issues discussed at the January 21, 2003 Library Board meeting. I also asked her for information for a trustee and manager session on mid-range planning.

She is proposing a four-hour session with trustees and staff to work on the interpersonal communications issues (9:00 A.M. to 1:00 P.M.) followed by lunch and a three-hour session with the trustees and managers to set the stage for mid-range planning activities (1:45 to 4:45 P.M.).

The cost for the four-hour session is \$2,000 and the cost for the three-hour session is \$1,500.

If these session are approved Ms. Berk will be contacting each of the trustees by e-mail or telephone to interview you about the content of the morning session.

I have reserved the Meeting Room and notified the staff to save the date. The reaction to having an in house session with Ms. Berk has been very positive. She will be conducting a problem patron class for all of the Orange County and Los Angeles County public libraries in April and May.

**RECOMMENDATION:**

Authorize a joint Trustee and Staff training session on interpersonal communications issues with Susan Berk on Thursday, March 20, 2003 followed by a planning session with Trustees and Managers, at a cost of \$3,500.



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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:** Designation of Poet Laureate for Placentia Library District  
**DATE:** February 24, 2003

**BACKGROUND:**

At its meeting on January 21, 2003 the Library Board listened to a presentation by Placentia resident Meredith Karen Laskow concerning the creation of a position of Poet Laureate for Placentia Library District. She also said that she would like to apply for that appointment.

**RECOMMENDATION:**

Appoint Meredith Karen Laskow as Placentia Library District's Poet Laureate.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Amendment of the United States Conference of Mayors 457 Plan administered by Nationwide Retirement Solutions to allow participant loans from the Plan

**DATE:** February 24, 2003

**BACKGROUND:**

In 2001 the United States Congress enacted changes to the retirement savings plan programs including the 457 Plans. These changes became effective in 2002.

Nationwide Retirement Solutions administers the United States Conference of Mayors Deferred Compensation Program (457 Plan). Placentia Library District is a member of this Plan.

In order for the staff to take advantage of the new loan services from the Plan the Board needs to amend its Plan document.

Attachment A is a copy of the Participant Loan Administrative Procedures. This document is to be made available to all Plan members.

Attachment B is the Amendment to Placentia Library District's Plan Document with the United States Conference of Mayors Deferred Compensation Program.

**RECOMMENDATION:**

1. Approve amendment to Placentia Library District's United States Conference of Mayors 457 Plan with Nationwide Retirement Solutions to allow participant loans from the Plan.
2. Authorize the Library Board President to sign the Loans to Participants Amendment to Plan Document and the Participant Loan Administrative Procedures.



## THE UNITED STATES CONFERENCE OF MAYORS DEFERRED COMPENSATION PROGRAM

### PARTICIPANT LOAN ADMINISTRATIVE PROCEDURES

Nationwide Retirement Solutions, Inc. ("NRS"), as Third Party Administrator of the United States Conference of Mayors Deferred Compensation Program, administers your Deferred Compensation Plan for Public Employees ("Plan"). Recently issued proposed regulations under Internal Revenue Code Section 457 provide that eligible governmental 457(b) plans may permit loans to Participants. NRS recommends that you, as Plan Sponsor and/or Employer (hereinafter collectively referred to as "Plan Sponsor"), consult with your own legal advisor in determining whether you wish to add this optional feature to your Plan.

In the event that you decide to offer loans from your Plan to Participants, you will need to return to NRS at **[INSERT CONTACT INFO]** a fully executed original of this document and a fully executed original of the enclosed Plan Document Amendment. NRS cannot begin processing Participant loans from your Plan until it receives fully executed originals of both of these documents.

NRS may need from time-to-time to make changes to the administrative procedures set forth herein and in the Plan Document Amendment. In such a case, NRS will provide you with timely notice of such changes as they become necessary.

The following administrative procedures shall govern the making of loans from your Plan:

1. **Loan Administration.** Plan Sponsor delegates to NRS certain administrative duties regarding the administration of loans from the Plan, which are set forth herein and which may be modified by NRS upon timely notice to Plan Sponsor.
2. **Loan Eligibility.** Any Participant in the Plan is eligible to receive a loan from the Plan. Each Participant is entitled to one (1) loan at any time. In addition, a Participant who has defaulted on a previous loan shall not be eligible for another loan from the Plan until all defaulted loans are repaid in full, including accrued interest and fees.
3. **Loan Application and Loan Agreement.** In order to receive a loan from the Plan, an eligible Participant must complete a loan application and return it to NRS. A loan application fee of \$50.00\* will be deducted from the Participant's account(s). Before a loan is issued, the Participant must enter into a legally enforceable loan agreement as provided by NRS. If the source for a single loan includes both the Participant's Deferred Compensation and Eligible Rollover Accounts, the Participant will be required to complete a loan application and loan agreement for each account which will be treated as separate and distinct for all purposes herein except that they will be considered a single loan for purposes of Sections 2, 6 and 10 herein.
4. **Loan Repayment/Maximum Loan Term.** Repayment of any loan made to a Participant shall be made in a manner and pursuant to the terms set forth in the loan agreement. The Participant receiving a loan shall be required to furnish the information and authorization necessary to effectuate the foregoing payments prior to the commencement of a loan. The maximum term over which a loan may be repaid is five (5) years (fifteen (15) years if the Plan Sponsor permits loans for the purchase of the Participant's principal residence).

In the event that a Participant or his or her Beneficiary or spouse elects to receive a distribution from the Plan (other than a distribution due to an unforeseeable emergency or other in-service withdrawal) at a time when such person has a Plan loan outstanding, the principal and any accrued interest with respect to such

loan shall be deducted from the amount of the distribution. If the amount of such distribution is not sufficient to repay the outstanding balance of the loan (including principal and accrued interest), the Participant, or his or her estate, if applicable, shall be liable for and shall continue to make payments on any balance still due from him or her.

5. **Loan Amortization.** Each loan shall be amortized in substantially equal payments consisting of principal and interest during the term of the loan. Payments of principal and interest shall be made in a manner and pursuant to the terms set forth in the loan agreement on a monthly basis in equal amounts, except that the amount of the final payment may be higher or lower. Before the loan is made, the Participant will be notified of the date on which the first payment will be deducted and the dates on which subsequent payments are due.

6. **Loan Frequency/Renegotiations.** Each Participant may have only one (1) Plan loan outstanding at any given time. A Plan loan which is in default, even if the defaulted loan was treated as a "deemed distribution" under federal regulations, shall be treated as an outstanding loan until such Participant's account balance is offset by the amount of principal and accrued interest under the loan. A Participant will be granted a loan no more frequently than two (2) times in any twelve (12) month period. Under no circumstances may loan terms be renegotiated. A new loan shall not be granted prior to the repayment of an outstanding loan.

7. **Default.** The Participant must pay the full amount of each payment (principal and interest) on the date that it is due by having sufficient funds in the account designated for loan payments through the ACH process. If NRS is unable to process a payment on the date due because the Participant fails to have sufficient funds in the account on that date, NRS will assess a fee of \$25.00 that will be deducted from Participant account(s) and will send written notification to the Participant. The Participant shall be in default for the entire amount of the loan UNLESS the Participant does each of the following: 1) contacts NRS at the Deferred Compensation Service Center, 2) mutually agrees with NRS on a date, which is within 30 days of the missed payment on which funds sufficient to cover the missed payment will be in the account and; 3) actually pays the missed payments. Failure to make such a payment through mutually agreeable terms shall cause the Participant to be in default for the entire amount of the loan. No additional loans shall be made to a Participant who has defaulted on a Plan loan and who has not repaid all defaulted loans in full, including accrued interest and fees.

8. **Loan Prepayment.** The entire amount of a loan, including outstanding principal and any accrued interest, may be paid without penalty prior to the end of the term of the loan in the manner prescribed by NRS. However, payments made that are less than the remaining principal amount of the loan and any accrued interest with respect to the loan, or which are not paid in the form prescribed by NRS, are not permitted.

9. **Loan Security.** By accepting a loan, the Participant is giving a security interest in their vested Plan balance as of the date of the Loan Process Date, together with all additions thereof, to the Plan that shall at all times be equal to 100% of the unpaid principal balance of the loan together with accrued interest.

10. **Maximum/Minimum Loan Amount.** The maximum amount of any loan permitted under the Plan is the lesser of (i) 50% of the Participant's vested account balance (not including any value attributable to applicable life insurance or deemed IRA account) less any outstanding loan balances under the Plan or (ii) \$50,000 less the highest outstanding loan balance during the preceding one-year period. The minimum loan amount permitted is \$1,000.00\*. Loans shall be made in accordance with these limits and those limits imposed under federal regulations without regard to any other loans received by the Participant from any other investment provider under the Plan or any other plans of the employer. The Participant and not NRS shall remain at all times responsible for ensuring that any loan received under the Plan is in accordance with these limits with regard to any other loans received by the Participant under any other plans of the



Participant's employer. Any tax reporting required as a result of the receipt by a Participant of a loan that exceeds the limits imposed by federal regulations shall not be the responsibility of NRS, unless it is determined that such limits were exceeded solely as a result of a loan made through NRS as service provider. Consequently, NRS shall not be required to account for loans made pursuant to a plan other than this Plan or loans made under this Plan that are made by an investment provider other than Nationwide Life Insurance Company.

11. **Suspension of Loan Payments.** NRS may suspend a Participant's obligation to repay any loan under the Plan during the period in which the Participant is performing service in the uniformed services as may be required by law. At the expiration of any suspension of loan payments period, the outstanding loan balance, including any accrued interest and fees, will be re-amortized and the Participant will be required to execute an amended Loan Agreement.

12. **Loan Interest Rate.** The interest rate for any loan shall be established by NRS. These interest rates shall commensurate with interest rates being charged by entities in the business of lending money under similar circumstances. Generally, the rate assumed will be Prime Rate + 1.00%\*. The Prime Rate shall be the prime rate published by the Wall Street Journal two weeks prior to the end of the most recent calendar-year quarter. NRS may adjust the loan interest rate for loans to Participants entering active duty in the military services as may be required by law.

13. **Annual Loan Maintenance and Asset Fees.** An annual loan maintenance fee of \$50.00\* will also be deducted from the Participant's account until the loan is repaid in full. The amount of the outstanding loan balance will be subject to the maximum Variable Account Annual Expense Fee applicable under the Plan.

14. **Loan Default Fee.** At the time when a default occurs, a \$50.00\* loan default fee will be deducted from the Participant's account. This charge will only affect Participants who fail to make a required loan payment.

The undersigned Plan Sponsor hereby adopts these Participant Loan Administrative Procedures, effective for loans issued on or after the effective date set forth in the Loans to Participants Amendment to Plan Document, and instructs NRS to administer loans made to Plan Participants in accordance with these terms.

The Plan Sponsor acknowledges the following: (i) that the Plan Sponsor has decided to offer loans under the Plan and is instructing NRS to administer loans under the Plan; (ii) that it understands that, as a result of offering loans under the Plan, the Plan Sponsor, its Participants, and/or the Plan could be subject to adverse tax consequences; (iii) that the Plan Sponsor has independently weighed this risk and has determined that offering loans under the Plan is in the best interest of the Plan Sponsor, its Participants, and the Plan; and (iv) NRS shall not be liable for any adverse tax consequences described in (ii), except as specifically stated under paragraph 10 herein, resulting from the Plan Sponsor's decision to offer loans under the Plan.

Plan Sponsor  
or Employer: Placentia Library District

Plan Name: 457 Plan

By: \_\_\_\_\_  
AI Shkoler

E-mail Address: [administration@placentalibrary.org](mailto:administration@placentalibrary.org)

Its: Library Board President

Date: February 24, 2003

**THE UNITED STATES CONFERENCE OF MAYORS  
DEFERRED COMPENSATION PROGRAM**

**THE DEFERRED COMPENSATION PLAN FOR PUBLIC EMPLOYERS**

**LOANS TO PARTICIPANTS AMENDMENT TO PLAN DOCUMENT**

WHEREAS, PLAN SPONSOR executed the above referenced Plan Document, as amended: and

WHEREAS, effective February 24, 2003, PLAN SPONSOR now desires to further amend the plan document.

The following Section 8.06 is hereby added:

**8.06 Loans to PARTICIPANTS**

- (a) PLAN SPONSOR has elected to make loans available to PARTICIPANTS and has delegated certain administrative duties regarding loans from the PLAN to the ADMINISTRATOR.
- (b) Any loan by the PLAN to a PARTICIPANT under this Section shall be subject to the loan administrative procedures established by the ADMINISTRATOR as well as the following requirements:
  - (i) Loan Eligibility. Any PARTICIPANT may apply for a loan from the PLAN. A PARTICIPANT who has defaulted on a previous loan from the PLAN shall not be eligible for another loan from the PLAN until all defaulted loans are repaid in full, including accrued interest and fees.
  - (ii) Loan Application and Loan Agreement. A PARTICIPANT must complete and return to ADMINISTRATOR a loan application. A non-refundable application fee established by ADMINISTRATOR will be deducted from the PARTICIPANT'S ACCOUNT(s) at the time of loan origination. Before a loan is issued, the PARTICIPANT must enter into a legally enforceable loan agreement as provided for by the ADMINISTRATOR.
  - (iii) Loan Repayment. The PARTICIPANT receiving a loan shall be required to furnish to ADMINISTRATOR any information and authorization necessary to effectuate repayment of the loan prior to the commencement of a loan. In the event that a payment cannot be processed because of lack of sufficient funds, the ADMINISTRATOR shall assess an insufficient funds charge which will be deducted from the PARTICIPANT'S ACCOUNT(s).

- (iv) **Loan Term and Interest Rate.** The maximum term over which a loan may be repaid is five (5) years (fifteen (15) years if the PLAN SPONSOR permits loans for the purchase of a PARTICIPANT's principal residence). Each loan shall be amortized in substantially equal payments consisting of principal and interest during the term of the loan, except that the amount of the final payment may be higher or lower. The ADMINISTRATOR shall establish the interest rate for any loan.
- (v) **Loan Frequency.** Each Participant may have only one (1) PLAN loan outstanding at any given time. A PLAN loan which is in default, even if the defaulted loan was treated as a "deemed distribution" under federal regulations, shall be treated as an outstanding loan until such PARTICIPANT'S account balance is offset by the amount of principal and accrued interest under the loan. A PARTICIPANT will be granted a loan no more frequently than two (2) times in any twelve (12) month period.
- (vi) **Default.** The PARTICIPANT must pay the full amount of each loan payment (principal and interest) on the date that it is due. Failure to make such a payment by the due date, or within any cure period established by the ADMINISTRATOR, shall cause the PARTICIPANT to be in default for the entire amount of the loan, including any accrued interest. A loan will also be in default if the PARTICIPANT either refuses to execute, revoke, or rescind any agreement necessary to comply with the provisions of this Section or the loan administrative procedures established by the ADMINISTRATOR or commences or has commenced against PARTICIPANT a bankruptcy case.
- (vii) **Loan Security.** By accepting a loan, the PARTICIPANT is giving a security interest in their vested PLAN balance as of the loan process date, together with all additions thereof, to the PLAN that shall at all times be equal to 100% of the unpaid principal balance of the loan together with accrued interest.
- (viii) **Loan Amount.** The maximum amount of any loan permitted under the PLAN is the lesser of (i) 50% of the PARTICIPANT'S vested account balance less any outstanding loan balances under the PLAN or (ii) \$50,000 less the highest outstanding loan balance during the preceding one-year period. The ADMINISTRATOR shall establish the minimum loan amount. The PARTICIPANT and not the ADMINISTRATOR shall at all times remain responsible for ensuring that any loan received under the PLAN is in accordance with these

limits with regard to any other loans received by the PARTICIPANT under any other plans of the PARTICIPANT's employer.

- (ix) Loan Maintenance Fee. Until a loan is repaid in full, an annual loan maintenance fee established by ADMINISTRATOR will be deducted from the PARTICIPANT'S ACCOUNT(s).
- (x) Loan Default Fee. At the time when a default occurs, a loan default fee established by ADMINISTRATOR will be deducted from the PARTICIPANT'S ACCOUNT(s).

(c) The ADMINISTRATOR shall fix such other terms and conditions necessary to the administrative maintenance of the provisions of this Section and as necessary to comply with the IRC and regulations there under.

IN WITNESS WHEREOF, the undersigned has executed this Amendment this 24<sup>th</sup> day of February, 2003.

Placentia Library District  
(Name of PLAN SPONSOR)

\_\_\_\_\_  
By: Al Shkoler, Library Board President



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** District's Personnel Insurance Broker Stormy Waldeck will review the District's medical, dental, vision and life insurance coverages for staff

**DATE:** February 24, 2003

**BACKGROUND**

Stormy Waldeck, the District's Employee Insurance Broker, will be present to review the District's medical plan coverage and renewal options for 2003-2004. The current policy expires on February 28, 2003. The Blue Cross information is Attachment A.

Mr. Waldeck will also review the District's dental, vision and life insurance insurance benefits

**RECOMMENDATION**

1. Select medical insurance carrier beginning March 1, 2003.
2. Give direction for action on other policies.





**Blue Shield of California**  
An Independent Member of the Blue Shield Association

**LODI Service Center**  
P.O. Box 3008, Lodi, CA 95241

January 20, 2003

PLACENTIA LIBRARY DISTRICT  
411 E CHAPMAN AVE  
PLACENTIA, CA 92670

RE: VH1181

Dear Blue Shield Employer,

Once again, it is our pleasure to thank you for your business, and welcome you to a new plan year. Highlighted below, you'll find some of the renewal changes for your group that will become effective with your renewal date.

**Benefit modifications to your current plan.** These changes reflect adjustments made by Blue Shield or legislatively mandated requirements.

**Renewal rates for your renewing plan portfolio.** Some of the benefit modifications to your renewal plan may represent slightly higher out-of-pocket expenses when members access care. Because the cost of health care continues to rise, these changes are necessary to keep rates affordable and to continue offering access to a broad provider network. In addition, we will no longer be offering composite rating for small group employers.

**Renewal options for your consideration.** Slight changes to your benefit mix can result in lower rates. For more information, please consult with your broker.

**Life, dental, or vision options.** Renewal time is an excellent opportunity to enhance your group's coverage with ancillary benefits. Our nine dental HMO and PPO plans include no waiting periods and most include valuable orthodontic coverage. Our new *No Copay* Vision plan includes a \$100 frame allowance. For even more options, consider a flexible CPIC Life Vision Plan or the security of life insurance coverage. Please consult with your broker for more information.

**Multi-Plan Packages (MPPs) offer more choice.** Our newly restructured MPPs are affordable and competitive. These new packages (available to groups of 10 or more eligible employees) offer something for every price point, and allow you to support your employees with the benefits they're asking for, without having to use multiple carriers. For more information about MPPs, please consult your broker.

**Premium Only Plans and Flex 1-2-3.** Exciting new value-added feature that could SAVE tax dollars for both you and your employees. For more information about these opportunities, please consult your broker.

**Lifepath Advisors(sm)**

A truly value-added benefit that both you and your employees will appreciate. Employee Assistance Program (EAP)-like services, 24-hour nurseline support and work-life counseling that addresses a full spectrum of health and wellness concerns. Blue Shield is the first plan to provide all three of these services through a single point of contact. And employees can access these services through a toll-free number 24 hours a day, seven days a week. We've included a brochure that provides more information. If you'd like to order additional *Lifepath* Advisors (sm) brochures to share with your employees, contact your broker or go online at <http://bsc.litorders.com/bsc/lifepath.asp>.

**Network Choice**

Because the cost of health care continues to rise at unprecedented rates, we've made these changes to help contain costs and to continue offering access to our broad provider networks. Our network choice system addresses these issues by categorizing hospitals into two categories: **Choice**, and the more expensive **Affiliated**. As you may know, some providers are substantially more expensive than others, making it necessary for us to require members to pay more when using non-emergency services from Affiliated providers.


We are taking the industry lead by making quality and patient experience data an essential part of how we categorize hospitals. For example, if a hospital's costs are above but close to the regional norm, it may be moved to the Choice category on the basis of participation in quality and patient experience programs. The data is compiled by the Patient Evaluation of Performance in California (PEP-C) survey and the Leapfrog Group, which drives improvements in quality and patient safety.

**Enhanced Health Management Programs**

We are also expanding our health management programs to include more members. *Shield Your Heart*, our cardiovascular program, is now available to both PPO and HMO members. Our *Joint Health Arthritis Self-Care Program* has expanded its scope to include all HMO members age 18 and over. We're providing a new diabetes educational video to both HMO and PPO members. Through follow-up surveys, we have seen how self-care can help manage pain and disability, while controlling the costs associated with chronic conditions.

If you have any questions about the materials in this renewal packet, feel free to contact your broker, Aon Consulting Costa Mesa, or, your Blue Shield representative, who is dedicated to giving you excellent service. Again, we appreciate working with you to provide healthcare plans that fit your employees' needs.

Sincerely,



Laura Gordon  
Vice President, Sales

**Enclosures**

- A16065 - *Shield Your Heart* cardiovascular program available to both PPO and HMO members. *Joint Health Arthritis Self-Care Program*
- A16064 - New diabetes educational video to both HMO and PPO members.
- A12115-e - Through follow-up surveys, we have seen how self-care can help manage pain and disability, while controlling the costs associated with chronic conditions.

cc: AON CONSULTING COSTA MESA

**Please note: Our Small Group employer clients must continue to meet A.B. 1672's definition of "small employer" and meet Blue Shield's participation and contribution guidelines, in order to be eligible for renewal. If you have any questions about this definition or these guidelines, please contact your Broker or Blue Shield.**

**Blue Shield of California**

**GROUP NUMBER: VH1181**  
**GROUP NAME: PLACENTIA LIBRARY DISTRICT**  
**RENEWAL DATE: 03/01/2003**

**PLAN: \$10 Copay HMO With No Inpatient Hospital, \$10/\$15 RX**

NAME	DATE OF BIRTH	COVERAGE TYPE	PLAN	RENEWAL RATE
T WORTHAM	08/06/1977	Employee	\$10 Copay HMO	\$187
E MINTER	11/27/1945	Emp & Sp/Dmstc Prtnr	\$10 Copay HMO	\$834
J ROBERTS	05/10/1943	Family	\$10 Copay HMO	\$1117
A WEBB	07/08/1964	Employee	\$10 Copay HMO	\$203
M STRAZDAS	12/05/1943	Employee	\$10 Copay HMO	\$417
J RAKOS	11/05/1978	Employee	\$10 Copay HMO	\$187
J SHOOK	02/20/1963	Employee	\$10 Copay HMO	\$262
C SMITH	11/03/1964	Employee	\$10 Copay HMO	\$203
B QUINTANAR	10/04/1956	Employee	\$10 Copay HMO	\$262
E WNEK	04/21/1961	Employee	\$10 Copay HMO	\$262
K MATAS	01/17/1959	Family	\$10 Copay HMO	\$849
M PEREZ	11/19/1967	Employee	\$10 Copay HMO	\$203
A DARWISH	02/08/1977	Employee	\$10 Copay HMO	\$187

**Renewal Total: \$5173**

Your benefits include the following option(s)\*:

**CPIC LIFE AD&D**

PREMIUM	
LIFE*	AD&D*
\$84.15	\$9.75

Total for group:

**TOTAL FOR OPTIONAL BENEFITS:**

**\$93.90**

**TOTAL FOR RENEWAL BENEFITS (including options):**

**\$5,266.90**

Renewal RAF = 1.075

Current Health Total:

**\$4,442.00**

Total for Current Benefits (including options):

**\$4,535.90**

Current RAF = 1.075

\*Dental HMO billed separately. See options page for rates.

Groups with Composite Life Rates: Composite life rates are no longer available. Please refer to the options page for renewing age-banded rates.

These rates do not reflect a reduced charge for employees whose benefits are integrated with Medicare for group size less than 20. Please refer to the Health Plan Alternatives section of this packet to see the appropriate rate for benefits you have selected. For additional information, please call Producer Services at 800-559-5905.

**PLACENTIA LIBRARY DISTRICT. NUMBER: VH1181  
ADDITIONAL OPTIONAL BENEFITS AVAILABLE**

**CPIC LIFE AD&D**

AGE CATEGORY	LIFE	AD&D
Under 30	\$ 0.09	\$ 0.05
30 - 39	\$ 0.12	\$ 0.05
40 - 49	\$ 0.36	\$ 0.05
50 - 54	\$ 0.75	\$ 0.05
55 - 59	\$ 1.26	\$ 0.05
60 - 64	\$ 1.82	\$ 0.05
65+	\$ 3.03	\$ 0.05

The dependent rate is \$.45 per \$1,000 per family unit if applicable.

	EMPLOYEE	EMPLOYEE & SPOUSE OR DMSTC PRTRN	EMPLOYEE AND CHILDREN	EMPLOYEE AND FAMILY
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**DENTAL**

<b><u>DENTAL PPO SMILE DELUXE GOLD</u></b>	All Ages	\$ 55	\$ 108	\$ 131	\$ 181
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**PPO (In Network and Out of Network)**  
\$50 Cal. Yr. Deductible  
Waived for PPO Preventive  
\$1,500 Cal. Yr. Max  
100 / 80 / 50  
Includes Orthodontia  
50% to \$1,000 Cal. Yr. Max

<b><u>DENTAL PPO SMILE DELUXE</u></b>	All Ages	\$ 43	\$ 85	\$ 103	\$ 142
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**PPO (In Network and Out of Network)**  
\$50 Cal. Yr. Deductible  
Waived for PPO Preventive  
\$1,500 Cal. Yr. Max  
100 / 80 / 50  
Includes Orthodontia  
50% to \$1,000 Cal. Yr. Max

<b><u>DENTAL PPO SMILE PLUS</u></b>	All Ages	\$ 39	\$ 70	\$ 86	\$ 97
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**PPO (In Network)**  
\$50 Cal. Yr. Deductible  
Waived for PPO Preventive  
\$1,500 Cal. Yr. Max  
100 / 80 / 50  
Includes Orthodontia  
50% to \$1,000 Cal. Yr. Max

<b><u>NPPO (Out of Network)</u></b>					\$ 142
\$50 Cal. Yr. Deductible					
\$750 Cal. Yr. Max					
80 / 70 / 50					
Includes Orthodontia					
50% to \$1,000 Cal. Yr. Max					

	EMPLOYEE	EMPLOYEE & SPOUSE OR DMSTC PRNTR	EMPLOYEE AND CHILDREN	EMPLOYEE AND FAMILY	
<b><u>DENTAL PPO SMILE</u></b>	All Ages	\$ 35	\$ 63	\$ 76	\$ 87
PPO (In Network) \$50 Cal. Yr. Deductible Waived for PPO Preventive \$1,500 Cal. Yr. Max 100 / 80 / 50 No Orthodontia					
NPPO (Out of Network) \$50 Cal. Yr. Deductible \$750 Cal. Yr. Max 80 / 70 / 50 No Orthodontia					
<b><u>DENTAL PPO SMILE BASIC</u></b>	All Ages	\$ 26	\$ 51	\$ 62	\$ 76
PPO (In Network) \$75 Cal. Yr. Deductible Waived for PPO Preventive \$1,000 Cal. Yr. Max 100 / 50 / 50 No Orthodontia					
NPPO (Out of Network) \$75 Cal. Yr. Deductible \$750 Cal. Yr. Max 50 / 50 / 50 No Orthodontia					
<b><u>DENTAL HMO (Available in some counties)</u></b>					
<b>DENTAL HMO 190</b> 2 - 50 employees	All Ages	\$ 11	\$ 22	\$ 27	\$ 35
100% for all Diagnostic and Preventive Services Copayments apply for other services Orthodontic coverage included					
<b>DENTAL HMO 200</b> 2 - 50 employees	All Ages	\$ 15	\$ 30	\$ 34	\$ 43
100% for all Diagnostic and Preventive Services Copayments apply for other services Orthodontic coverage included					

	EMPLOYEE	EMPLOYEE & SPOUSE OR DMSTC PRTNR	EMPLOYEE AND CHILDREN	EMPLOYEE AND FAMILY
<b>DENTAL HMO 220</b> 2 - 50 employees	All Ages \$ 14	\$ 28	\$ 32	\$ 40
100% for all Diagnostic and Preventive Services Copayments apply for other services Orthodontic coverage included				
<b>DENTAL HMO 230</b> 2 - 50 employees	All Ages \$ 17	\$ 34	\$ 39	\$ 49
100% for all Diagnostic and Preventive Services Copayments apply for other services Orthodontic coverage included				
<b>VISION</b>				
1 Exam every 12 months 1 Set Lenses / 1 Pr. Frames per 24 months				
<b>\$0 Copay Vision Plan</b>	All Ages \$ 9	\$ 18	\$ 16	\$ 25
<b>\$10 Copay Vision Plan</b>	All Ages \$ 8	\$ 16	\$ 14	\$ 22
<b>INPATIENT SUBSTANCE ABUSE</b> Not available with \$15 Copay HMO	All Ages \$ 4	\$ 6	\$ 6	\$ 8
<b>INFERTILITY</b>				
<b>Access+ HMO and POS</b>	All Ages \$ 14	\$ 25	\$ 18	\$ 35
<b>PPO and PSP</b>	All Ages \$ 19	\$ 34	\$ 25	\$ 48
<b>CHIROPRACTIC</b>	All Ages \$ 4	\$ 7	\$ 7	\$ 11
Access+ HMO / POS only				
<b>CHIROPRACTIC/ACUPUNCTURE</b>	All Ages \$ 5	\$ 9	\$ 10	\$ 15
Access+ HMO / POS only				

**GROUP NAME: PLACENTIA LIBRARY DISTRICT**

	CENSUS								TOTAL
	<30	30-39	40-49	50-54	55-59	60-64	65+	65+*	
EMPLOYEE	3	3	3	0	1	0	0	0	10
EE+SP/DMSTC PRTNR	0	0	0	0	1	0	0	0	1
EE+CHILDREN	0	0	0	0	0	0	0	0	0
EE+FAMILY	0	0	1	0	1	0	0	0	2
TOTAL									
ACCESS+ HMO CONTRACTS	3	3	4	0	3	0	0	0	13

**COST BASED UPON ABOVE CENSUS**

**HEALTH PLAN ALTERNATIVES**

**\$5 Copay Access+ HMO**

**\$5 office visit, no charge IP hospital, \$5/15 RX**

EMPLOYEE	204	224	287	330	457	555	734	413	
EE+SP/DMSTC PRTNR	468	498	580	735	914	1159	1592	1271	
EE+CHILDREN	501	509	534	562	662	741	910	589	
EE+FAMILY	782	836	930	1059	1225	1462	2041	1720	\$5671

**\$10 Copay Access+ HMO  
No IP Hospital Charge**

**\$10 office visit, no charge IP hospital, \$10/15 RX**

EMPLOYEE	187	203	262	301	417	506	670	376	
EE+SP/DMSTC PRTNR	428	452	530	671	834	1057	1453	1159	
EE+CHILDREN	458	463	488	513	604	675	830	536	
EE+FAMILY	715	761	849	966	1117	1334	1862	1568	\$5173

**\$10 Copay Access+ HMO  
With IP Hospital Charge**

**\$10 office visit, \$200 per day IP hospital, \$10/20 RX**

EMPLOYEE	173	188	242	278	385	468	618	348	
EE+SP/DMSTC PRTNR	396	419	489	620	770	978	1340	1070	
EE+CHILDREN	422	428	451	474	558	624	766	496	
EE+FAMILY	661	703	784	892	1031	1233	1720	1450	\$4779

**\$15 Copay Access+ HMO  
With IP Hospital Charge**

**\$15 office visit, \$500 per day IP hospital, \$15/25 RX with \$250 Brand Ded**

EMPLOYEE	161	176	227	261	361	439	579	327	
EE+SP/DMSTC PRTNR	370	392	458	581	722	916	1256	1004	
EE+CHILDREN	395	401	423	445	523	585	718	466	
EE+FAMILY	618	659	735	837	967	1156	1612	1360	\$4477

**POS**

**\$300 Deductible, \$10/20 RX**

EMPLOYEE	219	238	302	344	478	578	825	463	
EE+SP/DMSTC PRTNR	504	531	612	771	956	1211	1733	1371	
EE+CHILDREN	537	542	571	592	698	777	1014	652	
EE+FAMILY	843	894	988	1117	1290	1537	2216	1854	\$5989

**PSP  
80/50**

**\$2,250 Deductible, 20% copay outpatient RX, 3K/3K OOP**

EMPLOYEE	140	145	204	273	348	416	507	266	
EE+SP/DMSTC PRTNR	322	345	425	574	732	883	1077	836	
EE+CHILDREN	358	330	385	439	501	561	653	412	
EE+FAMILY	472	490	589	692	907	1033	1284	1043	\$4043

\* WHEN BENEFITS ARE INTEGRATED WITH MEDICARE FOR GROUP SIZE LESS THAN 20.

**GROUP NAME: PLACENTIA LIBRARY DISTRICT**

Agenda Item 39

Attachment A

Page 8 of 9

	CENSUS								TOTAL
	<30	30-39	40-49	50-54	55-59	60-64	65+	65+*	
EMPLOYEE	3	3	3	0	1	0	0	0	10
EE+SP/DMSTC PRTNR	0	0	0	0	1	0	0	0	1
EE+CHILDREN	0	0	0	0	0	0	0	0	0
EE+FAMILY	0	0	1	0	1	0	0	0	2
<b>TOTAL</b>									
ACCESS+ HMO CONTRACTS	3	3	4	0	3	0	0	0	13

**HEALTH PLAN ALTERNATIVES**

**COST BASED UPON ABOVE CENSUS**

**PPO 90/70**

**\$0 Deductible, \$10/15/30 RX, 2K/5K OOP**

EMPLOYEE	273	301	431	591	708	865	1038	501	
EE+SP/DMSTC PRTNR	635	711	909	1233	1480	1812	2151	1614	
EE+CHILDREN	587	616	740	864	950	1083	1242	705	
EE+FAMILY	975	1049	1287	1519	1857	2142	2541	2004	<b>\$8347</b>

**PPO 90/70**

**\$250 Deductible, \$10/20/35 RX, 2K/10K OOP**

EMPLOYEE	244	269	386	530	634	775	930	448	
EE+SP/DMSTC PRTNR	568	636	815	1105	1325	1623	1927	1445	
EE+CHILDREN	525	552	662	775	850	971	1113	631	
EE+FAMILY	873	939	1152	1361	1663	1919	2276	1794	<b>\$7471</b>

**PPO 80/60**

**\$250 Deductible, \$10/25/35 RX, 3K/10K OOP**

EMPLOYEE	217	240	343	471	563	689	826	398	
EE+SP/DMSTC PRTNR	505	566	724	982	1177	1443	1712	1284	
EE+CHILDREN	466	490	588	688	755	863	988	560	
EE+FAMILY	776	836	1023	1210	1478	1705	2022	1594	<b>\$6641</b>

**PPO 80/60**

**\$500 Deductible, \$10/25/35 RX with \$150 Brand Ded, 3K/10K OOP**

EMPLOYEE	183	202	289	397	475	582	697	336	
EE+SP/DMSTC PRTNR	426	477	610	828	993	1218	1444	1083	
EE+CHILDREN	394	414	496	581	637	728	834	473	
EE+FAMILY	654	704	863	1021	1247	1439	1706	1345	<b>\$5600</b>

**PPO 80/50**

**\$1,000 Deductible, \$10/25/35 RX with \$250 Brand Ded, 4K/10K OOP**

EMPLOYEE	154	170	243	334	400	489	586	283	
EE+SP/DMSTC PRTNR	358	401	514	696	835	1024	1215	912	
EE+CHILDREN	331	348	417	489	537	613	701	398	
EE+FAMILY	551	592	727	859	1049	1210	1435	1132	<b>\$4712</b>

\* WHEN BENEFITS ARE INTEGRATED WITH MEDICARE FOR GROUP SIZE LESS THAN 20.

DATE: 01/17/2003



# PLACENTIA LIBRARY DISTRICT, NUMBER: VH1181

## CONTRACT CHANGES

### Access+ HMO

Certain changes have been made to your health plan. While your new contract will provide the details, the changes are summarized as follows.

#### Health Resource Directory

Blue Shield is discontinuing the production of the Health Resource directory. The Blue Shield Internet site (located at <http://www.mylifepath.com>) contains similar, improved information.

#### Audiometry Examinations

Blue Shield is adding audiometry examinations as a covered service.

#### Eye Examination Benefit in the HMO \$5 Copay Plan

Blue Shield is removing the annual Eye Examination benefit from the \$5 Copay Access+ HMO Plan.

#### Outpatient Prescription Drug Benefit Exclusion

Blue Shield is adding an exclusion for the treatment of dental conditions to the Outpatient Prescription Drug Benefit.

#### Injectable Contraceptives Benefit

Blue Shield is adding a benefit for injectable contraceptives to the Family Planning and Infertility Services Benefit. No benefits are provided for contraceptive implants.

#### Outpatient Prescription Drug Benefit

Blue Shield is revising the Outpatient Prescription Drug Benefit by requiring that when Physicians (as well as Members) request a Brand Name Drug when a Generic Drug equivalent is available, regardless of any "Dispense as Written" instructions, the Member is responsible for paying the difference between the cost of the Brand Name Drug and its Generic Drug equivalent, as well as the applicable Formulary Generic Drug copayment. This applies to the Mail Service Prescription Drug Program as well.

#### Responding to Requests for Prior Authorization

Blue Shield is changing the timelines within which we will respond to requests for prior authorization for Urgent Services to 72 hours from receipt of the request.



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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:** Introduction of the Draft Placentia Library District Policy Manual  
**DATE:** February 24, 2003

**BACKGROUND:**

At the Meeting I will present a Draft Placentia Library District Policy Manual.

This document is based upon existing District policies and the policy manual prepared by the California Special Districts Association.

The Board should discuss the process for reviewing and adopting the Manual. I recommend several months of readings so that everyone has an opportunity to become thoroughly familiar with the contents.

**RECOMMENDATION:**

Receive & File and set first reading of the Draft Placentia Library District Policy Manual for the March 24, 2003 Library Board Meeting.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Recommendation to join the Orange County Council of Governments  
**DATE:** February 24, 2003

**BACKGROUND:**

At the meeting of the Independent Special Districts of Orange County (ISDOC) on January 30, 2002, a presentation was made on the activities and benefits of membership in the Orange County Council of Governments (COG).

The information distributed at the ISDOC meeting is Attachment A.

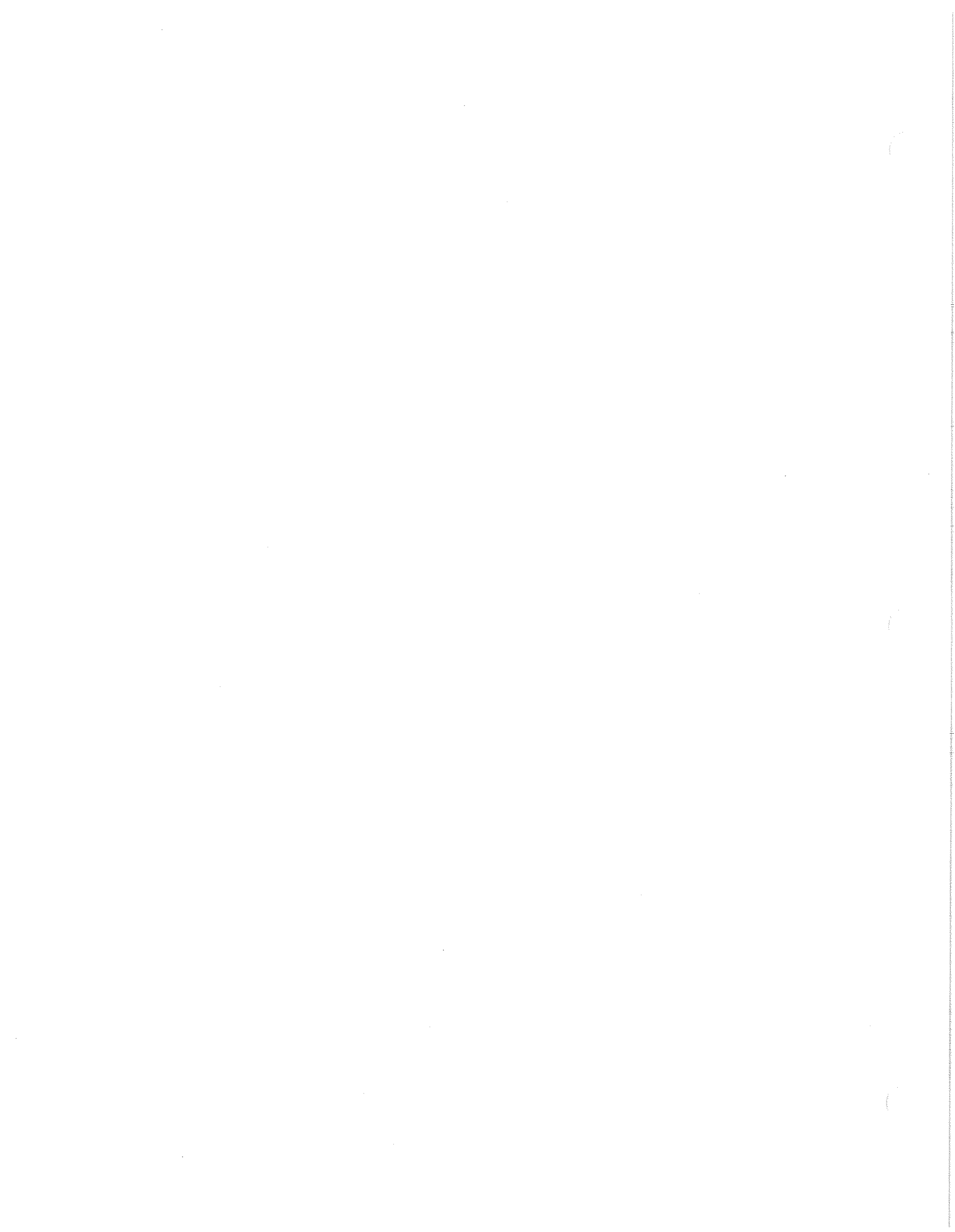
The Orange County COG meets on the fourth Thursday of each month at 9:00 A.M. at the Orange County Sanitation District Offices in Fountain Valley. Elected officials are the delegates to COG.

There are no dues or other charges for affiliating with the Orange County COG. There is an application process.

President Shkoler is recommending that the Placentia Library District affiliate with the Orange County COG.

**RECOMMENDATION:**

Determine whether to request membership in the Orange County Council of Governments.



# **Orange County Council of Governments**

**ISDOC Annual Meeting**

**January 30, 2003**

# **Orange County Council of Governments**

## **Current Membership (44)**

- ◆ **All 34 Orange County Cities**
- ◆ **County of Orange**
- ◆ **Orange County Public Agencies**
  - ◆ **OC Transportation Authority**
  - ◆ **Transportation Corridor Agencies**
  - ◆ **OC Sanitation District**
- ◆ **Independent Special Districts of OC**
  - **Costa Mesa Sanitary District**
  - **East OC Water District**
  - **El Toro Water District**
  - **Irvine Ranch Water District**
  - **Municipal Water District of OC**
  - **OC Water District**
- ◆ **New member – OC Fire Authority**



# **Orange County Council of Governments**

## **Board of Directors (21)**

- ◆ **City Council Members (15)**
- ◆ **12 from SCAG Districts**
- ◆ **1 Cities at Large Representative**
- ◆ **1 League of Cities Representative**
- ◆ **1 South Coast Air Quality Mgmt. District Representative**
- ◆ **OC Sanitation District Representative (1)**
- ◆ **OC Supervisors Representatives (2)**
- ◆ **OC Transportation Authority Representative (1)**
- ◆ **Transportation Corridor Agencies Representative (1)**
- ◆ **Independent Special Districts of OC Representative (1)**
- ◆ **University Representative (1 Ex Officio)**
- ◆ **Private Sector Representative (1 Ex Officio)**

# **Orange County Council of Governments**

## **Center for Demographic Research**

**(California State University, Fullerton)**

- ◆ **Population, Housing and Jobs Forecasts for Orange County**
- ◆ **Funded By:**
  - ◆ **County of Orange**
  - ◆ **League of Cities**
  - ◆ **OC Sanitation District**
  - ◆ **OC Transportation Authority**
  - ◆ **Transportation Corridor Agencies**
  - ◆ **OC Water District and Municipal Water District of OC**

## ORANGE COUNTY COUNCIL OF GOVERNMENTS

### Orange County Council of Government's Federal Funding Request

#### 2002-2003 Federal Appropriations

##### **Reduce Orange County Congestion (ROCC)**

The OCCOG is seeking \$2 million to fund a variety of transportation alternative projects in Orange County communities that will reduce congestion on the nation's busiest freeways while increasing safety and improving the quality of life for California residents. These projects would include the implementation of land-use techniques, often referred to as livable communities or smart growth strategies, such as:

- Mixed-use development projects;
- Pedestrian improvements; and
- Transit-oriented design
- Network-oriented design.


In 2000, Orange County added 58,000 people to its population, more people overall than any other county in California, making Orange County the second largest county in the state, next to Los Angeles, and the fourth largest county in the nation. More significantly, Orange County continues to create more jobs than housing, making it a destination for workers. All of these factors add up to traffic problems. Orange County is home to two of the busiest highways in the world – the region's 405 Freeway bears the brunt of roughly 400,000 vehicles driving a two-mile stretch each day, while the 91 Freeway, the principal corridor from the Riverside/San Bernardino area into Orange County, will drop its average highway speeds from 40 miles per hour to around 20 miles per hour during peak times by 2020.

The ROCC program will help alleviate congestion by bringing resources directly to communities, so they can implement smart growth solutions to traffic. Through projects and programs that increase traffic flow and bring people closer to employment centers, the program will lessen the burden on streets and highways.

For example, cities can develop mixed-use projects (housing, retail and commercial centers) near rail lines or convert aging retail strip centers to vibrant mixes of retail and housing. Or make communities more pedestrian-friendly by adding bike paths or walkways to encourage non-automotive forms of transportation. OCCOG's publication, "Here Comes the Neighborhood," highlights some of the small steps already taken by Orange County communities to make the county more "livable," while the "Changing the Face of Orange County – A Livable Communities Design Competition" shows what is possible in the future.

Working in concert with the Orange County Transportation Authority and cities, OCCOG can effectively make federal funds available (on a competitive basis) to those cities that are ready to implement programs that promote healthy, livable communities.

**Previous work:** The Orange County Council of Governments has been working in this area for over four years, spending over \$1 million on education and outreach in the area of smart growth. OCCOG is a recognized leader in the region and continues to dedicate staff resources to these endeavors. We anticipate an additional \$500,000 will be dedicated to livable communities/congestion relief during the 2002-03 fiscal year.



## ORANGE COUNTY COUNCIL OF GOVERNMENTS

### Orange County Council of Government's Federal Funding Request 2002-2003 Federal Appropriations

#### **Urban Runoff Education and Mitigation Campaign**

The OCCOG seeks \$2 million in funding for an urban runoff education and mitigation campaign. Specifically, OCCOG will develop a multi-faceted education program for all agencies impacted by the recently-adopted urban runoff mandates, providing local governments with a "tool-kit" of options to inform developers, business owners and residents regarding avoidance and mitigation strategies. The tool kit would also provide information regarding available funding for mitigation activity. The campaign will include a series of workshops and an "environmental roundtable" to coordinate efforts with environmental organizations.

Within the past year, the Regional Water Quality Control Boards in Orange County have issued stringent rules regulating what cities and the county are now required to do to keep pollution from reaching our streams and ocean. Essentially, any water -- from rain to that resulting from hosing off a driveway -- can be considered runoff. As this water passes over lawns, streets or crops (any surface for that matter), it picks up pollution. Oil in a driveway, fertilizer on a lawn or crop, or other chemicals are transported with the water to streams and eventually the ocean.

Because the issue is one that starts inland and ends up on the coast, it affects all Orange County cities. Actions in the foothills can directly impact whether the beach is closed due to pollution. Just over a year ago, Huntington Beach Huntington Beach received quite a bit of press when its beaches (a major tourist attraction in Southern California) were closed because of water pollution -- yet, the sources of the pollution could never be directly identified.

Cities are struggling with ways to address urban runoff, facing pressure from regional boards to do **something** without quite knowing what exactly to do. The tough new regulations require a regional approach, allowing for communication, collaboration and cost-savings whenever possible.

OCCOG, with its unique membership, is well positioned to help cities, the county and special districts in the region with their outreach and education efforts to residents, businesses and developers.

**Orange County Federal Delegation:**

- 39<sup>th</sup> District – Ed Royce
- 41<sup>st</sup> District – Gary Miller
- 45<sup>th</sup> District – Dana Rohrabacher
- 46<sup>th</sup> District – Loretta Sanchez
- 47<sup>th</sup> District – Christopher Cox
- 48<sup>th</sup> District – Darrell Issa
- 43<sup>rd</sup> District – Ken Calvert (only San Clemente is in the district)

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Orange County Emergency Services Staff is requesting the District's protocol that will be implemented if the National Threat Level goes to "Red-Severe"

**DATE:** February 24, 2003

**BACKGROUND:**

Placentia Library District's Disaster Manual, Attachment A, does not cover the National Threat Level or terrorist activities in the area.

I recommend that the Manual be revised to include instructions on how to react to a National Threat Level of "Red-Severe" and that while the revisions are being prepared the Library Director and Librarian in Charge be given the authority to take action based on recommendations of the Orange County Emergency Services Staff or the City of Placentia Emergency Services Center.

**RECOMMENDATION:**

Authorize the Library Director or, in the absence of the Library Director, the Librarian in Charge, to determine whether to close the Library and how to deploy the staff whenever the National Threat Level goes to "Red-Severe".





# Placentia Library District Disaster Manual

RECEIVED  
JAN 09 1999  
BY: \_\_\_\_\_

## PLACENTIA LIBRARY DISTRICT

### DISASTER PREPAREDNESS

**EARTHQUAKE:** In the event of a serious earthquake during the hours the library is occupied, the staff's primary responsibility will be to safely evacuate all the patrons and staff, summon aid for any injured people and escort unsupervised minors to a Red Cross disaster center. Extensive preparation, such as storage of food, water, and medical supplies, (beyond the minimum) is therefore deemed to be unnecessary.

When the initial shock is felt all persons in the building should take cover until the shaking stops. The staff members who are in the public areas will call out "Take cover!" and then duck under the nearest shelter. Shelter under desks, carrels, even chairs, will be adequate. Do not stand in the doorways, as they are unsafe due to design. Patrons and staff should leave the stack areas, or fall to the floor and crouch on elbows and knees with arms covering the neck and head. When the shaking has stopped, all persons must leave the building in an orderly manner. Regular exits may be blocked, in which case the long windows can become exits. Breaking them will present only a minimal hazard, as they are safety glass and will crumble instead of shattering. Once out of the building, everyone should assemble on the parking lot at the east side of the building, next to All America Way.

No one will be allowed back in the building, once they have left, until it is certified as being safe.

The gas valve, located at the front of the building near the staff entrance and behind the bushes, must be turned off. See the diagram included with this manual for location and directions for turning off the gas flow.

Slightly injured people can be given elementary first aid, to stop bleeding, etc., and then they should wait for professional help. Those who are seriously injured or trapped will require trained emergency assistance. Someone on the staff, i.e. the duty librarian for the day, will see that the authorities are notified. Since the telephones will probably be out of service, this may involve going to the police station or city offices. Trapped people will need reassurance that help is on the way, so someone should perform that duty. Aside from removing whatever is on top of them, no one who is untrained in emergency medicine should touch or move the seriously injured. They can be covered with a blanket, or someone can hold their hands, but to move them inexpertly could compound their injuries. Due to the design of the building the trapping should be minimal, and will likely involve books and some shelving.

It is recommended that the duty librarians, (and as many others as possible) become skilled in first aid. Any aid administered at the site is only to be the very minimum to sustain life. There is a first aid book in the workroom that can be studied and utilized. First aid kits, containing the items listed below will be stored at the children's desk, the reference desk, the checkout desk and in the workroom. These kits should be inspected and updated at least every six months. They will contain:

- Aids barriers
- Plastic gloves
- Tylenol
- Triangular bandages
- Band-aids
- 2 & 4 inch gauze pads
- Tape
- Splints
- Smelling salts
- Disposable instant-activating ice packs
- Hard candy (for shock)
- Paper & pencil/pen
- Name and destination forms
- Scotch tape

There should also be one battery operated radio and two complete sets of batteries for it. This should be kept in the workroom with the first aid kit and the batteries should be checked and, if necessary, replaced, every six months.

The duty librarian will check the building to be sure everyone is out. No one on the staff may leave until the duty librarian releases them.

One of the major concerns of the library staff will be to supervise the unattended minors. It is to be expected that some will leave, therefore, one of the first things to be done will be to record the names of all present. Any that leave, including the adults, must record their names and destinations, (addresses, not just "Home," or "Grandma's.") No one under a certain age (14 years old,) will be allowed to leave alone. (We may not be able to enforce this, but it must be attempted.)

All the recorded names will be posted on the library premises, as close to the front door as possible. On this list will be the statement that these children have either gone to the destination stated, or have been escorted to the nearest Red Cross shelter, (probably Valencia High School). Also, if they were injured, the name of the hospital to which they were taken will be listed. After the names have been recorded, including adults and departing staff members, the remaining children, etc. will be escorted on foot to the Red Cross shelter. The duty librarian and at least two other staff members will accompany them. Other staff members can then be released to go to their homes.

## PART 2

**BOMB THREAT:** Such an incident has occurred in the past, and could occur again. There is a procedure to follow in the event of a telephoned bomb threat. The primary thing to do is to **STAY CALM**. The person taking the call must ask certain questions:

1. When will it go off?
2. Where is it?
3. Why did you place the bomb?
4. What does it look like?
5. Who are you?

The receiver of the call should record all the information the bomber gives, as well as any impressions received as to voice, gender, background noise, the mood of the caller, etc. The time will not really be conducive to extensive notes, but whatever can be recorded at that time will be helpful later.

When the caller has hung up, the person who took the call must notify the duty librarian immediately. At this point the duty librarian will call the police and then proceed to evacuate the library as quickly and as calmly as possible. All patrons and staff must leave without touching anything. (A bomb can be concealed in anything,--a book, a letter, a paper bag, a backpack, an infant carrier, a briefcase, etc.) The things left behind can be retrieved after the bomb has been found and removed, or after it has been proven that there was no bomb.

Upon leaving the library, all patrons and staff will go quickly to the parking lot, and sit or crouch on the ground. An explosion tends to send bricks, etc. flying, and by crouching as low as possible people can avoid injury. No one may re-enter the library until the police have certified its safety.

After the danger is deemed to be over, the information in the notes recorded by the person who took the initial call should be recorded on the checklist appended to this manual. It is extremely important that a bomb threat be taken seriously.

In the event of an explosion resulting in injuries, first aid attempted should be only the minimum needed to stop bleeding. As with earthquake victims, seriously injured people should be cared for only by professionals. The duty librarian will notify the proper authorities if they are not already on the scene.

Unsupervised minors will need to be kept together in one place until their parents can collect them. No one should be allowed to leave without first having told the person in charge who they are and where they are going. No child under 14 years of age will be allowed to leave alone.

No staff member may leave until the duty librarian releases them. All departing staff must leave their destinations with the duty librarian or the police department.

## BOMB THREAT CHECKLIST

INSTRUCTIONS: LISTEN, DO NOT INTERRUPT THE CALLER EXCEPT TO ASK:

1. When will it go off? \_\_\_\_\_
2. Where is it planted? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_  
\_\_\_\_\_
4. Why are you doing this? \_\_\_\_\_
5. Who are you? \_\_\_\_\_

Call received by: \_\_\_\_\_ Time of call: \_\_\_\_\_ Date: \_\_\_\_\_

Description of caller:

Male     Female     Adult     Juvenile    Approximate age of caller \_\_\_\_\_

Voice Characteristics	Speech	Language
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High Pitched <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated <input type="checkbox"/> Other _____	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred <input type="checkbox"/> Precise <input type="checkbox"/> Other _____	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul <input type="checkbox"/> Other <input type="checkbox"/> Use of certain words or phrases _____
Accent	Manner	Background Noises
<input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Regional <input type="checkbox"/> Race <input type="checkbox"/> Other Explain _____ _____ _____	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Office Machines <input type="checkbox"/> Quiet <input type="checkbox"/> Factory Machines <input type="checkbox"/> Music <input type="checkbox"/> Street Traffic <input type="checkbox"/> Planes <input type="checkbox"/> Bedlam <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Voices <input type="checkbox"/> Party Atmosphere <input type="checkbox"/> Mixed

**ACTION TO TAKE IMMEDIATELY AFTER CALL-**

1. Notify duty librarian      2. Notify police department
3. Write exact language of caller below

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### PART 3

FIRE: When fire is discovered the person discovering the blaze will trigger the nearest fire alarm. (Some value judgement must be exercised here. A very small fire, such as in a trash container, can be controlled by the use of the fire extinguishers that are located around the building, and need not be the cause of a general panic and evacuation.) If indeed the fire is large enough to constitute a danger, and the alarm is triggered, the duty of the staff is the same as in the earthquake situation: to evacuate the building as quickly and as safely as possible. Depending on the location of the fire, the emergency exit at the east end of the library, and/or the front lobby exits can be used. If these are blocked, the long windows can become exits simply by breaking them. They are of safety glass and will crumble instead of shattering. Upon leaving the building, all staff and patrons will assemble in the parking lot at the east end, by All America Way. Unattended minors will have to be supervised until their parents can be notified to collect them. Again, the police department may be able to provide a holding area. No one may leave until their name and destination has been recorded by the duty librarian. No child under 14 years of age will be allowed to leave. No one will be allowed back in the building, once they have left, until it has been certified as being safe.

#### PART 4

ROBBERY: If an armed person comes up to the circulation desk, states that he has a gun, and demands the cash from the register, the person behind the counter must assume that the person does, indeed, have a weapon and will use it. Give the money to the gunman. Do not oppose him in any way. Stay calm. If someone else hears the gunman make his demand, do not go out to see what is happening. Move as quietly and quickly as is possible to the nearest telephone and call 911. Heroics will not do any good and could cause an hysterical person to shoot someone. Stay out of sight until the gunman has left. If possible the person at the circulation desk should drop to the floor, out of easy range of the weapon after complying with the gunman's demands. Let the police handle it from there.

## PART 5

HOSTAGE TAKING: There are so many variables involved with this situation that it is difficult to prescribe an exact procedure. It is to be expected that no one can locate all the people in the building at the same time. If this is indeed the case, if someone becomes aware of a hostage situation, that person should avoid discovery by the hostage-takers and try either to call 911 as quietly as possible, or slip out of the building to the police department. We are fortunate that they are so close. Again, heroics in this situation, are foolish. Let the professionals handle it. Once the police have been notified, if you are still in the building, hide until you know it is safe. Presenting yourself as another hostage can do no one any good. If it is not possible to avoid being held hostage, comply with the gunmen's demands and hope to avoid disaster. They can't be undiscovered for long, being so close to city hall and the police department.



## PART 6

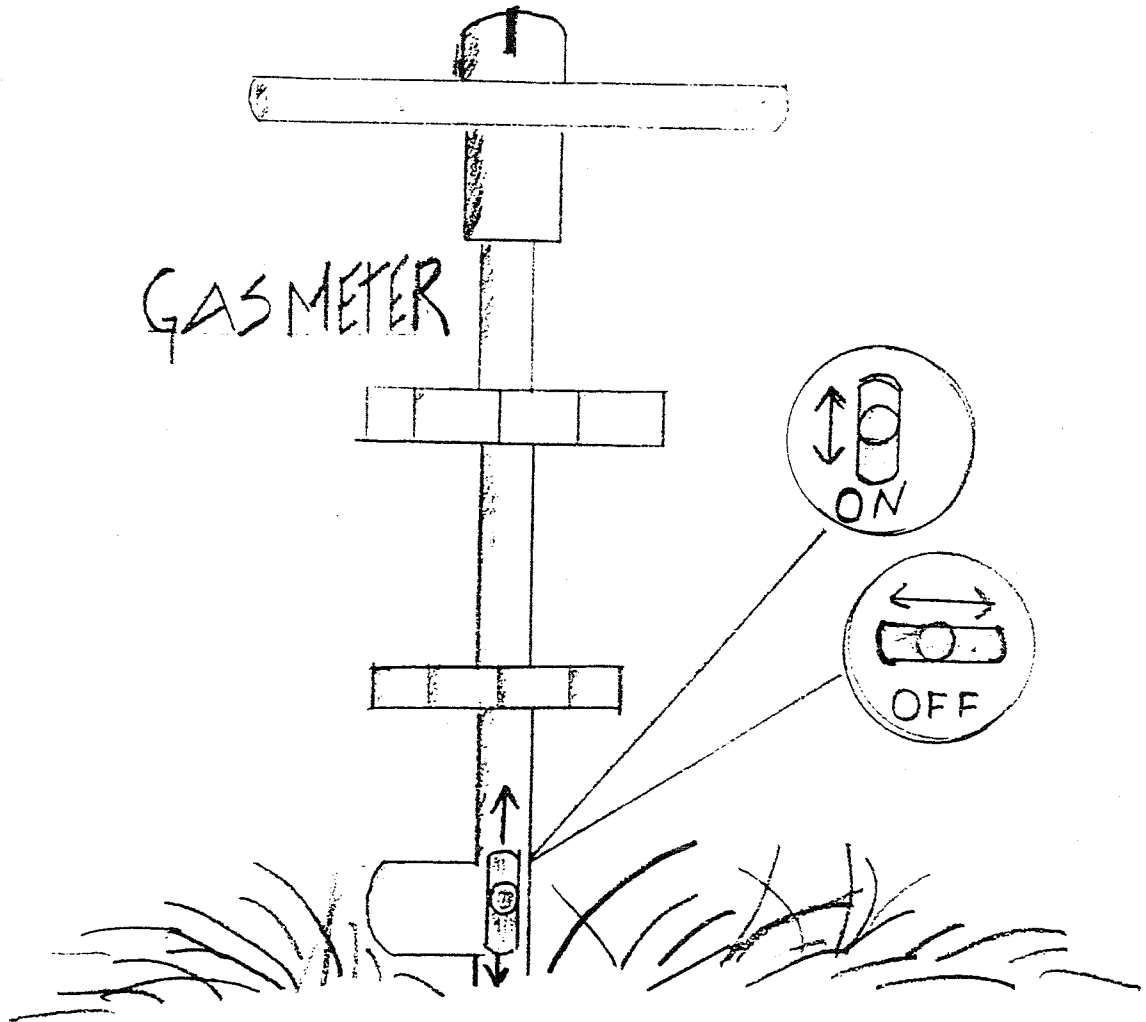
**FALLING AIRCRAFT:** The procedure for this disaster would be the same as for fire or earthquake. As soon as things stop falling, anyone able to do so should start rounding up the ambulatory people and leading them out of the building. Again, assemble on the parking lot next to All America Way, or any area that is safe, if that one is blocked, and wait there for assistance. If the building is on fire, move as far away as possible. If possible, record the names of any survivors as in the case of earthquake. Do the best you can. Minor injuries can be treated with elementary first aid, major injuries should be left for the medical professionals, aside from stopping bleeding and trying to prevent shock.

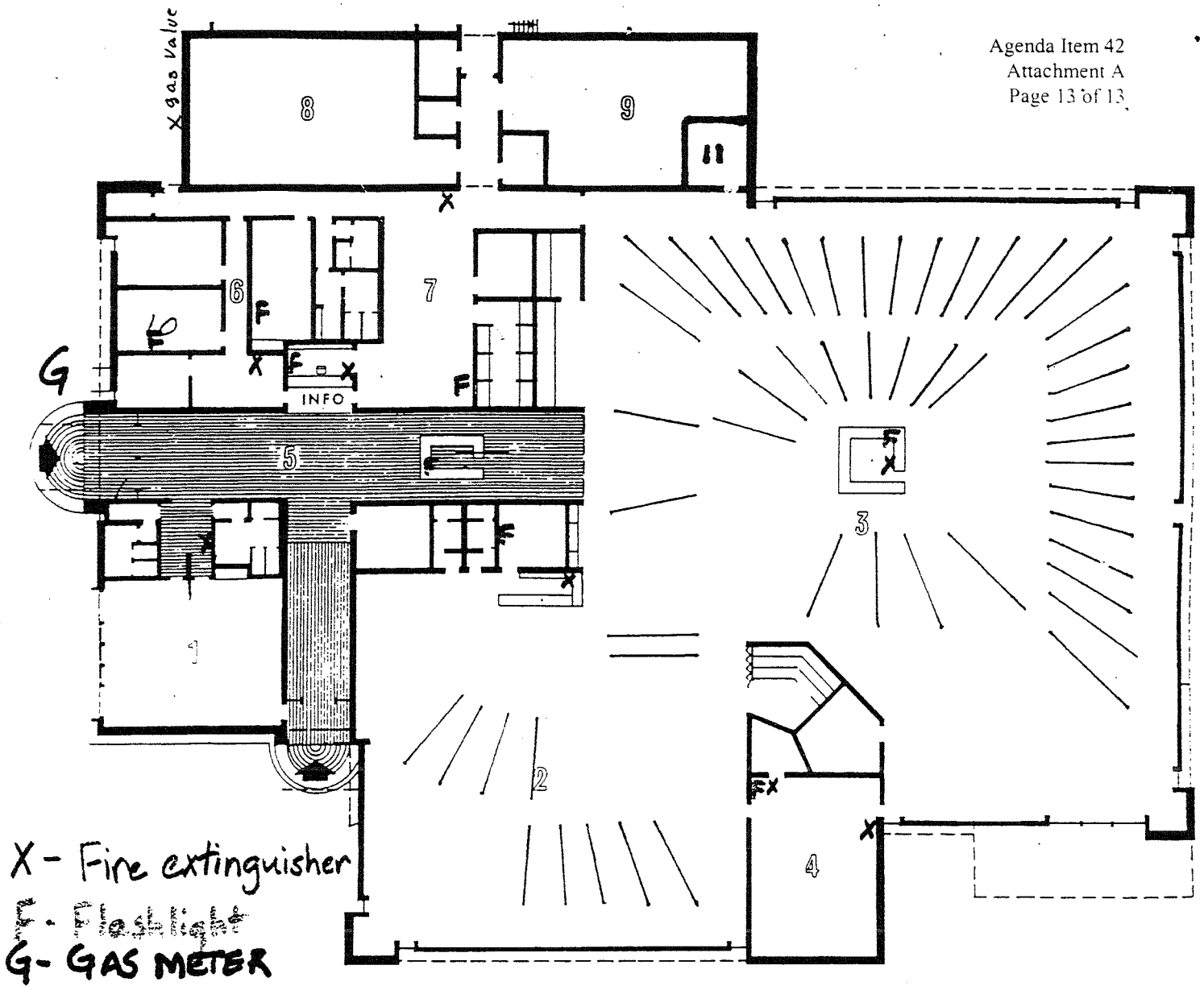
## PART 7

FLOOD: In the event of an emergency flood warning, the library staff would have a very short time to move everybody to higher ground. It would probably be around 30 minutes. If the warning comes, all patrons must be advised, and a list of names prepared if anyone is taking off on their own. Unsupervised minors will not be allowed to leave. All people will be required to go to Alta Vista Country Club, (approximately a mile away). All unsupervised minors will walk to the country club, accompanied by staff members, and wait there until their parents or guardians can be notified and can come to get them. No staff member will be allowed to leave for home until released by the duty librarian. At the time of departure, name and destination must be on record with the duty librarian. Alta Vista has been designated as our point of refuge and will be prepared to serve as such. The duty librarian will designate which staff members will stay with the minors at the country club and which can proceed to their own homes, just as in the case of an earthquake.

In each situation, once the building has been evacuated in any of these emergencies, no one will be allowed to re-enter the building until it has been certified as being safe. Also, all staff members will stay with the group until specifically released by the duty librarian.

When repairs to the building have been completed and/or the administration wants the staff to return to work, the staff will be notified in two ways. A message will be added to recording on the 528-1906 line to the effect that staff will be expected to return to work on the designated day. Also each supervisor will be expected to notify the employees in their departments. All employees should check the recording daily. In this way the missed-work time will be minimal and the library can continue to serve the patrons.





X - Fire extinguisher  
 F - Fire extinguisher  
 G - GAS METER



FLOOR PLAN

LEGEND

- 1 /MEETING ROOM
- 2 CHILDREN LIBRARY
- 3 ADULT LIBRARY
- 4 AUDIO - VISUAL WORK ROOM
- 5 LOBBY
- 6 ADMINISTRATIVE OFFICES
- 7 WORK ROOM
- 8 MECHANICAL EQUIPMENT ROOM

**PLACENTIA  
 PUBLIC LIBRARY**

PLACENTIA, CALIFORNIA

STACK LOCATIONS 2-87

11 California Room



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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:** Request by Trustee Dinsmore for resolution supporting City of Placentia Police Department.

**DATE:** February 24, 2003

**BACKGROUND:**

Trustee Dinsmore will make a presentation requesting that the Library Board take a position in favor of continuing the City of Placentia Police Department.

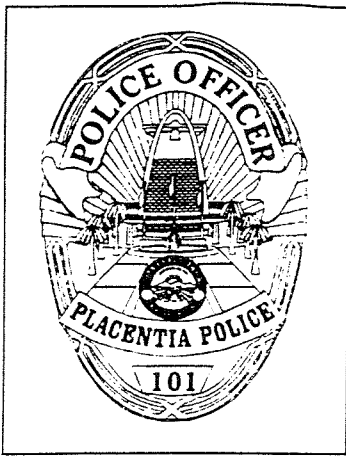
The flyer from the Placentia Police Officers' Association is Attachment A.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.







## SAVE THE PLACENTIA POLICE DEPARTMENT

The City of Placentia is currently preparing to seek bids from the Orange County Sheriff and other police departments to contract police services and dissolve the existing Placentia Police Department. In other words, the Placentia Police Department, **YOUR POLICE DEPARTMENT, would be dissolved.**

**RIGHT NOW**, a contract proposal is being prepared to send to neighboring agencies. In one case, another police department has prepared a full transition team and made staff assignments for taking over police duties in our city. All of the potential bidders see us as a way to grab Placentia dollars for their own needs and gain new political influence. Not one of these law enforcement agencies know what our community needs for police service.

*We believe that the Placentia City Council wants to know what the citizens of Placentia think about this proposal.* We also believe that time is short. With budget problems plaguing other cities, they will be very aggressive in seeking our contract to solve their own financial woes.

The men and women who form Placentia Police Department need your help. We are asking every available person to attend the March 4<sup>th</sup> regular session of the City Council. Your presence at this meeting is critical. If you cannot personally attend, please contact your elected City Council members and express your opinion on this matter (contact numbers are located on the reverse side of this flyer).

**WHEN: TUESDAY, MARCH 4<sup>th</sup>, 7:15 P/M**

**WHERE: CITY COUNCIL CHAMBERS @ PLACENTIA CIVIC CENTER**  
401 E. Chapman Ave.  
Placentia, CA

993-8202x8090

If you can help in any way, please call ~~993-8202~~ or email us at [www.placentiapoa.org](http://www.placentiapoa.org). Leave your name, address and telephone number.

**This message is fully supported by the Placentia Police Officer's Association and the Placentia Police Management Association.**

**PLEASE CONTACT ALL OF THE FOLLOWING**

**Dial Ur Mayor – 528-0722**

**Placentia News Times – 704-3796**

**Mayor Scott Brady**

Council: 993-8107 email: sbrady@placentia.org

**Mayor Pro Tem Judy Dickinson**

Council: 993-8107 email: jdickinson@placentia.org

**Council member Norman Eckenrode**

Council: 993-8107 email: neckenrode@placentia.org

**Council member Christopher Lowe**

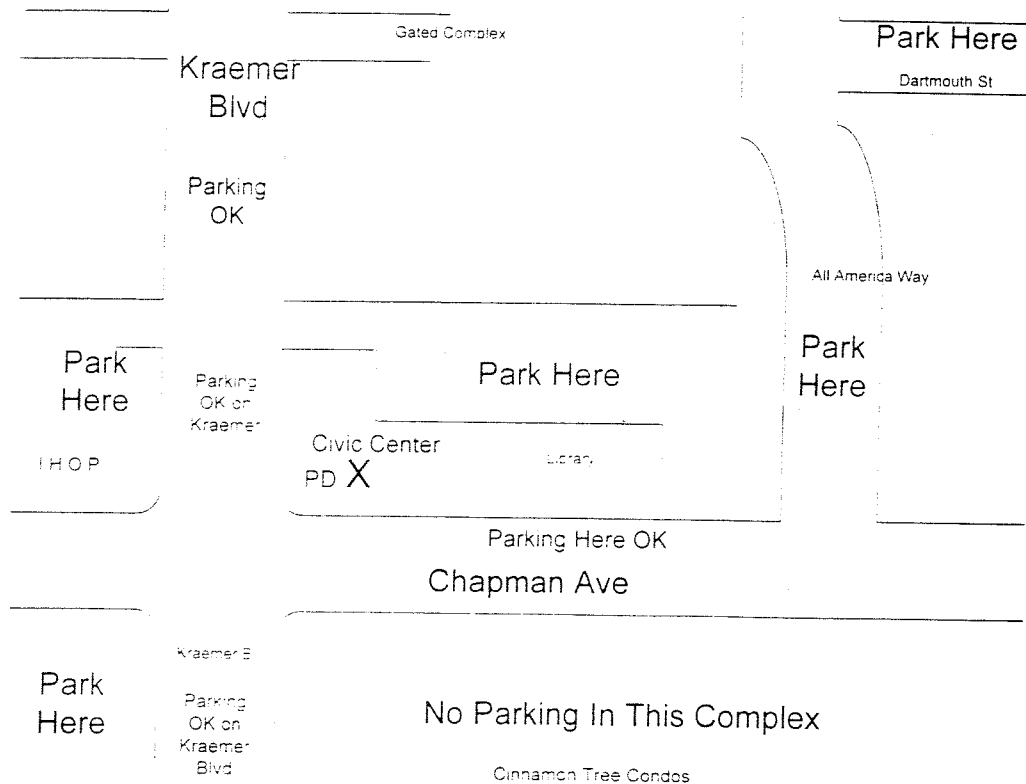
Council: 993-8107 email: clowe@placentia.org

**Council member Connie Underhill**


Council: 993-8107 email: cunderhill@placentia.org

**DIRECTIONS FOR COUNCIL MEETING TUESDAY MARCH 4<sup>th</sup>**

**PARKING ASSISTANCE WILL BE PROVIDED**



Agenda Item 44

TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager   
 DATE: February 18, 2003  
 SUBJECT: Program Committee Report for the month of January.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	2	26
<b><u>TYD Total</u></b>	7	102
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	4	64
Thurs. AM Story Times	5	124
3-4 year-old music times	4	154
5-6 year-old music times	4	82
Lapsits	5	147
Class tours	7	189
Comm Center Storytimes	0	00
Head Start Storytimes	28	574
Parenting Class	0	00
<b>TOTAL FOR JANUARY</b>	<b>57</b>	<b><u>1,334</u></b>
<b>YTD TOTAL</b>	<b>171</b>	<b><u>4,903</u></b>

<i>LITERACY SERVICES</i>	<i>Jan 2002-03</i>	<i>FY 2002-03 YTD</i>
Total Tutors	166	224
Total Students	212	278
Total Hours	1,482	9,745

For more detailed literacy statistics, see Agenda Item 46, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director  
 From: Cyrise Smith, Children's Librarian *CMS*  
 Date: February 24, 2003  
 Subject: **January Activities in the Children's Department**

**Programming-** The winter programming session began in January. There were 9 storytimes, 5 lapsits, and 8 musictimes with a total attendance of 571.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	5	80 children / 67 adults
3 - 6 year old storytimes (a.m.)	5	78 children / 46 adults
3 - 6 year old storytimes (p.m.)	4	41 children / 23 adults
MusicTime 3 - 4 year olds	4	95 children / 59 adults
MusicTime 5 - 6 year olds	4	48 children / 34 adults
<b>Totals</b>	<b>22</b>	<b>342 children / 229 adults</b>

**Class Visits-** Class visits have continued. Seven classes visited during January. A total of 155 children participated in these visits.

**Offsite Programming-** Storytimes at the Head Start school have continued. There were 4 storytimes performed for each of the seven head start classes with a combined attendance of 560

**Reading Incentive Programs-** The In-N-Out Reading Program, Food for Thought was scheduled to begin in February but has been postponed by In-N-Out until March. A new reading incentive program sponsored by Mervyn's is scheduled to begin in February. The Placentia Library District will be participating in both programs. The Children's Department will be overseeing the on-site portion of both reading programs.

**Teen Advisory Board-** The Teen Advisory Board resumed meetings in January. Plans are underway for a recruitment party to be held in February. The goal of this event is to recruit new members to the Board.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: February 18, 2003

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

**Tutor Training.** The Literacy Coordinator conducted one regular tutor training workshop and two accelerated workshops in December and fifteen tutors were trained, two adults and thirteen teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for March 2, 2003.

**Families for Literacy (FFL) Program Status.** FFL now has a total of 26 active families receiving tutoring from the Placentia Library. "Funky and Fun-Lovin' Folktales" was the feature FFL event for the month of January. During this event, 52 books were distributed to all the children present as "Give-a-Way" and "family" books and seven children and one father participated in the FFL re-enactment of "The Borreguita and the Coyote" using puppets. Also, the program is beginning monthly story time sessions with two CBET classes from Rio Vista Elementary and will be adding one class from Tynes Elementary in February.

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP continues to recruit high school volunteers at El Camino Real, El Dorado and Valencia High Schools. More than sixty high school students have signed up this year for PRREP, and we now have fifty-one matches, forty-six matches at the Library and five who tutor at Van Buren Elementary School.

**Reach Out and Read Partnership Continues.** In December, Placentia Library Literacy Services continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who go to the Whitten Center in Placentia on Monday mornings and read to children while they are waiting to see the St. Judes pediatric staff.

**English Language and Literacy Intensive (ELLI) Program Update.** The ELLI Program continued to tutor K-6<sup>th</sup> grade students at six local schools in the area. The ELLI Program also donated books to limited English parents at Ruby Drive, and donated additional books to the kindergarten extended day programs where ELLI tutors work.

**Literacy statistics.** See Agenda Item 46, Page 2 of 3 and Page 3 of 3.

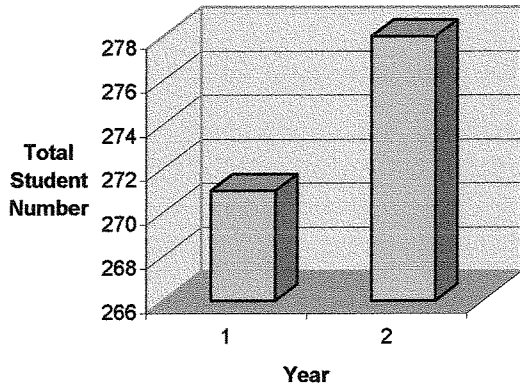
## Placenta Library Literacy Services

Report of Growth and Progress

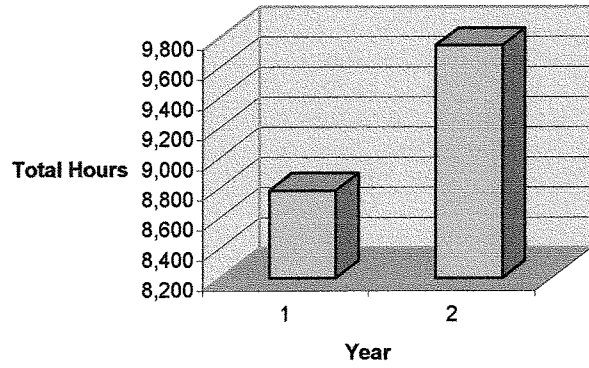
	Jan-02	Jan-03	YTD 2002	YTD 2003
<b>Tutors</b>				
Adult	106	92	115	130
Teen	65	74	68	94
Hours Instruction	984	1,482	8,782	9,745
Other Volunteer Hours	36	36	256	548
Total Hours	1,020	1,518	9,042	10,293
<b>Training Workshops</b>				
Workshops Held	2	2	14	21
Tutors Trained	17	15	80	112
<b>Students</b>				
With Adult Tutors	139	126	171	167
With Teen Tutors	68	84	90	94
In Groups	8	2	30	10
Total Active Students	215	212	271	278
<b>Families for Literacy</b>				
Family Students	8	30	26	30
Family Tutors	8	30	18	30
Hours of Instruction	32	200	300	469
<b>ELLI Program</b>				
K-6th Grade Students	NA	384	NA	384
Tutors for K-6th Grade	NA	5	NA	12
Hours of Instruction	NA	200	NA	1,008
<b>Total Tutors</b>	171	166	182	224
<b>Total Students</b>	215	212	271	278
<b>Total Instruction Hours</b>	1,020	1,518	8,782	9,745

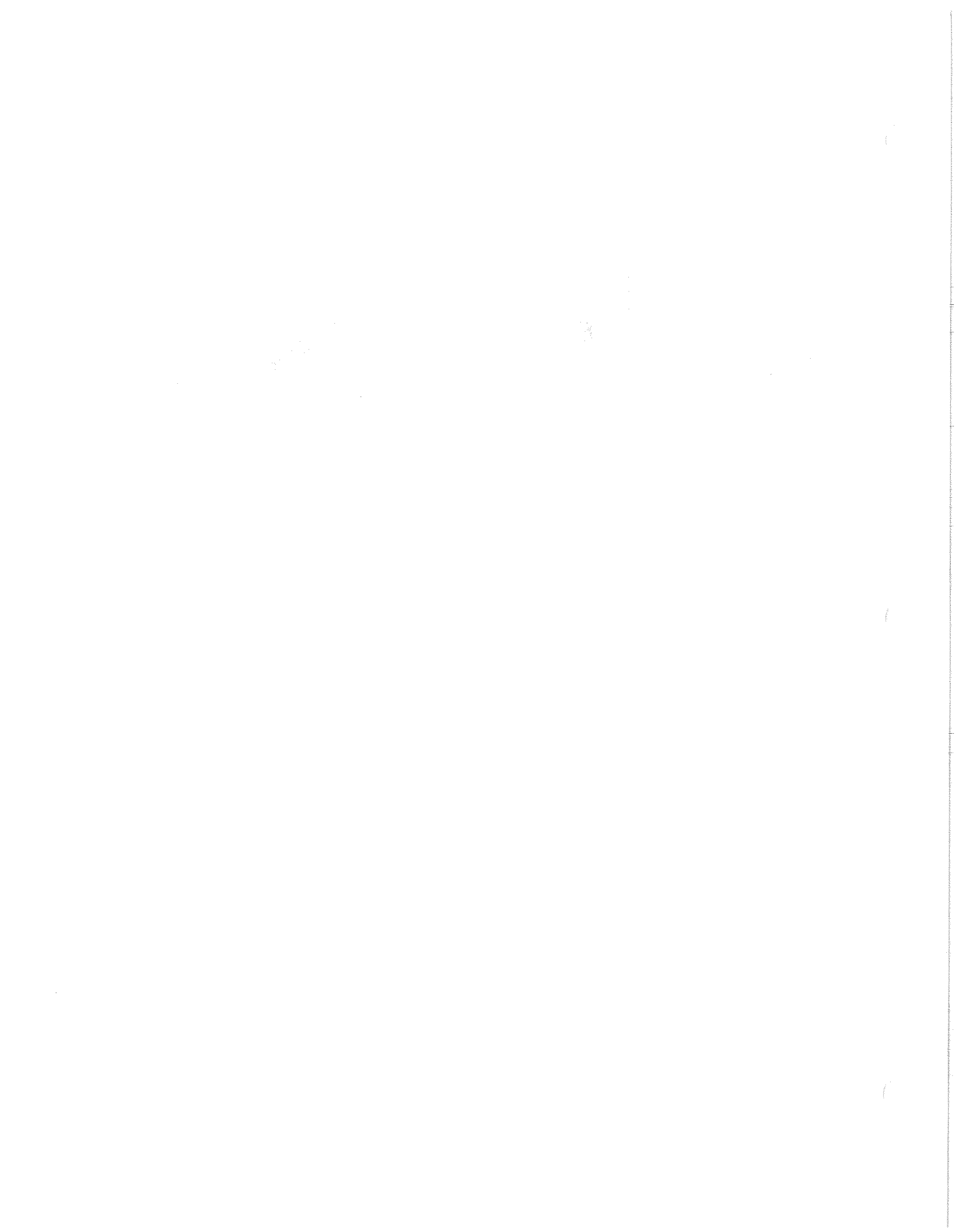


**Change in Total Students**




**Increase in Instruction Hours**





To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: February 18, 2003

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

In January, the Placentia Library District had 9,811 "hits" on the Web Site, an average of 316 a day. The following are our year to date statistics:

Pages Visited	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02	Jan-03
Borrowers	156	115	126	161	131	157
Friends	195	84	167	101	104	215
District	78	21	47	8	0	65
Fines	154	125	149	10	0	47
Foundation	136	77	86	69	81	73
History Room	86	42	72	68	95	89
Literacy/CLC Logo	139	96	117	98	84	101
Passports	232	113	230	235	241	383
Total Views Most Hits	1,176	673	994	750	736	1,130

Total Most Hits YTD      6,692



TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator *JRK*

DATE: February 24, 2003

**SUBJECT: Publicity materials produced for January 2003**

**Information on the Placentia Library cable channel #53:**

1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
9. Passport Hours
10. Silent Auction Returns

**Newspaper articles published:**

1. "Pre-emptive Budget Cuts"
2. The Library has a busy calendar in February (2 articles)
3. Health Care center requests computers, games
4. 'Lapsit' stories for ages 2 and younger; Storytimes for ages 3-6 (4 articles)
5. New Supervisors mean grants go
6. A few favorite scenes from the library
7. Musictime for ages 3-4 (3 articles)
8. "Small change" for library

**Flyers and Notices:**

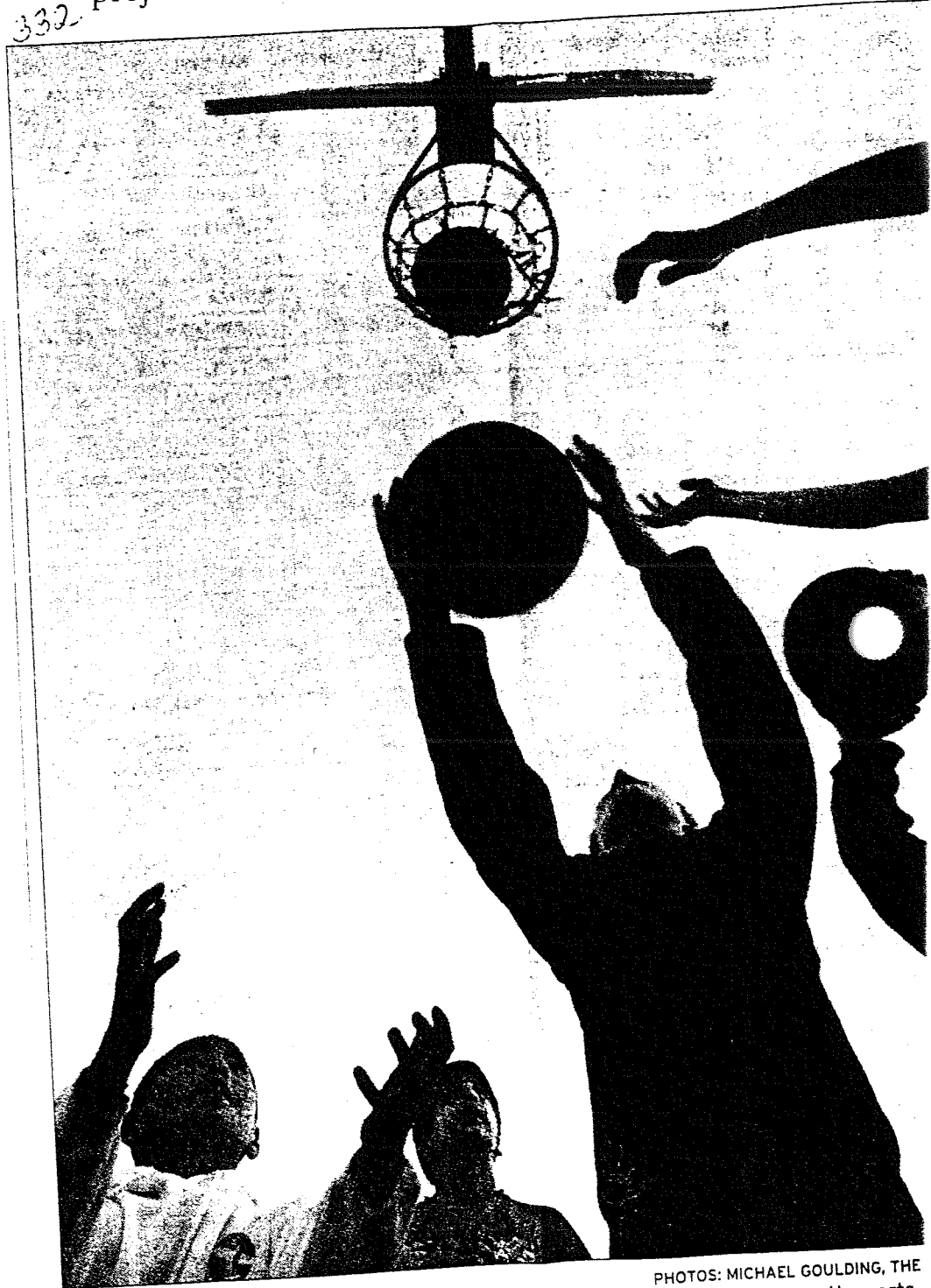
1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Booksale bookmarks
4. Library Closed for President's Day
5. Sweetheart Day at the Library Feb 12

The Register  
Daily FEB - 6 2003

Cities are bracing for financial shortfall by delaying projects and shortening hours, among other things.

Pre-emptive budget cuts

332



PHOTOS: MICHAEL GOULDING, THE

**A SPORTING CHANCE:** Fountain Valley is considering increasing fees for youth sports, which would affect players like Tyler Sueda, left, Kevin Juneja, second from left, and Ty Ranck, who were warming up with others Wednesday at Mile Square Park before basketball practice.

The Register  
Daily  
2/6/2003

**A SPORTING CHANCE:** Fountain Valley is considering increasing fees for youth sports, which would affect players like Tyler Sueda, left, Kevin Juneja, second from left, and Ty Ranck, who were warming up with others Wednesday at Mile Square Park before basketball practice began.

# Pre-emptive budget cuts

By **PETER LARSEN**  
and **CATRINE JOHANSSON**  
THE ORANGE COUNTY REGISTER

**A**naheim will close the books on its dream of a new Central Library and park its plan for a new bookmobile.

Placentia intends to turn out the lights and lock the doors at City Hall every other Friday.

Fountain Valley may increase fees for everything from recreation league basketball to building permits.

As legislators in Sacramento wrestle with the biggest fiscal crisis in state history, leaders of Orange County's 34 cities are starting to make plans for the fallout that will blow their way when



**BOOKKEEPING:** Anaheim has put on hold plans for a second bookmobile like this one that stopped Wednesday at Pauline and Wilhelmina streets. It can't afford the \$180,000 cost.

Many cities - his included - are making pre-emptive strikes on their spending, Roeder said, afraid to wait until

### MORE INFO

For more on budget cuts in your city, see the Register at

talk to him about threats allegedly voiced against C and Pamela Schader, spokesman Jim Am said.

The investigators searched Townsend's Ralcam home, next door to mother's, and found a newspaper photograph of C. The photo had a "bullet" drawn around the subject's head.

Amormino said no personal connection existed between Townsend and the officer, and no motive for threats was discovered.

Deputy Public Defender April Gilbert entered a not-guilty plea on Townsend's behalf Tuesday. She said she is concerned that her client is being unfairly treated.

"I have not seen any evidence that any threats intended to be carried out," Gilbert said.

Townsend was in a coma a month after a Chevrolet Blazer filled with 100 pounds of explosives overturned in 1997. Her son, Donnie Bridgman, was killed, and another, Arthur, lay in a coma for months.

Diana Townsend said the accident left her son partially incapacitated and she doesn't know what

Pre-emptive  
budget cuts.

The Register Daily

Agenda Item 48

2/6/2003 Page 2 of 11

# CITIES: Some bank on reserves

FROM PAGE 1

## Where city budgets stand

ties are going to have to react to whatever that decision is," he said.

This month, city councils all over the county are holding budget workshops. Some say they will try to ride out the current crisis on money they have saved in reserve accounts over the years. Projects like a new \$7.5 million City Hall in Buena Park are proceeding.

But most are making cuts.

In Anaheim, hopes for a high-rise library fell victim this week to state cuts in redevelopment funds. When the city looked at what it would lose from that pot of money - as much as \$10.9 million during two years - it realized it couldn't afford to float bonds for a \$19.5 million library.

"We are so desperate for a larger Central Library," said resident Cynthia Ward, who described the library project as a "grand passion" for her.

She blames its loss on Sacramento for taking redevelopment funds and doesn't see how the city can save the project now.

"If it was just a matter of storming City Hall with torches and pitchforks, it would be done," Ward said.

In Placentia, the City Council voted Tuesday to close City Hall every other Friday, a move that will save \$20,000 annually in utility bills.

In the past two months, the city also pulled its support for events like Taste of Placentia and the annual Cinco de Mayo celebration - saving \$20,680 - as well as ending its \$20,000 contract with the Chamber of Commerce and canceling \$10,000 it has given the Boys & Girls Club each year.

Fifteen of Orange County's 34 cities have not taken stock of their revenue and expenditures midway through the fiscal year. Of those that have, Seal Beach is projected to receive \$13 million less than budgeted, and Mission Viejo is projected to receive \$7 million more, due to projects rolled over from previous fiscal years. Budgeted spending outpaces budgeted revenue in some cases because money collected over several years for capital projects can be spent in a single year.

City	Budgeted revenue	Midyear forecast	Difference	Budgeted spending	Mid-year forecast	Difference
Aliso Viejo	\$17,029,517	Not done	NA	\$11,492,975	Not done	NA
Anaheim	\$1,067,038,686	Not done	NA	\$1,067,038,686	Not done	NA
Brea	\$75,591,819	Not done	NA	\$91,926,948	Not done	NA
Buena Park	\$52,225,483	\$50,966,123	-\$1,259,360	\$51,940,153	\$61,761,613	\$9,821,460
Costa Mesa	\$95,016,120	Not done	NA	\$96,105,061	Not done	NA
Cypress	\$26,424,988	On track	NA	\$20,385,398	on track	NA
Dana Point	\$22,682,939	\$25,132,458	\$2,449,519	\$21,220,093	\$18,792,647	-\$2,427,446
Fountain Valley	\$59,925,674	On track	NA	\$69,255,221	on track	NA
Fullerton	\$111,425,200	\$111,875,030	\$449,830	\$132,768,870	\$131,236,700	-\$1,532,170
Garden Grove	\$66,083,000	\$63,436,000	-\$2,647,000	\$70,080,100	\$67,947,700	-\$2,132,400
Huntington Beach	\$267,006,204	\$262,406,204	-\$4,600,000	\$357,710,360	\$308,123,727	-\$49,586,633
Irvine	\$292,213,130	Not done	NA	\$328,302,876	Not done	NA
La Habra	\$52,637,986	On track	NA	\$60,791,167	on track	NA
La Palma	\$14,967,400	On track	NA	\$18,557,400	on track	NA
Laguna Beach	\$45,969,890	Not done	NA	\$48,040,180	Not done	NA
Laguna Hills	\$23,584,553	On track	NA	\$23,439,681	on track	NA
Laguna Niguel	\$29,085,572	Not done	NA	\$28,217,717	Not done	NA
Laguna Woods	\$6,468,124	On track	NA	\$8,320,045	on track	NA
Lake Forest	\$29,032,500	Not done	NA	\$26,153,500	Not done	NA
Los Alamitos	\$10,665,305	\$10,335,346	-\$329,959	\$10,584,070	\$10,054,867	-\$529,203
Mission Viejo	\$49,100,000	\$56,400,000	\$7,300,000	\$49,600,000	\$64,200,000	\$14,600,000
Newport Beach	\$154,787,989	\$157,696,561	\$2,908,572	\$159,495,775	\$173,731,411	\$14,235,636
Orange	\$118,159,673	\$121,478,422	\$3,318,749	\$126,746,131	on track	NA
Placentia	\$24,802,130	Not done	NA	\$25,176,901	Not done	NA
Rncho Snta Marg.	\$3,226,457	Not done	NA	\$701,625	Not done	NA
San Clemente	\$100,123,971	\$103,683,450	\$3,559,479	\$129,094,447	\$129,691,557	\$597,110
San Juan Cap.	\$39,151,309	Not done	NA	\$35,800,418	Not done	NA
Santa Ana	\$314,366,700	\$310,366,700	-\$4,000,000	\$314,667,000	\$310,366,700	-\$4,300,300
Seal Beach	\$44,655,229	\$31,107,936	-\$13,547,293	\$44,987,965	\$30,807,725	-\$14,180,240
Stanton	\$21,167,020	Not done	NA	\$22,800,920	Not done	NA
Tustin	\$79,464,831	Not done	NA	\$90,748,053	Not done	NA
Villa Park	\$2,890,650	On track	NA	\$3,390,615	on track	NA
Westminster	\$57,334,672	Not done	NA	\$59,241,638	Not done	NA
Yorba Linda	\$42,497,225	Not done	NA	\$43,524,713	Not done	NA



The Register Daily  
2/6/2003.  
Pre-emptive  
budget cuts

"This whole thing is unnerving," said Nathan Chappell, executive director of the Boys & Girls Club, which may lose \$40,000 more from other donors because of the budget crunch. "This is going to be a tough year."

In Newport Beach, City Manager Homer Bludau is meeting with department heads this week to check whether any of the 34 jobs open in the city right now might not need to be filled right away.

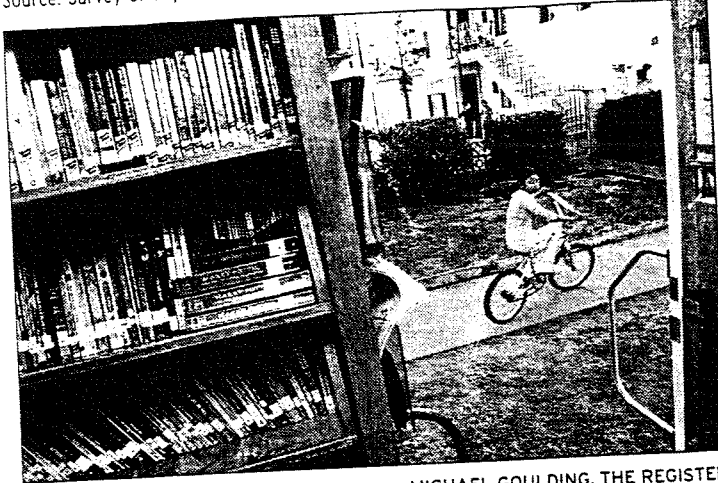
"I want to see if any of those are critical or if we can wait on any of those until the state budget clears," he said.

Tustin, Seal Beach and Los Alamitos are among other cities that have adopted some form of hiring freezing. San Juan Capistrano - the oldest settlement in the county - froze plans to hire a historic preservationist for \$65,000 a year.

Cities also are cutting back on buying equipment - everything from furniture to vehicles - and delaying or cutting back big projects such as an upgraded police headquarters in Costa Mesa or parks in Newport Beach.

Many have worried that state cuts - especially the threat of losing vehicle registration fees, a major part of

Source: Survey of city officials



MICHAEL GOULDING, THE REGISTER

**LOW-RISE LIBRARY:** Anaheim will keep its lone bookmobile, but a planned high-rise library is falling victim to budget cuts.

city budgets - could force them to cut public services such as police and fire.

During the past few weeks, a steady stream of officials have flown from Orange County to Sacramento to lobby their legislators not to put public safety at risk.

"I know some people think we try to cry wolf and say it's going to be policemen off the street," said Fountain Valley Mayor John Collins of the warnings officials sounded. "But if 65 percent of your budget is public safety and 82 percent is personnel, it has to affect public safety."

Steven Frates, a senior fellow at the Rose Institute at Claremont McKenna College who has studied local government finance extensively, said the pain the budget crisis will cause varies from city to city.

"It is a time-honored tradition to threaten the services that people hold dear: police, fire, libraries and parks," Frates said. "That's pretty predictable."

But just because it's predictable doesn't mean it's not true, he said.

"For some cities, they literally don't have much choice," he said. "There's not much

money available, and they don't have much flexibility. Other cities are much better off."

So the cities will continue to trim here and tighten there, waiting for the other shoe to drop in Sacramento, hoping it doesn't fall that hard on them.

"I don't think it's necessarily easy to change things in the middle of the year," said Bludau, the Newport Beach city manager. "But since a number of our revenues do come from the state, we do look at them almost on a daily basis."

"It isn't as if you pass a budget and say, 'That's it,' " he said. "You're always tweaking it."

**CONTACT THE WRITER:**  
(949) 454-7363 or  
plarsen@ocregister.com

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JAN 30 2003

**TODAY 332**

Postpartum support group meets from 10 a.m. to noon at Placentia-Linda Hospital, 1301 Rose Drive. Call (714) 524-4898. 'Lapsit' stories for ages 2 and younger are read from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

**WEDNESDAY 332**

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Placentia Round Table Women's Club meets at 10:30 a.m. and 7 p.m. at 901 N. Bradford Ave. Call membership chairwoman camille Himes at (714) 993-6793.

Story times for children ages 3 to 6 at 6:30 to 7 p.m. the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

## BRIEFLY

### Library has a busy calendar in February

332 Friends of Placentia Library will host a backroom book sale from 1 to 4 p.m. Feb. 9 at the library, 411 E. Chapman Ave. Avid readers may select books to buy at discounted prices before they are placed on bookstore shelves.

The library also offers an ongoing silent auction on special books on display in the lobby area. Items up for auction change every four weeks.

In addition, Friends members will host Sweetheart Day at the library from 10 p.m. to 2 p.m. Feb. 12. The open house will celebrate the library's patrons and volunteers. Light refreshments will be served.

Information: (714) 528-1906.

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For more listings, see www.myoc.com/community/placentia. What is happening in your club, organization or civic group? Call (714) 704-3796 or fax information to (714) 704-3714. Listings must include phone numbers.

## TROUBLE SHOOTER

# Health care center requests computers, games

**Dear Trouble Shooter:** We would appreciate if any of your readers would donate one or more working computers and/or game programs for our residents. Many have expressed an interest in learning computer skills and the games would be an easy introduction, as well as providing an enjoyable diversion.

Linda Anderson,  
activity director  
Anaheim Healthcare Center

Interested readers can ask for Linda at (714) 816-0540.

**Dear Trouble Shooter:** I am requesting men's ties (any color, any style) for our Masonic group, the Order of Eastern Star. I will pick them up.

Gloria Stiles,  
Garden Grove

Interested readers can call Gloria at (714) 892-0681.

**Dear Trouble Shooter:** Friends of Placentia Library holds a used-book sale on the

second Sunday of each month at 1-4 p.m. Its entire used-hardback and -paperback stock is available. Enter at the loading dock area from the parking lot, 411 E. Chapman Ave. Sunday's sale will feature a limited number of used books on California history.

Pat Irot,  
publicity chair

For more information, readers can call (714) 528-1925, Ext. 201.

**Dear Trouble Shooter:** We are moving and have 15-20 trophies we'd like to donate.

Kay, city unknown

Interested readers can call (714) 842-8282.

**CONTACT THE WRITER:** If you have a request or donation, write to the Trouble Shooter, Box B 11626, Santa Ana, CA 92705. Call (714) 796-5052. Or send e-mail to [troubleshooter@ocregister.com](mailto:troubleshooter@ocregister.com).

Account 2

santa ana, calif. 92711

The Register  
Daily FEB 01 2003

Community Social  
Program grants  
in 2002  
**\$549,293**

**GRANTS** - Breakdown by supervisor of 2002 money. News 4

# New supervisors mean grants go



CINDY YAMANAKA, THE REGISTER

Anaheim Family YMCA  
**\$30,000**

**A BENEFICIARY:** Grisell Garcia, 10, of Anaheim, Caitlyn Van Wagoner, 9, of Anaheim and instruction aide Tar Ziemann, 20, of La Mirada participate in Anaheim YMCA program aided by supervisor community grants.



KATHI KENT, FOR THE REGISTER

Nicholson Pipes  
and Drums Band  
000000

**CAPED CRUSADE:** A grant from veteran Supervisor Chuck Smith helped the Nicholson Pipes and

## Post-election majority is primed to end board members' annual \$75,000 community funds.

By CATRINE JOHANSSON  
THE ORANGE COUNTY REGISTER

Maybe in Orange County you can play the bagpipes without a cape. But not in Scotland.

At least that's the way members of the Nicholson Pipes and Drums Band of Westminster see it. And they got Orange County Supervisor Chuck Smith to agree.

In November, he arranged for a \$2,000 grant of taxpayer money to cover the cost of capes for their upcoming overseas trip.

visors, but which is now all but dead.

Two new supervisors have come aboard, creating a new majority that opposes the Community Social Program grants as inappropriate patronage.

Traditionally, each supervisor has funded - \$75,000 in the current fiscal year - from which to give money to favorite causes.

"It looks like a private political fund to use for political favors," said Supervisor Chris Norby of Fullerton elected in November. "I'm sure that groups are good causes, but this is r

# Who gave, who got

A long-standing program allowed each county supervisor \$75,000 per year for Community grants. Carry-over from other fiscal years permitted additional spending in the 2002 calendar year, when departing supervisors Todd Spitzer and Cynthia Coad gave out the most. The 2002 grants:

Grant Recipient	Amount	Grant Recipient	Amount
<b>CYNTHIA COAD</b>		Helping Others Prepare for Eternity	\$1,000
Anaheim Family YMCA	\$30,000	Santa Ana Historical Preservation Society	\$1,000
Probation Community Action Association	\$25,000	YMCA Orange County	\$1,000
Boys and Girls Club of Buena Park	\$11,000	Hispanic Arts Council of the Bowers Museum	\$500
Anaheim Independence Community Center	\$10,000	Shelter for the Homeless	\$500
Boys and Girls Club of Anaheim	\$10,000	<b>SMITH TOTAL</b>	<b>\$136,750</b>
Boys and Girls Club of Placentia	\$6,000	<b>TODD SPITZER</b>	
Boys and Girls Club of Brea/La Habra	\$5,000	Orange County Fire Authority Benevolent Fund	\$25,000
Boys and Girls Club of Fullerton	\$5,000	Orange County Fire Authority Firefighter Memorial Fund	\$25,000
Boys and Girls Club of La Habra	\$5,000	Santa Ana Education Foundation	\$25,000
OC Community Development Council	\$5,000	Sheriff's Deputy Association	\$25,000
Operation Clean-up Fullerton	\$5,000	California Peace Officer's Memorial Foundation	\$10,000
Placentia Library Foundation	\$5,000	Friendly Center	\$10,000
We Give Thanks	\$5,000	Human Options	\$10,000
Orangewood Children's Foundation	\$4,158	Learning for Life Police and Fire Explorer Programs	\$7,000
Iglesia De Poder	\$2,500	YMCA Yorba Linda/Placentia	\$6,000
Women's Transitional Living	\$2,500	YMCA Church of the Canyon	\$5,000
		Central Orange Coast YWCA	\$5,000

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mean grants go  
Feb. 1, 2003

# SUPERVISORS: Community grant funds ceasing

FROM PAGE 1

the way to do it."

For the past eight years, Supervisor Jim Silva of Huntington Beach has been the only board member to vote no on the grants. Norby and former Assemblyman Bill Campbell of Villa Park - sworn in Friday as the latest supervisor - now join him in a 3-2 majority that opposes the grants.

"We have bought uniforms for the University High School band," Silva said of the Irvine school. "The school district should do that, not the county."

Silva has occasionally given grants but only to bolster county programs, not for outside groups such as the Nicholson Pipes and Drums Band. He has accumulated more than \$300,000 in grant money over the years, money that will revert to the general fund as the county prepares for the effects of the state budget crisis.

The grant program started

in the 1970s as a federal program. But when the federal money dried up, the county stepped in.

Hundreds of nonprofit organizations have received grants. Some get one-time grants, others are funded for years.

Groups that received the grants last year included the American Cancer Society, St. Boniface Catholic Church in Anaheim, the Paul McNeff Kid Singers in Santa Ana and the Sand Dollar Guild, which raises money for the Ocean Institute in Dana Point.

Silva gave no grants in 2002. The other four supervisors gave out \$549,293 among them. That's more than the \$75,000 allowed for each because some money was left over from previous years.

The biggest grant givers were Supervisors Todd Spitzer and Cynthia Coad, who cleared out most of their accounts before leaving office.

Coad said that in cutting out the grants, the new board

majority is cutting a core mission.

"If we lose the youth now, we're going to have to spend more on another core responsibility later on - jails," Coad said.

About 50 percent of the organizations that receive the grants use them for operational functions, said Richard Harris, budget manager for the county's Community Services Agency. The other half use the money for specific projects - high-school graduation nights, bleachers for sports clubs, competition fees for teams and books for libraries.

Last year, the amounts ranged from \$500 for the Santa Ana Historical Preservation Society to \$25,000 for the Orange County Firefighter Memorial Fund to \$30,000 for the Anaheim Family YMCA.

The Anaheim Y has begun preparing for life without the county grants. Last year's money went to waive after-school program fees for children from low-income fam-

ilies.

The fee waiver will continue, said CEO Todd Arment, students may not be able to go on field trips. A fund-raising task force is planning dinners and other events to make up for this grant money and others that may occur.

"Corporations, commissions and foundations tend to step up if the program is good," Arment said.

Supervisor Tom Williams said he's sad to see the program go.

"It's not a lot of money, but it does a world of good," Williams said.

Malcolm Willis, drum major for the Westminster pipe and drum group, said he understands why the fund have to be cut off now.

"County money is a perk when the county is fiscally sound," he said. "But when it has to tighten its belt,

**CONTACT THE WRITER:** (949) 454-7351 or clohansson@ocregister.com

*The Register Daily*  
*"New supervisor's mem grants go"*  
*Feb. 1, 2003*

Center		Modena High School	
Joyful Child Foundation	\$2,000	Hispanic Education Endowment Fund	\$5,000
Paint Your Heart Out Anaheim	\$2,000	Martin Luther King Jr. Scholarship	\$5,000
Veterans First	\$2,000	Phoenix House	\$5,000
American Association of University Women	\$1,000	Irvine Valley College Foundation	\$3,500
American Cancer Society	\$1,000	Orangewood Children's Foundation	\$2,500
Fullerton Union High School District	\$1,000	CSP Youth Center	\$2,000
Hispanic Arts Council	\$1,000	National Center for Child Safety and Awareness	\$2,000
Leadership Anaheim	\$1,000	American Diabetes Foundation	\$1,000
On Track	\$1,000	Boy Scouts of America	\$1,000
Paul McNeff Kid Singers	\$1,000	Mothers Against Drunk Driving	\$1,000
Placentia Founders Society	\$1,000	Orange County Cop Bowl	\$1,000
The Bradford House	\$1,000	Tustin Public Schools Foundation	\$1,000
CHP 11-99 Foundation	\$500	McPherson Magnet School Education Foundation	\$500
Help for Brain Injured Children	\$500	<b>SPITZER TOTAL</b>	<b>\$188,500</b>
Our Lady of Guadalupe School	\$500	<b>TOM WILSON</b>	
Santa Ana Historical Preservation Society	\$500	Human Options	\$14,000
St. Boniface Catholic Church	\$500	Trails 4 All	\$6,000
The Bowers Museum of Cultural Art	\$500	Arts Orange County	\$5,000
<b>COAD TOTAL</b>	<b>\$156,158</b>	Celebration Center Youth Teen Center	\$5,000
<b>CHUCK SMITH</b>		Sand Dollar Guild	\$5,000
Phoenix House	\$10,000	Capistrano Unified School Foundation	\$3,385
Veterans First	\$10,000	Human Relations Commission	\$2,500
Westminster Multi-Cultural Community Center	\$10,000	Mary Erickson Community Housing	\$2,500
Sid Goldstein Freedom Park	\$7,500	Mission Hospital Community Education	\$2,500
Anti-Defamation League of B'nai B'rith	\$5,000	Niguel Botanical Preserve	\$2,500
Children in Crisis Conference	\$5,000	Child Abuse Prevention Council	\$2,000
Discovery Museum	\$5,000	Foothill Ranch Friends of the Library	\$2,000
Hope for Healing Hearts Ministry	\$5,000	Infolink Orange County	\$2,000
Human Options	\$5,000	Trauma Intervention Program	\$1,500
Korean-American Seniors Association of Orange County	\$5,000	Angels in Tennis Shoes	\$1,000
Mercy House	\$5,000	Capistrano Valley High School Grad Night	\$1,000
Project SHUE	\$5,000	Dana Hills High School	\$1,000
Taller San Jose Tech	\$5,000	Dana Hills High School Grad Night	\$1,000
Westminster Community Theater	\$4,750	Fran Joswick Therapeutic Riding Center	\$1,000
Interval House Crisis Shelters	\$4,500	Hope House	\$1,000
Blind Children's Learning Center	\$4,000	Learning for Life Exploring Program	\$1,000
Calvary Cares Restoration Community Services	\$4,000	Mission Viejo Community Programs	\$1,000
Loaves and Fishes soup kitchen	\$4,000	Rancho Mission Viejo Land Conservancy	\$1,000
Mexican American Opportunity Foundation	\$4,000	San Clemente High School Grad Night	\$1,000
Midway City Community Organization	\$4,000		
Orange County Youth Commission	\$4,000		
	\$3,000		\$1,000

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## DISCOVER YOUR PUBLIC LIBRARY

# *A few favorite scenes from the library*

By Marianna Hof  
For the Coastline Pilot

**G**ranted, working in a library, as working anywhere, has its mundane moments. But not many! During the past half-decade as your branch librarian, I've experienced some

very amusing scenes. After all, we do serve the public in its infinite and wonderful variety! Three of my most heart-warming involve children and teens.

I was working at the reference desk recently and a young boy was sitting at the table directly across from me reading what looked like an adventure book. Suddenly, he exclaimed, "Yes! Yes!" and quickly stood up, raising both hands in the air and laughing joyfully. It was both sweet and delightful to see someone so young and uninhibited completely involved in a good story. It was a great example of imagination and innocence only the young seem to experience so well.

I grew up loving to sit on the floor, enjoying the feel of our home's green and grown shag carpet while reading or playing quiet games. So, I love it when library patrons sit on our floor — even occasionally stretch out in our aisles surrounded by stacks of books.

Not long ago, while passing near the literature section, I heard a faint and lyrical reading of poetry. There, sitting on the floor, backs propped against book bags, dreamy-eyed teenage boyfriend and girlfriend were happily lost in their own literary world.

Finally, a library scene with such a marvelous juxtaposition

### LIBRARY HOURS

11 a.m. to 3 p.m. Monday,  
Tuesday and Thursday  
through Saturday; 11 a.m.  
to 6 p.m. Wednesday.

of youth and technology that brings a smile to my face every time I think of it. Several weeks ago, I was leaving my office, headed for our staff kitchen to grab a bit of lunch noticed a young mother checking out a stack of picture books for her daughter who thought must have been the cute toddler headed toward one of the computers in the Children's Department.

As I watched, the little boy hiked herself up on the chair in front of the computer, took hold of the mouse with her right hand and began to navigate, albeit awkwardly. Undaunted and gentle, she seemed to know what she was doing. Then, plopp, the left thumb went in her mouth. In a matter of a minute or two, there she sat, so very content and serious, activating the computer screen and sucking her thumb!

I think I was mistaken. My job is not mundane — ever! I would like to encourage our patrons to visit us soon and often to make their own special library "scene."

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Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Musictime for ages 3-4 meets from 6 to 6:30 p.m., and for ages 5-6 from 6:30 to 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Wood Carvers meets at 7 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Great Books Discussion Group meets at 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37 for 17 classes. Call (714) 777-5639.

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### ORANGE 332

#### "Small change" for library:

The 40 young members of the "Small Change Club" begun in October have raised nearly \$3,000 toward the proposed \$16.6 million expansion of the city's main library. Young library users will have an opportunity to join the club in February at kick-off events at the Taft and El Modena branches, library spokes-

woman Nora Jacob said.  
Call (714) 288-2471.

- Ann Pepper  
(714) 704-3777  
apepper@ocregister.com

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Placencia News  
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## BRIEFLY

### Library has a busy calendar in February

The Friends of Placencia Library will host a backroom book sale from 1 to 4 p.m. Feb. 9 at the library, 411 E. Chapman Ave.

Avid readers may select books to buy at discounted prices before they are placed on bookstore shelves.

The library also offers an on-

going silent auction on special books on display in the lobby area. Items up for auction change every four weeks.

In addition, Friends members will host Sweetheart Day at the library from 10 p.m. to 2 p.m. Feb. 12.

The open house will celebrate the library's patrons and volunteers. Light refreshments will be served.

Information: (714) 528-1906.

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Placencia News  
Weekly JAN 16 2003

### TODAY 332

Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placencia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Placencia Presbyterian Church serves dinner at 6 p.m. at the church's Soup Kitchen, 849 N. Bradford Ave. Call (714) 528-1438.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

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Placencia News  
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### TUESDAY 332

Literacy Tutor Training sessions are held at 6 p.m. at the Placencia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Yorba Linda-Placencia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call (714) 524-9378.

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placencia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

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### MONDAY 332

Tai chi classes are offered by the Human Services Division at 10 a.m. in the Senior Center, 143 S. Bradford Ave. Free. Call (714) 986-2332.

Recreation programs are offered from 3:30 to 6:30 p.m. weekdays at the Gomez Community Center, 1701 Atwood Ave., and 4 to 7 p.m. weekdays at the Whitten Community Center, 900 S. Melrose Ave. Call (714) 524-5452 for Gomez or (714) 630-1172 for Whitten.

Bible-study sessions geared for young families are held from 6 to 7:30 p.m. at Placencia Presbyterian Church, 849 Bradford Ave. Baby-sitting available. Call (714) 528-1438.

Traffic Safety Commission meets at 7 p.m. at the Community Meeting Room, 401 E.

Chapman Ave. Call (714) 993-8117.

Community Chorale meets from 7 to 10 p.m. at Yorba Linda Library, 18181 E. Imperial Highway. Free. Call (714) 996-1960.

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### WEDNESDAY 332

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Neighborhood Watch Program board meets at 7:15 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8225.

Story times for children ages 3 to 6 at 6:30 to 7 p.m. the Placencia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

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For more, see [www.myoc.com/community/placencia](http://www.myoc.com/community/placencia). To submit information, call (714) 704-3796.





SAFETY COMMITTEE MEETING  
JANUARY 28, 2003  
MINUTES

I. Call to Order: 11:35 A.M.

II. Members Attending: Esther Guzman  
Katie Matas  
Donna Siloti  
Cyrise Smith

Members Absent: Jillian Rakos

III. Old Business

1. Some of the tiles in the lobby need to be regouted.
2. The door to the story time room was replaced.
3. Several ceiling tiles are missing throughout the main public area.

IV. New Business

1. Donna Siloti is the new Designated Person.
2. The Circulation Department book trucks need to be checked for stability. Unsafe trucks need to be repaired or replaced.

The next meeting will be February 26, 2003 at 11:30 A.M.

Respectfully submitted,



Katie Matas





CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

T H E C A L I F O R N I A S T A T E L I B R A R Y

# CONNECTION

L I B R A R Y O F C A L I F O R N I A

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## *The Library and Information Technology Program at Sacramento City College:*

# Introducing the library profession

By Sarah Dalton  
Connection Editor

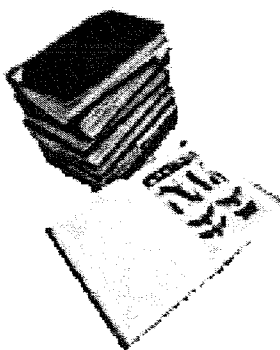
The Library and Information Technology (LIT) program at Sacramento City College (SCC) is one of the few community college occupational library programs in California. Library professionals at SCC have created the LIT program to give students concrete tools for accessing and organizing information at any kind of library while they earn the "career certificate" and associate degree in LIT.

Though invaluable for any student, classes such as "Introduction to Internet and Searching Strategies" and "Library Reference Sources" are perfect for people who *already* work in libraries.

SCC's public services librarian, Pamela Posz, has coordinated the LIT program for the last 4 of the program's 33 years. Posz says that library technical assistants have many roles in over 100 libraries in Sacramento county and that many of those people must learn library science basics on the job. In fact, Posz says, in some rural areas, people are running libraries without formal training.

The LIT program not only trains library employees (a great boost for libraries), the certified library science training and accompanying degree or certificate also helps entry-level employees "move on in their careers," says Posz. The LIT certificate helps "command a better salary" and promotions.

Many community college students return to school looking for new careers. Returning student Shannon Economou, who commutes 30 miles to Sacramento City College, is in her last semester of SCC's program. Economou was working part-time in Placer County's Sierra



College library when she realized she "wanted a career in a library." "It never occurred to me," she says, "that I could work in my favorite place. It's like working in See's Candy to me. All the instructors encourage me and my fellow students to continue on for a library science degree."

Cathy Chenu-Campbell, automation and technical services librarian at SCC, teaches LIT's

technical services classes which focus on what she calls "back room functions" such as cataloging, book selection and acquisition. Although Chenu-Campbell was hired to manage technical services, she has been an instructor for 20 years. "It's my favorite part of my job," she says. "The people in the program are here because they want to be, not because the courses are prerequisites. I feel more like a consultant than a teacher because I'm here to help them learn what they want to know. Every semester I have at least one student who applies for an advanced library science program."

Chenu-Campbell says that "for many people, this level of library science education makes sense; an advanced degree wouldn't fit. It's a nice way for people to test the waters while supporting themselves working in libraries, doing what they love."

Some LIT programs throughout California's community colleges are: Cuesta College, San Bernardino Valley College, San Francisco City College, Diablo Valley College and Foothill College. For men and women who work in libraries and want to advance their careers, or for those who are curious about the library world, these programs are great places to start.

For further information about the LIT program at Sacramento City College contact Pamela Posz at 916-558-2186 or email [poszp@mail.scc.losrios.cc.ca.us](mailto:poszp@mail.scc.losrios.cc.ca.us).

# Sharon Davis brings *Capitol Kitty* to California State Library, benefits Book Fund

By Robert Daseler

Communications Office, California State Library

On December 4th, First Lady Sharon Davis held a book-signing event in the historic room 500 at the California State Library, drawing children, teachers, librarians, and government administrators to the renovated facility.

Davis is the author of a new children's book, *The Adventures of Capitol Kitty*, which she read aloud to an assembled audience of third graders. The book tells a fictional story about a real cat that lives on the grounds of the Capitol building.

Television news crews and capital reporters recorded the event for posterity, and hundreds of copies of the book were sold, benefiting the Governor's Book Fund, which is administered by the California State Library Foundation.

Gary Kurutz, executive director of the foundation, welcomed visitors and explained the connection between the book and the foundation. State Librarian Dr. Kevin Starr then introduced the First Lady after placing *The Adventures of Capitol Kitty* in the context of cats in



First Lady Sharon Davis signs a copy of her new book, *'The Adventures of Capitol Kitty,'* recently at the State Library.

mythology, literature, and popular culture.

Davis thanked the foundation for its role in administering money for the Governor's Book Fund, the sole beneficiary of sales of *The Adventures of Capitol Kitty*. The Governor's Book Fund was established by Gov. Gray Davis and his wife to raise money for the purchase of books for school libraries. Carole Talan of the California State Library's Library Development Services Bureau was instrumental in the creation of the fund, as well, working closely with the governor's office to set it up.

Free copies of *The Adventures of Capitol Kitty* were distributed to all the children present, and copies were donated to their school libraries. Adults were allowed to purchase copies from the foundation.

Sharon Davis sat at a table and signed copies of the book for almost two hours as a long line of purchasers filed by her.

Mattie Taormina, special assistant to the State Librarian working in conjunction with the governor's office, arranged the reception and book signing. *The Adventures of Capitol Kitty* is available at most retail outlets.

## *Bibliography 2003* useful for all Californians

By Sarah Dalton

Connection Editor

California's senators and assembly-members must have meticulous data and research as they address California's key issues. Now, particularly with the newly elected legislature settling into a new session of representing the people of California, it's crucial that elected officials have fast access to disparate policy information. Reports and research material are the backbone of the government's answers to the state's most powerful questions; they ultimately shape which bills become laws.

The California State Library's California Research Bureau (CRB), one of California's premier think-tanks, provides research and policy analysis and organizes material for the legislative and the executive branches of California government.

Library professionals, library patrons and scholars everywhere will soon be able to tap into one of the extraordinary resources that CRB has created for the new legislators, the *California Public Policy Bibliography 2003*. Everyone, from students to senators, can access, and

use, the bibliography by simply clicking on the CRB website, <http://www.library.ca.gov/html/statseg2a.cfm>.

The *Public Policy Bibliography 2003*, a CRB publication, is a comprehensive list of public policy resources for issues facing California. Designed to address policy interests of all assembly standing committees, the *Public Policy Bibliography 2003* encompasses approximately 2,500 items. The contents are organized according to Assembly committee jurisdiction, plus a section on general issues of California's economy, population, and homeland security.

In anticipation of releasing the bibliography for public access, Dean Misczynski, director of the CRB, says, "This effort draws from the expertise of policy experts and librarians within the bureau, and the rich collection of the California State Library." Misczynski adds, "It is our hope that this publication will be of value not only to legislative and executive policy makers, but also to educators, librarians, students, and those in the private sector

Please see *Public policy*, page 8

*Putting out the electronic welcome mat:*

# Libraries design services to help seniors feel connected

By Valerie Reinke  
Literacy Consultant,  
Library Development Services Bureau  
California State Library

Every day of the year, more than 5,500 people in the U.S. turn 65. By the year 2030 the older population will more than double to about 70 million thanks to the baby boomers - one of the largest generations in American history - who are just beginning to move into their retirement years.

Public libraries have always considered seniors a part of their target population and have worked to provide responsive services for them in a variety of ways. Large print books, homebound services, and myriad volunteer opportunities have been part of the library offering for some time. The question remains: are we doing enough? And, secondarily, are we prepared to meet the needs of the boomers, who have been described by the AARP and the media as a whole new breed of senior?

Charlene Ashendorf spends a lot of time thinking about seniors and their needs as the Senior Coordinator at Newport Beach Public Library. "My grandiose plan would be to go into every senior center and nursing home and establish Internet capabilities," she declares. "Seniors are avid readers, but in many cases they are stuck in a nursing home or stuck within themselves and can't talk about what they've read. I'm convinced the future for keeping seniors connected is computers."

Ashendorf had planned to embellish the library's very active homebound service with e-mail buddies. Her idea was that homebound seniors would communicate their reading reflections and request new titles from trained volunteers. She was dismayed to discover that only one retirement community in Newport Beach had Internet capabilities. Though she's had to modify her original concept, she is currently working with that site to develop a model for senior living that she hopes other facilities will emulate.

"Even among my volunteers, many of whom are seniors, almost a third do not have e-mail themselves," Ashendorf notes. In fact, nationwide, only 28 percent of adults age 65 and older have a computer - slightly less than half the figure for the general population - and only 12 percent of older persons use the Internet at home.

Ashendorf predicts that baby boomers are going to want computers wherever they go once they retire. "There are going to have to be a lot of changes in the next 15 years," she



states. She sees the library playing a leading role in introducing adaptive technologies and in providing training to seniors who would like to learn about computers and the Internet.

Glendale Public Library has been providing computer training tailored to seniors for some time. However, when they noticed that seniors were taking the same classes over and over

again, they decided to take the next step and videotape the classes. Kathy Sheppard, development coordinator, explains: "The videos are intended to reinforce the learning process for seniors who want to increase their computer skills. We hope the taped instruction will help reduce anxiety and reluctance about using computers independently."

With Library Services and Technology Act (LSTA) funds, a federal grant program for libraries, the library has partnered with the local cable channel to produce these videotapes. Sheppard anticipates that seniors as well as the disabled community will use them, and even those whose schedules don't permit them to attend the library classes. The videos can be borrowed from the library or seen on the local public TV channel.

The videos will feature an in-studio audience of senior students and each will be dedicated to one of the following topics: "Introduction to Computers," "Searching the Internet," and "E-mail." Sheppard plans to make copies available to all California public libraries at the end of the LSTA grant cycle.

The library has learned to adapt to the pace and interests of the seniors, according to Sheppard, though it's been difficult to generalize about this population. "They come to our classes with varying skill levels and different levels of motivation. We had a gentleman who was going through chemotherapy and was still dedicated to learning the Internet." It's her hope that videotaped instruction will make it that much easier for seniors, mobile or homebound, to access the services the library provides.

This project will use Outcomes Measures for evaluation, in an effort led by the CSL to introduce those concepts into LSTA project management.

Kristie Coons, head of Community & Support Services at Kern County Library, is also in the process of implementing an LSTA grant to give seniors the computer

# California Public Libraries hanging on

By Liz Gibson

Planning Consultant, Library Development Services Bureau  
California State Library

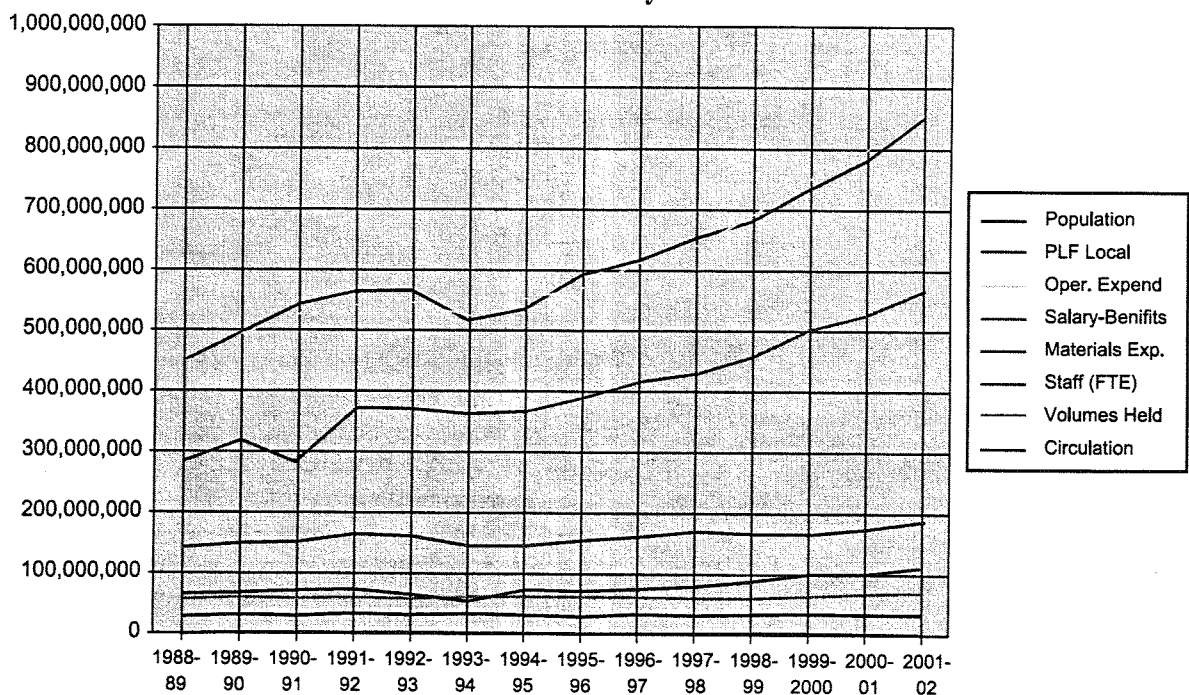
Preliminary data is in from California public libraries for the 2001/02 fiscal year, and statewide averages show a continued, albeit slow, rise in funding and a commensurate increase in service levels. The table below shows the increases in basic fiscal and service indicators from 1988/89 (the first year in which we have reliable data in electronic format) through 2001/02. The table shows a general upward trend, but the increases are neither dramatic nor have they kept up with the rate of inflation in most cases.

**Table 1: Statewide Totals By Fiscal Year**

Fiscal Year	Oper. Exp.	Salary-Ben.	Materials Exp.	Staff (FTE)	Volumes Held	Circulation
1988-89	\$452,215,000	\$281,675,000	\$61,562,000	9,798.56	54,073,000	140,223,000
1989-90	\$498,451,000	\$320,176,000	\$65,655,000	10,296.21	56,656,000	144,398,000
1990-91	\$532,179,000	\$281,648,000	\$69,148,000	10,583.87	56,845,000	150,547,000
1991-92	\$546,382,000	\$372,348,000	\$72,038,000	10,507.70	58,136,000	160,760,000
1992-93	\$550,269,000	\$372,759,000	\$62,635,000	10,116.49	58,359,000	158,802,000
1993-94	\$529,021,000	\$364,171,000	\$53,483,000	9,321.54	58,516,000	145,657,000
1994-95	\$556,486,000	\$365,561,000	\$71,062,000	9,868.17	59,395,000	146,722,000
1995-96	\$577,728,000	\$389,114,000	\$69,262,000	10,010.83	59,955,000	151,034,000
1996-97	\$617,402,000	\$415,265,000	\$72,095,000	10,371.79	61,252,000	159,670,000
1997-98	\$647,094,000	\$430,460,000	\$78,452,000	10,556.00	61,107,000	164,429,000
1998-99	\$695,091,000	\$458,448,000	\$86,863,000	10,937.14	61,254,000	162,965,000
1999-2000	\$754,028,000	\$497,138,000	\$96,456,000	11,441.76	63,791,000	165,687,000
2000-01	\$800,036,000	\$528,293,000	\$103,637,000	11,664.50	64,559,000	171,822,000

Chart 1, below, graphs these values over the same time period. The downturn during the last recession, from 1992 through 1994, is certainly evident in all of the indicators. Such a downturn statewide has not been seen through 2001/02 figures. However, there is a clear leveling off, or decrease, in the values from many of the individual libraries, and there is little doubt that there will be an impact on the statewide figures for this 2002/03 fiscal year when they are aggregated next fall.

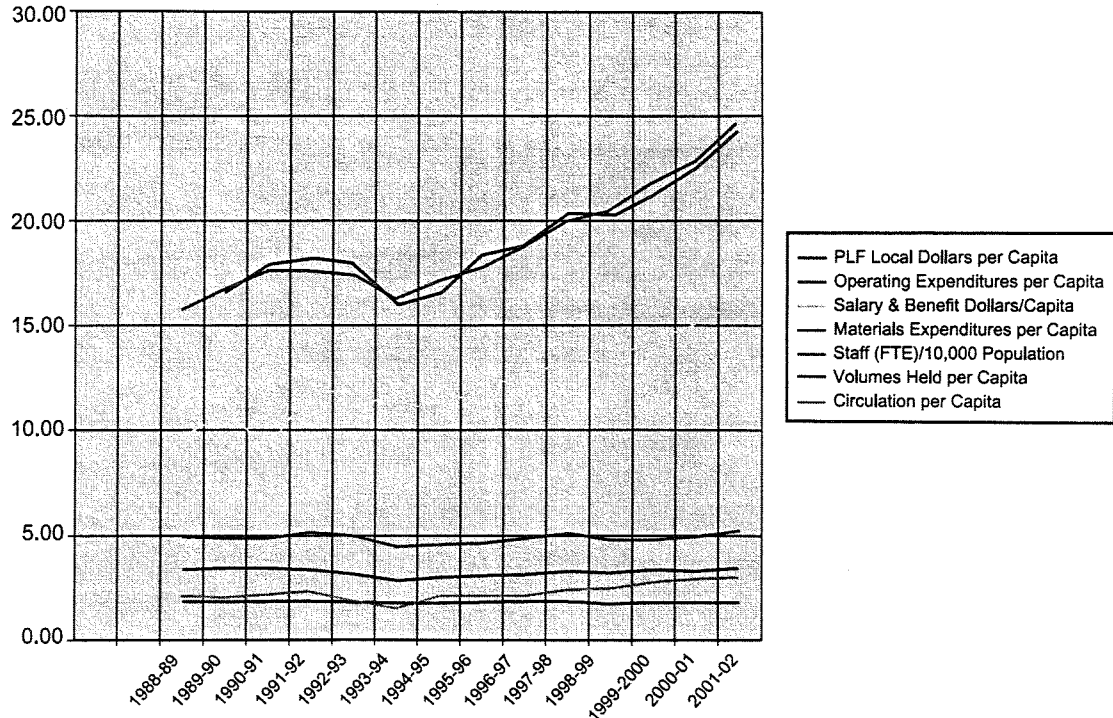
**Chart 1: Statewide Totals By Fiscal Year**



## Hanging On

The final chart in this article displays the same financial and service indicators for this time period, on a per capita basis. The trends are very similar to those in the first chart, showing raw dollars. Library budgets seem to have been keeping pace with population growth, though not with inflation.

Statewide Per Capita Figures By Fiscal Year



This article provides just some quick preliminary summaries of the data for 2001/02 and comparisons back in time. There are still seven public libraries from which data has not yet been received, and all public libraries are currently reviewing the preliminary data for 2001/02 for possible errors in input or additional data to provide. After the file is finalized in late January 2003, additional analyses will be prepared for subsequent issues of *Connection*.

For additional information about the California library statistics collection program, contact Liz Gibson, planning consultant, at 916-653-6752 or [lgibson@library.ca.gov](mailto:lgibson@library.ca.gov).

## Electronic welcome mat

training they need, but she's also looking to provide a framework for socializing and connecting.

The library is gearing up to offer "Senior Wednesdays" where the computer lab will play host to a guest speaker - say from the field of healthcare - whose presentation will have an application to technology. After hearing the speaker, the seniors will be encouraged to visit related websites and to do further research and investigation on the topic.

This, in tandem with weekly computer training classes, should help Kern County seniors achieve a certain comfort level with computers, Coons hopes. And her goal is to reach the oldest of seniors. "I'm not too worried about the baby boomers or the current sixty year olds, I'm more concerned with the oldest seniors among us who are healthy and who are just trying to cope in an increasingly automated society."

To get a true sense of the needs of the county's seniors,

the library regularly convenes a senior advisory group. This group has enthusiastically endorsed the upcoming programming with what Coons describes as a sense of urgency. "They see the world becoming more computerized - even everyday language has changed - and they know that if they don't learn it now they will truly be left on the outside looking in."

The Library Services to Seniors (Newport Beach Public Library), The Senior Internet Training Video Project (Glendale Public Library), and the Seniors Information Highway (Kern County Library) are supported by the U.S. Institute of Museum and Library Services under the provisions of the LSTA, administered in California by the State Librarian.

For more information about these three projects, contact Valerie Reinke at (909) 786-0455 or at [vreinke@library.ca.gov](mailto:vreinke@library.ca.gov).



# Final five 1st cycle grant awards approved

By Richard Hall  
Library Bond Act Manager  
Office of Library Construction

At its December 19, 2002, meeting the California Public Library Construction and Renovation Board unanimously voted to approve grant awards for the following 1st cycle Library Bond Act applications:

Project Name	Applicant	State Grant
Julian Branch Library	San Diego, County of	\$ 2,490,634
Lemon Grove Library	Lemon Grove, City of	\$ 3,830,882
Logan Heights Library	San Diego, City of	\$ 5,359,724
Manor Branch Library	San Leandro, City of	\$ 3,800,856
Visalia Library	Tulare, County of	\$ 3,426,131
<b>TOTAL:</b>		<b>\$18,908,227</b>

This amount added to the \$130,318,102 previously awarded at the December 2, 2002, meeting brings the 1st cycle total grant award amount to \$149,226,329. The remaining \$773,671 in 1<sup>st</sup> cycle funding will now be allocated during the 3rd and final cycle.

The Office of Library Construction will accept applications for the 2nd cycle until 5 pm. on March 28, 2003. After staff review of the applications submitted, the Board will meet to allocate the \$110 million set-aside for that cycle probably some time in the fall of 2003.



## December 13th marks the first Library Bond Act application assistance videoconference

On December 13, 2002, the Office of Library Construction held its first videoconference for the workshop entitled "How to Apply for a Library Bond Act Grant." As part of the California State Library's initiative to reach out to rural areas, the workshop was teleconferenced from the Sacramento Public Library to three remote locations: Chico, Grass Valley and Ukiah. The daylong workshop was captured on videotape and will be available via the Office of Library Construction's web site in the form of a web cast with an index, which will allow viewers to go directly to the section of the workshop that they need to learn about at any time in the future.

Because of this electronic access, it is not anticipated at this time that the introductory workshop will be offered again in a live setting. OLC staff is always available for telephone consultation and may be contacted using the *Staff Contacts by Activity* list available on the OLC website at: <http://www.olc.library.ca.gov/staffcontact.asp>.

## Cindy Costales leaves CSL to become Paloma Valley Library branch head

Cindy Costales, literacy consultant for the California State Library (CSL), left the CSL December 13 to become the new branch manager for the Paloma Valley Library in the city of Menifee of the Riverside County Public Library System. The library opened in July 2002 and is located on the Paloma Valley High School campus. Hired by the CSL in May 2001, Ms. Costales was in charge of the California Library Literacy Services Families For Literacy (FFL) program that breaks the cycle of illiteracy by engaging the children of functionally illiterate adults in family-oriented activities designed to promote reading readiness and the joy of reading. She has been a champion for the use of Equipped for the Future (EFF), the National Institute for Literacy's standards-based reform initiative aimed at improving literacy service outcomes. She also developed the Parent Survey used in FFL and Library Literacy and Books Services (LLABS) programs around the state to measure outcomes of these programs for parents and their pre-school children. Ms. Costales also participated as an advisory group member of a Library Services and Technology Act (LSTA)-funded training program for public libraries to develop library services programs for Californians with disabilities.



# Training Corner

Provider: **Infopeople**

Course: *Desktop Publishing on a Shoestring*

Dates and locations:

Tuesday, January 7, 2003, Cerritos Public Library

Wednesday, January 22, 2003, California State Library

Wednesday, February 5, 2003, Bakersfield-Beale Memorial Library

Thursday, February 20, 2003, San Bernardino Public Library

Thursday, February 27, 2003, San Francisco Public Library

<http://www.infopeople.org/WS/workshop/Workshop/105>

Provider: **Infopeople**

Course: Library Construction 101

Date and location:

Tuesday, January 14, 2003, San Jose Public Library

<http://www.infopeople.org/WS/workshop/Workshop/76>

Provider: **Infopeople**

Course: *When Being Nice Isn't Working: Service, Safety, and Security at the Moment of Truth*

Dates and locations:

Wednesday, January 8, 2003, Fresno County Public Library

Thursday, January 23, 2003, San Bernardino Public Library

<http://www.infopeople.org/WS/workshop/Workshop/110>

Provider: **Infopeople**

Course: *Raising Private Dollars for Public Libraries*

Dates and locations:

Friday, January 24, 2003, San Francisco Public Library

Thursday, February 13, 2003, Cerritos Public Library

Tuesday, March 4, 2003, San Jose Public Library

<http://www.infopeople.org/WS/workshop/Workshop/122>

Provider: **Infopeople**

Course: *Science & Technology Resources on the Internet*

Dates and locations:

Monday, January 27, 2003, San Francisco Public Library

Thursday, February 20, 2003, Cerritos Public Library

Tuesday, March 11, 2003, San Jose Public Library

<http://www.infopeople.org/WS/workshop/Workshop/121>

Provider: **Infopeople**

Course: *Library Laws for the Web Environment*

(distance learning course)

<http://www.infopeople.org/WS/workshop/Workshop/86>

Provider: Infopeople

Course: *Evaluating Internet Resources*

(distance learning course)

Tuesday, December 3, 2002 -- Tuesday, January 14, 2003

<http://www.infopeople.org/WS/workshop/Workshop/108>

Provider: **Infopeople**

Course: *Teaching Spanish-Speaking Patrons How To Use The Internet*

Dates and locations:

Friday, January 17, San Diego Public Library

Monday, February 10, Ventura County Library-E.P.Foster

Monday, March 3, Cerritos Public Library

<http://www.infopeople.org/WS/workshop/Workshop/100>

Provider: **Infopeople**

Course: *Staffing for Results: Working Smarter*

Dates and locations:

Tuesday, January 21, 2003, Cerritos Public Library

Wednesday, January 22, 2003, San Diego Public Library

Friday, February 28, 2003, San Francisco Public Library

<http://www.infopeople.org/WS/workshop/Workshop/111>

Provider: **Infopeople**

Course: *Library Laws for the Web Environment*

(distance learning course)

<http://www.infopeople.org/WS/workshop/Workshop/86>

Provider: **Infopeople**

Course: *Survival Spanish for Library Staff*

Dates and locations:

Tuesday, January 7, 2003, San Jose Public Library

Wednesday, January 22, 2003, Ventura County Library, EP Foster Branch

Tuesday, February 11, 2003, Cerritos Public Library

<http://www.infopeople.org/WS/workshop/Workshop/112>

Provider: **Infopeople**

Course: *Cataloging Electronic Resources*

Dates and locations:

Thursday, January 23, 2003, San Francisco Public Library

Thursday, February 6, 2003, Los Angeles Public Library

Tuesday, February 25, 2003, Rancho Cordova

Community Library

<http://www.infopeople.org/WS/workshop/Workshop/106>

Provider: **Infopeople**

Course: *Science & Technology Resources on the Internet*

Dates and locations:

Monday, January 27, 2003, San Francisco Public Library

Thursday, February 20, 2003, Cerritos Public Library

Tuesday, March 11, 2003, San Jose Public Library

<http://www.infopeople.org/WS/workshop/Workshop/121>

Provider: **Infopeople**

Course: *Building a Dynamic Web Site with Dreamweaver MX*

Dates and locations:

Friday, January 10, 2003, San Francisco Public Library

Friday, January 31, 2003, Cerritos Public Library

Friday, March 7, 2003, California State Library

<http://www.infopeople.org/WS/workshop/Workshop/114>

Provider: **Infopeople**

Course: *Genealogy Resources on the Internet*

Dates and locations:

Tuesday, February 11, San Francisco Public Library

Tuesday, March 4, Cerritos Public Library

Tuesday, March 18, San Jose Public Library

Thursday, April 3, Ventura County-EP Foster Branch

Monday, April 21, San Diego Public Library

Thursday, May 8, Fresno County Public Library

Thursday, May 22, Los Angeles Public Library

<http://infopeople.org/WS/workshop/Workshop/107>

## 2003

### February

**February 18-19, 2003**

Library of California board meeting, Sacramento

### March

**March 6-8, 2003**

Public Library Association (PLA) Spring Symposium, Chicago

### April

**April 6-12, 2003**

National Library Week

**April 10-13, 2003**

Association of College & Research Libraries (ACRL),  
11th National Conference, Charlotte, North Carolina

### May

**May 2-7, 2003**

Medical Library Association (MLA) Annual Conference, San Diego

**May 28-29, 2003**

Library of California board meeting, Sacramento

### June

**June 7-12, 2003**

Special Libraries Association (SLA) Annual Conference, New York City

**June 19-25, 2003**

American Library Association (ALA) Annual Conference, Toronto, Canada

## CONNECTION

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Articles for inclusion in a  
future issue of the  
*Connection* are welcomed.  
Please submit articles or  
suggestions to the *Connection*  
editor, Sarah Dalton.

from page 2

## Public policy

concerned about public policy issues."

The *Public Policy Bibliography* 2003 includes hundreds of links to documents on the world wide web. The bibliography's users have immediate access to publications of government agencies, private organizations, and think tanks, as well as to numerous articles in journals and other periodicals. Users who access the bibliography via <http://www.library.ca.gov/html/statseg2a.cfm> can simply click on links in order to view or download many documents. Detailed source citations enable users to find other listed resources through their local libraries.

Charlene Simmons, CRB's assistant director, general law and government, says "This year we added links on 40-50% of the citations. It's a wonderful reference tool that directs the user to good sources on public policy issues."

For further information, contact Charlene Simmons at 916-653-1252 or email [csimmons@library.ca.gov](mailto:csimmons@library.ca.gov).



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California Public Library Construction  
and Renovation Board  
<http://www.olc.library.ca.gov/board.asp>



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# CONNECTION

LIBRARY OF CALIFORNIA

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*Library Profile:*

## San Francisco Public Library's Deaf Services Center

By Sarah Dalton  
*Connection* Editor

During the 2002 winter holidays, an intrepid University of Bristol student was vacationing in San Francisco. Instead of window shopping in the Haight-Ashbury, or sipping Irish coffees in Ghirardelli Square, the youth spent three days where he felt most comfortable: San Francisco Public Library's Deaf Services Center, an institution that embodies San Francisco Public Library's service to people with disabilities.

When the Americans with Disabilities Act (ADA) became law in 1990, people with disabilities gained basic access rights. In the library world, that meant all people *had to* get into library buildings, to use library restrooms, to move from floor to floor in libraries and to get the information they need from libraries as independently as possible.

One of California's largest public libraries, San Francisco Public Library (SFPL), mines the subtext of the ADA's rudimentary language, and takes the ADA law a step further. SFPL, according to Access Services Manager, Marti Goddard, "embraces" not just the rules, but the "spirit of the ADA."

SFPL makes that commitment concrete through its access services, based at SFPL's main branch. Those services include assistive

technology, the Library for the Blind and Print Disabled, the Resource Collection for Learning Differences, Project Read, the Library on Wheels, Friends for Life, and the Deaf Services Center (DSC).

### *Deaf Services Center*

Someone unfamiliar with deaf culture might wonder why a *library* needs a Deaf Services Center. The traditional library, one assumes, is perfectly suited for deaf and hard-of-hearing people. The library holds, and celebrates, silent, written worlds where one need not speak, or hear, to discover texts and resources.

That's a myth. Marti Goddard explains why: "American Sign Language

is as different from English as any spoken language. People assume that deaf people read and write English - they don't: many have never heard English." Goddard says that the "culturally deaf," those people born to deaf parents and educated in deaf schools, do not see themselves as "disabled" but as part of a unique and viable culture with which a traditional library might not be familiar.

To further complicate the myth, microcosms exist in the deaf community. Goddard reports that a "vast number" of the center's patrons are



Access Services Manager, Marti Goddard, points out the ASL sign for "sun" on the Deaf Services Center mural at San Francisco Public Library.

*Please see Library Profile, page 2*

from page 1

## Library Profile

those born to hearing parents and those who are newly hard-of-hearing. Though part of the same deaf community as the culturally deaf, these groups have modified needs. For library staff to customize customer service for the community's disparate groups requires patience, compassion and expertise. SFPL Main's staff exudes those qualities.

When experts like Goddard, and her colleagues Arden Wong and Orkideh Sassouni show the newcomer the DSC, they reveal the center's subtle, and highly deliberate, technological and architectural features.

During a tour, their hands flying in American Sign Language as they narrate, what looks like an elegant, glassed-in reading/conference area evolves into a new cultural environment. The visitor learns that the round tables and comfortable chairs make signing and communicating easy. The visitor appreciates how the windowless room prevents sunny "back-lighting," a hindrance to signing. The visitor sees that the waist-high shelves allow patrons to communicate across the stacks. Finally, the visitor sees how the center's brilliant mural tells a San Francisco story through color and image and signs.

### Collection

Before SFPL established the DSC, SFPL's Roberto Esteves spearheaded a needs assessment of San Francisco's deaf community in the early 1980's. Esteves' research revealed that people in the deaf culture want books by and about deaf people. As a result, SFPL's Deaf Services Center has one of the largest collections of such materials in the western United States. Since opening over 20 years ago, the DSC has become a destination for deaf or hard-of-hearing people (and their families and associates) who need deaf-related texts and resources not available in their city, state (or country). The DSC's collection includes fiction and non-fiction books, magazines, videotapes, and other materials focusing on American Sign Language, sign language study, deafness, deaf culture, and related topics.

DSC librarian Arden Wong reports that many DSC

users are students (both hearing and deaf) seeking book periodicals and videos on American Sign Language for a concrete purpose. They are, Wong says, studying for the

"Registry of Interpreters for the Deaf" exam to become certified interpreters in the educational, medical, legal, theatrical and religious fields.

### SFPL-wide Effort

SFPL's commitment to the deaf community doesn't stop at the DSC. Goddard says that, throughout the main library, staff write back and forth with deaf patrons, an act which inductively teaches the

staff the needs of people with disabilities. When working with deaf or hard-of-hearing people specifically, or people with disabilities generally, SFPL staff members know to "take a breath, step back, and listen" - a tough thing to do when a staff member is alone on the desk and patrons are waiting.

The editors of *Guidelines for Library and Information Services for the American Deaf Community* (Chicago, IL: American Library Association, 1995) address this on-the-job challenge. Communicating with deaf or hard-of-hearing persons, the editors write, "requires additional effort, knowledge, patience and the use of assistive devices...Libraries are often...a community's sole source of impartial information and, therefore, have a responsibility to collect and provide such information to deaf people."

The learned young man from Bristol, a member of the international deaf community, knew that San Francisco Main's Deaf Services Center is a model of advanced library service for deaf and hard-of-hearing people, people whose disability can be invisible. It's a good thing to know about and a good place to visit - pass it on.

For more information about the San Francisco Public Library's Deaf Services Center go to [http://sfpl4.sfpl.org/access\\_services/Deafsrv\\_Center.htm](http://sfpl4.sfpl.org/access_services/Deafsrv_Center.htm) or contact Access Services Manager Marti Goddard at (415) 557-4557 or TTY at (415) 557-4433. You may also email Marti at [martig@sfpl.org](mailto:martig@sfpl.org).



Arden Wong and Orkideh Sassouni communicate in American Sign Language in the Deaf Services Center

*Library of California News*

## Governor appoints six new members to LoC board

By Chris Berger  
*Library Development Services  
California State Library*

Governor Gray Davis has appointed six new members to the Library of California (LoC) board, replacing four gubernatorial appointees whose terms had expired and filling two vacancies. The new members are Penny Kastanis, Dr. Michael Keller, Sonia Levitin, Lucy Lin, Paymaneh Maghsoudi, and Sarah Pritchard. The Governor also reappointed 2002 LoC board president, Victoria Fong, to the board.

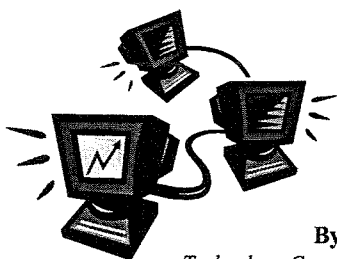
The new LoC board members all have considerable experience in the library profession or with libraries. Kastanis is the faculty/coordinator of California State University, Sacramento's School Library Media Teacher Credential program and also serves as the executive director of the California School Library Association. Keller is university librarian/director of academic information resources at Stanford University and is one of the leading experts on digitized libraries. Levitin, a published author, is a volunteer and advisory member to the Library and Archives of the Simon Wiesenthal Center and

Museum of Tolerance. Lin is a librarian/teacher at the Lowell Elementary School and Bixby Elementary School of the Long Beach Unified School District. Maghsoudi is the library director of Whittier Public Library. Pritchard is the university librarian at the University of California, Santa Barbara.

The Library of California, enacted in 1998, is a statewide networking program of public, school, college and university, and special libraries that have agreed to share each other's collections and resources to answer the work, educational, and lifelong learning informational needs of all Californians. The LoC board is the administrative body of this program and of the California Library Services Act of 1978.

Four LoC board members will be leaving because their terms of service have expired. They are former LoC board president James Dawe, former vice president Kim Wang, Access Services Committee chair Mary Purucker, and member Ed Harris.

The first meeting of the LoC board, with its new members, for 2003 will be held February 18-19 in Sacramento.



## California Teleconnect Fund helps pay telecommunications cost

By Rushton Brandis  
*Technology Consultant, Library Development Services  
California State Library*

The California Public Utilities Commission (CPUC) provides discounted telecommunication services for qualifying schools, libraries, hospitals, and community-based organizations. How can it do this? The answer is the California Teleconnect Fund or CTF.

CTF is administered by the CPUC and provides an additional telecommunications cost discount beyond that offered through the federal Education Rate, or E-Rate, program. Qualifying libraries may receive a 50 percent discount for all one megabyte (1MB) services, Centrex, PBX Trunks, Switched 56, Integrated Services Digital Network (ISDN) service, T-1 service, DS-3, Synchronous Optical Network (SONET), Advanced Digital Network (ADN), Switched Multimegabit Data Service (SMDS), Asynchronous Transfer Mode (ATM), and Frame Relay Service.

The one-time application covers all identified lines.

A new application should be submitted when adding more lines. Libraries must also be eligible to participate in the state-based funding programs under the Library Services and Technology Act (LSTA) to qualify for the CTF discounted rates for libraries. The California State Library provides a certificate that a library is eligible for LSTA.

For background on CTF and an application form, visit the CPUC website at [www.cpuc.ca.gov/static/industry/telco/public+programs/ctf.htm](http://www.cpuc.ca.gov/static/industry/telco/public+programs/ctf.htm). A chart showing current library participation in both the E-Rate and CTF programs is available at [www.library.ca.gov/assets/acrobat/CTF\\_and\\_Erate\\_chart.pdf](http://www.library.ca.gov/assets/acrobat/CTF_and_Erate_chart.pdf).

For additional information on the CTF application process, contact your telecommunications carrier. For questions about library certification for LSTA eligibility, contact Rushton Brandis at (916) 653-5471 (phone) or [rbrandis@library.ca.gov](mailto:rbrandis@library.ca.gov) (email).

# San Diego backs library expansion

By Arian Collins

Senior Public Information Officer  
San Diego Public Library

The City of San Diego Public Library is undergoing a \$312.3 million overhaul of its library system that will result in 24 new or improved libraries, including a new main library, over the next 10 years. The city has also increased the library system's operating budget.

"This is a very exciting time for the San Diego Public Library," said Mary Walshok, chair of San Diego's Board of Library Commissioners. "We are very fortunate to have wide support for libraries from elected officials, community leaders and the general public."

Funding for the building program will include \$177 million in city-issued bonds, \$43 million in redevelopment funds, and \$53 million in grants and private donations. The city will gather the remaining money through development impact fees, facilities benefit assessment fees, federal funds and other city accounts.

Because fund-raising is such a major part of the financing plan, the San Diego Public Library Foundation has been created to seek private and corporate donations to help fund the program. Chairing the foundation is Jim Dawe, former Library of California board president.

"Requesting donations can be a difficult proposition," said Dawe. "However, because this is such a worthwhile



program that benefits the entire city, we are confident that we will succeed."

The city council also approved a one-half percent increase in the library's portion of the city's general fund for four years to augment a Library Operation and Maintenance Fund. This translates to a 20 percent increase in the operating budget.

Although plans for library improvements had been studied for 30 years, it wasn't until San Diego Mayor Dick Murphy took office in 2001 that those plans solidified. Murphy

made 10 specific goals for his first term that included building a 21<sup>st</sup> century library system for the entire city.

"Focusing on the library system as a whole was key to getting the plan approved because it will benefit all parts of the city," San Diego Public Library Director Anna Tatár said. "This allowed the entire city council to back the plan."

Tatár also credits support from the Friends of the Library and the Board of Library Commissioners for helping get the library's operating budget increased.

The first project under the plan will be a new 26,000-square-foot Point Loma Branch Library that's scheduled to open in fall 2003.

"We have been working so hard for this plan to become a reality, there's now a great sense of relief," Tatar said. "There is still plenty of hard work ahead, but this will be the fun part."

## California children lead nation in essay contest

By Robert Daseler

Communications Office, California State Library

California schoolchildren lead the nation in submissions to Letters About Literature, a nationwide essay contest for students in grades 4-12.

According to the latest tabulation by the Library of Congress, Letters About Literature has received 8,609 entries from California for the 2003 competition, fully 27 percent of the total nationwide of 31,232.

Last year California students wrote only 1,890 of the letters.

Letters About Literature is sponsored in California by the California State Library and the California Center for the Book. Dr. Natalie Cole, director of the Center for the Book, attributes the four-fold increase in California numbers to the greater participation of the

California Department of Education and the California School Library Association in the contest. Barbara Jeffus at the CDE has been instrumental in enlisting the support of school librarians for the project.

Letters About Literature is organized nationwide each year by the Center for the Book at the Library of Congress. Students in grades 4-12 write letters to the authors of their favorite books. Winners are selected on three age levels for national awards. In California, State Librarian Dr. Kevin Starr hosted an awards ceremony for the winners in 2002. In California prizes for winners are awarded in the spring.

For more information about Letters About Literature, please call Dr. Natalie Cole at the California Center for the Book, (310) 206-2464 or [nacole@ucla.edu](mailto:nacole@ucla.edu).





# New California Legislators

In November 2002, California elected new state senators and assembly members. So that California's libraries have a bird's eye view of their new representatives, *Connection* has grouped the new legislators by the counties that the legislators represent:

## Senate

Name	District	Counties Represented
Sam Aanestad	4	Butte, Colusa, Del Norte, Glenn, Nevada, Placer, Shasta, Siskiyou, Sutter, Tehama, Trinity, Yuba
Jeff Denham	12	Madera, Merced, Monterey, San Benito, Stanislaus
Dean Florez	16	Fresno, Kern, Kings, Tulare
Roy Ashburn	18	Inyo, Kern, San Bernardino, Tulare
Gilbert Cedillo	22	Los Angeles
Dennis Hollingsworth	36	Riverside, San Diego
Denise Moreno Ducheny	40	Imperial, Riverside, San Diego

## Assembly

Name	District	Counties Represented
Patty Berg	1	Del Norte, Humboldt, Lake, Mendocino, Sonoma
Doug LaMalfa	2	Butte, Colusa, Glenn, Shasta, Siskiyou, Sutter, Tehama, Trinity
Rick Keene	3	Butte, Lassen, Modoc, Nevada, Plumas, Sierra, Yuba
Lois Wolk	8	Solano, Yolo
Alan Nakanishi	10	Sacramento, San Joaquin
Leland Yee	12	Alameda, San Francisco, San Mateo
Mark Leno	13	Alameda, San Francisco
Loni Hancock	14	Alameda, Contra Costa
Guy Houston	15	Contra Costa, Santa Clara
Gene Mullin	19	San Mateo
Sally Lieber	22	Santa Clara
Greg Aghazarian	26	Merced, San Joaquin, Stanislaus
John Laird	27	Monterey, Santa Cruz
Steve Samuelian	29	Fresno, Tulare
Nicole Parra	30	Fresno, Kern, Kings, Madera
Kevin McCarthy	32	Kern, Tulare
Bill Maze	34	Kern, San Bernardino
Cindy Montanez	39	Los Angeles
Lloyd Levine	40	Los Angeles
Fabian Nunez	46	Los Angeles
Mark Ridley-Thomas	48	Los Angeles
Mervyn Dymally	52	Los Angeles
Rudy Bermudez	56	Los Angeles
Bob Dutton	63	San Bernardino
John Benoit	64	Riverside
Ray Haynes	66	Riverside
Todd Spitzer	71	Orange
George Plescia	75	San Diego
Shirley Horton	78	San Diego
Bonnie Garcia	80	Imperial, Riverside

For more information about California's legislators, visit the California State Senate ([www.sen.ca.gov](http://www.sen.ca.gov)) or the California State Assembly ([www.assembly.ca.gov](http://www.assembly.ca.gov)) home pages.

# Public Library Building needs top \$4 billion

By Liz Gibson

*Planning Consultant, Library Development Services  
California State Library*

California public library facilities need a lot of improvement. This is the implication of the results of the California State Library's latest biennial building needs survey. With 80 percent of the public libraries reporting, the dollar figure for building needs through 2010 stands at \$4,064,094,665. This figure does not include any of the projects funded in the recent first cycle of the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000, with awards totaling \$149 million. There will be another \$201 million in awards from that bond act by the end of 2004.

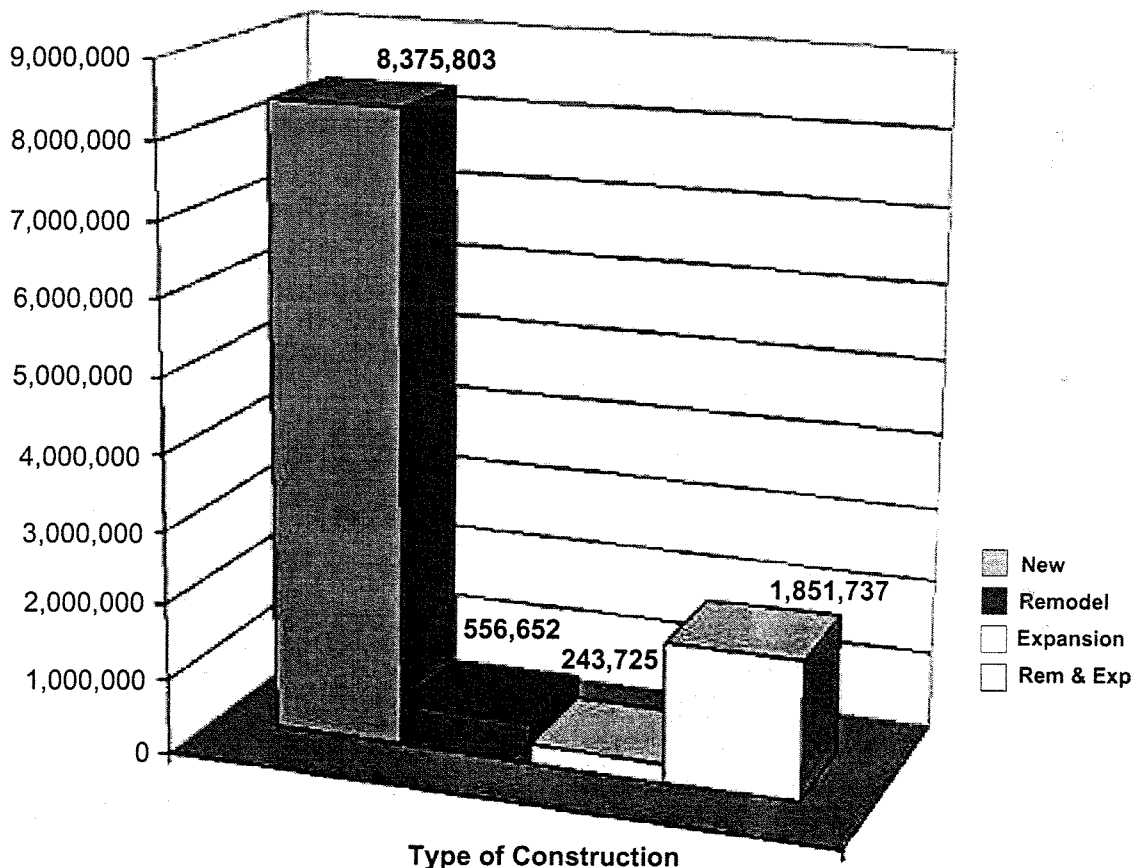
The survey documents 556 needed projects, more than 400 of which are for new construction.

One hundred and twenty-three libraries reported building needs ranging from as little as \$25,000 for tiny Susanville Library District in Lassen County to more than \$500 million for the County of Los Angeles Public Library. Twenty libraries have reported no current needs for new construction, expansion, or remodeling through 2010. Thirty-seven libraries have not reported; it is expected that the needs of these non-reporting libraries are small.

Immediate needs (2003-2005) are documented at over \$2.5 billion, while 2006-2010 needs come in at about \$1.5 billion.

As the chart below demonstrates, the survey shows a need for over 8 million square feet of new construction, over half a million in remodeling, 250,000 square feet in expansion needs, and almost 2 million in combined remodel/expansion projects.

**California Public Library Building needs in Square Feet  
2003 - 2010**



The results of this survey continue the recent trend showing increasing library facility needs as the existing buildings age, California's population continues to grow, and the number of persons using public libraries expands, along with their increasing demand for more electronic equipment for public use. Clearly, public library facilities are in need of significant upgrades to continue to provide and improve upon the services their users are requesting.

For further information about the public library buildings survey, contact Liz Gibson at (916) 653-6752 (phone) or [lgibson@library.ca.gov](mailto:lgibson@library.ca.gov) (email).



# Training Corner

Provider: **Infopeople**

Course: *Getting Started with XML*  
(with Eric Lease Morgan, Head of the Digital Access and Information Architecture Department at the University Libraries of Notre Dame)

Dates and locations:

Tuesday, March 11, San Francisco Public Library  
Wednesday, March 12, California State Library  
Friday, March 14, Cerritos Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/116>

Provider: **Infopeople**

Course: *Developing Spanish and Latino Interest Collections Using the Web and Online Sources*

Dates and locations:

Thursday, March 6, San Francisco Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/109>

Provider: **Infopeople**

Course: *Desktop Publishing on a Shoestring*

Dates and locations:

Thursday, February 20, 2003, San Bernardino Public Library  
Thursday, February 27, 2003, San Francisco Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/105>

Provider: **Oakland Public Library**

Course: *Fighting Cyber Crime: How are Libraries Involved?*

Date and Location:

Wednesday, February 19, 2003, Oakland Public Library  
Time: 9:30-11:30 a.m.

To Register:

Space is limited. Respond to Amy Apel by February 14, 2003.  
[aapel@oaklandlibrary.org](mailto:aapel@oaklandlibrary.org) or 510-238-3270

Provider: **Infopeople**

Course: *When Being Nice Isn't Working: Service, Safety, and Security at the Moment of Truth*

Date and locations:

Monday, February 10, San Diego Public Library  
Wednesday, February 26, Ventura County Library-E.P.Foster  
Tuesday, March 11, Contra Costa County Library  
- Pleasant Hill  
Tuesday, March 25, Chico Branch Library  
<http://www.infopeople.org/WS/workshop/Workshop/110>

Provider: **Infopeople**

Course: *Raising Private Dollars for Public Libraries*

Dates and locations:

Thursday, February 13, 2003, Cerritos Public Library  
Tuesday, March 4, 2003, San Jose Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/122>

Provider: **Infopeople**

Course: *Science & Technology Resources on the Internet*

Dates and locations:

Thursday, February 20, 2003, Cerritos Public Library  
Tuesday, March 11, 2003, San Jose Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/121>

Provider: **Infopeople**

Course: *Library Laws for the Web Environment*  
Distance Learning Course  
<http://www.infopeople.org/WS/workshop/Workshop/86>

Provider: **Infopeople**

Course: *Managing Your Digitization Project*  
Distance Learning Course  
Tuesday, February 4, 2003 -- Tuesday, March 4, 2003  
<http://www.infopeople.org/WS/workshop/Workshop/123>

Provider: **Infopeople**

Course: *Teaching Spanish-Speaking Patrons How To Use The Internet*

Dates and locations:

Monday, February 10, Ventura County Library-E.P.Foster  
Monday, March 3, Cerritos Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/100>

Provider: **Infopeople**

Course: *Staffing for Results: Working Smarter*

Dates and locations:

Friday, February 28, 2003, San Francisco Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/111>

Provider: **Infopeople**

Course: *Survival Spanish for Library Staff*

Dates and locations:

Tuesday, February 11, 2003, Cerritos Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/112>

Provider: **Infopeople**

Course: *Cataloging Electronic Resources*

Dates and locations:

Thursday, February 6, 2003, Los Angeles Public Library  
Tuesday, February 25, 2003, Rancho Cordova Community Library  
<http://www.infopeople.org/WS/workshop/Workshop/106>

Provider: **Infopeople**

Course: *Building a Dynamic Web Site with Dreamweaver MX*

Dates and locations:

Friday, March 7, 2003, California State Library  
<http://www.infopeople.org/WS/workshop/Workshop/114>

Provider: **Infopeople**

Course: *Genealogy Resources on the Internet*

Dates and locations:

Tuesday, February 11, San Francisco Public Library  
Tuesday, March 4, Cerritos Public Library  
Tuesday, March 18, San Jose Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/107>

Provider: **Infopeople**

*presents Gary Price teaching ...*

Course: *There's More to Web Research than Google!*

Dates and locations:

Tuesday, February 18, California State Library  
Thursday, February 20, San Jose Public Library  
Monday, February 24, San Francisco Public Library  
<http://www.infopeople.org/WS/workshop/Workshop/102>

## 2003

### February

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**February 18-19, 2003**

Library of California board meeting, Sacramento

**February 19, 2003**

Library Service and Technology Act (LSTA) Advisory Council on Libraries meeting, Sacramento

### March

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**March 6-8, 2003**

Public Library Association (PLA) Spring Symposium, Chicago

### April

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**April 6-12, 2003**

National Library Week

**April 10-13, 2003**

Association of College & Research Libraries (ACRL),  
11th National Conference, Charlotte, North Carolina

### May

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**May 2-7, 2003**

Medical Library Association (MLA) Annual Conference, San Diego

**May 28-29, 2003**

Library of California board meeting, Sacramento

### June

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**June 7-12, 2003**

Special Libraries Association (SLA) Annual Conference, New York City

**June 19-25, 2003**

American Library Association (ALA) Annual Conference, Toronto, Canada

### July

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**July 12-16, 2003**

American Association of Law Libraries (AALL), Annual Conference, Seattle

### August

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**August 20-21, 2003**

Library of California board meeting, Sacramento

### October

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**October 22-26, 2003**

American Association of School Librarians (AASL)  
National Conference, Kansas City, Missouri

### November

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**November 15-17, 2003**

California Library Association (CLA) Annual Conference, Ontario

**November 18-19, 2003**

Library of California board meeting, Ontario

## CONNECTION

is the website newsletter of the  
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Articles for inclusion in a  
future issue of the  
*Connection* are welcomed.  
Please submit articles or  
suggestions to the *Connection*  
editor, Sarah Dalton.

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and Renovation Board  
<http://www.olc.library.ca.gov/board.asp>