

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Meeting Unusual Date

June 30, 2003

**Library Conference Room
Administration**

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. Determine the Library Trustee Interview Questions

4. Interview Library Trustee Candidates and select nominee to be submitted to the Orange County Board of Supervisors for appointment to the Placentia Library District Board of Trustees for a term expiring the first Friday of December 2004 in compliance with California Education Code Chapter 9, Section 19612.

5:00 P.M. Robert J. Dewey
5:15 P.M. Jean A. Turner
5:30 P.M. Richard DeVecchio, Ed.D.
5:45 P.M. Ken Neidiger
6:00 P.M. F. Owen Holmes, Jr.

5. Minutes of the May 13, 2003 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

6. 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).

7. 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.

8. 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.

9. Library Director's Report

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

10. Friends of Placentia Library Board of Directors Report

11. Placentia History Room Committee Report

CLAIMS (Items 12 - 15)

Presentation: Library Director
Recommendation: Approve by Motion

Items 12 – 15 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.

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

No Nonstandard Claims were processed during this report period.

13. Claims forwarded by the Library Director and Library Trustees. (Approve)

Claims 4443, 4444, 4445, 4447 and 4448 forwarded by Library Director for a total of \$30,682.21; and Claims 4449, 4450, 4451, 4452, 4453, 4454, 4455, 4456, 4457, 4458, 4459, 4460, 4461, 4462, 4464 and 4465 forwarded by Library Trustees for a total of \$98,615.34 for a total Claims forwarded of \$129,297.55; and Payroll 4463 forwarded by Library Trustees for \$29,765.42 for a grand total of Claims and Payroll of \$159,062.97.

14. Current Claims and Payroll (Approve)

Claims 4466 and 4467 for a subtotal for Claims of \$22,019.56; and Payrolls 4468 for \$30,603.80 and 4469 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$83,227.16.

15. FY2002-2003 Cash Flow Analysis through June 30, 2003, FY2003-2004 Cash Flow Analysis through June 30, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 16 - 20)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16 – 20 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

16. Financial Reports for May 2003 (Receive & File)

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

GENERAL CONSENT CALENDAR (Items 21 – 42)

Presentation: Library Director
Recommendation: Approve by Motion

Items 21 – 42 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

21. Building Maintenance Report for May 2003 (Receive & File)
22. Personnel Report for May 2003 (Receive, File, and Ratify Appointments)
23. Volunteer Report for May 2003 (Receive & File)
24. Circulation Report for May 2003 (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
26. Legislative Alerts from the California Special Districts Association and the California Library Association. (Receive & File)
27. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
28. Status Report on Partnerships with Community Organizations. (Receive & File)
29. Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on May 5 & 6, 2003. (Receive & File)
30. California Special Districts Association (CSDA) announcement of a workshop to be held at Placentia Library District on August 19, 2003 by the Special District Risk Management Authority (SDRMA). (Receive & File)
31. Application to County of Orange Community Social Programs Funds for grants awarded by Orange County Supervisor Cynthia Coad. (Receive & File)
32. Notification from the Special District Risk Management Authority (SDRMA) of the California Special Districts Association (CSDA) that its merger with the Special District Workers Compensation Authority has been approved by the members and will become effective July 1, 2003. Copies of additional by law amendments are included. (Receive & File)

33. Letter from Placentia Mayor Scott P. Brady dated May 27, 2003 regarding the Spanish Literacy Program. (Receive & File)
34. Agenda and Staff Report on the Fiscal Year 2003-2004 Budget for the Orange County Local Area Formation Commission (LAFCO). (Receive & File)
35. Grant inquiry for the English Language Literacy Intensive (ELLI) program submitted to the RGK Foundation. (Receive & File)
36. Grant application submitted to the Public Welfare Foundation for the ELLI program. (Receive & File)
37. Grant application submitted to the Bank of America Foundation for the ELLI program. (Receive & File)
38. Grant application submitted to the Coca Cola Foundation for the ELLI program. (Receive & File)
39. Grant application submitted to the Mighty Ducks Care Foundation for the ELLI program. (Receive & File)
40. Letter of application submitted to the Wells Fargo Bank Foundation for the Spanish Literacy program and the Placentia Rotary Reading Enrichment Program. (Receive & File)
41. Grant application submitted to Target Stores for the ELLI program. (Receive & File)
42. Letter from California State Librarian Kevin Starr dated May 6, 2003 extending the ELLI grant expenditure period to April 30, 2005. (Receive & File)

CONTINUING BUSINESS

43. 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

44. Staff Survey – Finalize Content and Schedule.

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

NEW BUSINESS

45. Motion to Continue the Spending Authorization of the Fiscal Year 2002-2003 Budget until August 31, 2003, pending adoption of the State Budget and the availability of Orange County Property Tax estimates.

Presentation: Library Director Minter
Recommendation: Adopt motion to Continue the Spending Authorization of the Fiscal Year 2002-2003 Budget until August 31, 2003.

46. Authorize and Set Date and Time for Staff Appreciation Dinner

Presentation: Library Board President

Recommendation: Authorize a budget and set date and time for Staff Appreciation Dinner

47. Determine level of liability limits for Special District Risk Management Authority (SDRMA) insurance renewal

Presentation: Library Director

Recommendation: Authorize renewal of SDRMA liability insurance policy with \$5.0 million limits for General Liability, Automobile Liability and Errors and Omissions coverages

STAFF REPORTS (Items 48 - 53)

Items 48 – 53 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.

- 48. Program Committee Report for May 2003 (Roberts)
- 49. Children's Services Report for May 2003 (Smith)
- 50. Placentia Library Literacy Services Report for May 2003 (Roberts)
- 51. Placentia Library Web Site Report for May 2003 (Roberts)
- 52. Publicity Materials Produced in May 2003. (Rakos)
- 53. Safety Committee Minutes for May 2003 (Matas)

ADJOURNMENT

- 54. Agenda Preparation for the July Regular Meeting, which will be held on Monday, July 21, 2003 at 6:30 P.M.
- 55. Review of Action Items.

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

- 56. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the June 30, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 26, 2003.



To: eminter@placentalibrary.org
From: gneill@csga.net
Subject: CSGA Weekly Legislative Update - June 27, 2003
Date: Fri, 27 Jun 2003 12:16:16 -0700

 CSGA Legislative

STATE BUDGET UPDATE

For years, the Capitol press corps opined that state budgets aren't passed until the temperature in Sacramento reaches 100 degrees or more. This week it did and where's the budget? There was, nevertheless, floor debates in the Senate on Assembly Bill 1769 and Assembly Bill 1766, the Senate Democrats' budget and sales tax package. The package was debated on Tuesday and Wednesday and both bills were defeated 24 to 14, along party-line votes. Senate Democrats say they won't cut further, while Senate Republicans remain opposed to any budget that contains tax increases—hence the impasse. The Senate Democrats budget package contains significant cuts to cities and counties, with some smaller cuts to a number of special district programs, including, but not limited to, the elimination of booking fees. During the debates on Tuesday and Wednesday, Senate Democrats railed on Senate Republicans about their opposition to AB 1769 and AB 1766 without offering specifics relative to where the Senate Republicans would further cut state spending. Yesterday, Senate Republican Leader Jim Brulte announced that the Senate Republicans will present their list of proposed cuts, probably on Monday, and fully expects the Democrats to reject each of them. With 4 days left before the start of the new fiscal year, will anyone blink before July 1? As the Senate was debating the Senate Democrats' budget plan Tuesday and Wednesday, Assembly Democrats left Sacramento to, as Assembly Speaker Wesson stated, "visit every corner of California to tell the real budget-crisis story." Many Assembly Democrats held meetings with local elected officials urging them to support new revenues and "lobby Republican legislators to support the sales tax increase to save public safety and other essential local services." The Assembly is expected to consider a budget plan on the floor today or Monday. While the details of the Assembly Democrats' plan are somewhat vague, it appears that the hit on local governments will be significant and on-going for 3 years. As with the Senate Democrats' budget package, cities and counties bare the brunt of the reductions, but special districts should take no comfort, as we are still in the budget writers cross-hairs and may realize cuts before this budget story is written in final form. Whatever the details of the Assembly Democrats' budget plan, if today or Monday, it will not pass.

SENATE CREATES FISCAL RESTRUCTURING COMMITTEE

Yesterday the Senate passed Senate Resolution #24 by Senate President John Burton. The resolution creates the Senate Select Committee on Fiscal Restructuring, composed of 10 members appointed by the Senate Rules Committee. The Committee **shall submit its report to the Senate, including recommendations for appropriate legislation, no later than August 18, 2003.** This will allow the Senate to consider legislation recommended by the Committee during the final 4 weeks of this year's session. The resolution states in part: **"Whereas, It is in the best interest of all Californians to create an aligned revenue and expenditure structure that guarantees the most efficient provision of quality services on appropriate levels of government, while fostering a business climate that sustains economic growth in order to improve the quality of life for all of our citizens..."** The resolution also states: **"The committee is authorized and directed to (a) review and assess the existing state and local governmental structure and revenue sources pertaining thereto; (b) consider alternative or restructured revenue sources that might provide**

more reliable funding on a state and local level; (c) identify constitutional and statutory mandates that might be modified to increase financial flexibility at the state and local level; (d) consider ways and means to improve the evaluation of program performance at the state and local level; and, (e) recommend policy initiatives that will resolve the structure deficit.” Once the Senate Rules Committee appoints the members to the committee, it is anticipated that the committee will begin hearings immediately thereafter and meet during the summer to meet the August 18th report/recommendations deadline. The work of this committee **could** ultimately become more important to special districts than the state budget process. Stay tuned...

Report Your Local Outreach Progress

Remember to report your local outreach progress! The fight to protect local funding from state budget cutbacks continues. 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) to access copies of the materials and to keep us up-to-date on your activities and the outcome of your meetings. To report your progress, simply click on the red bar at the top of CSDA's homepage and fill out the form. 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.

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

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

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(877) 924-CSDA * www.csda.net

To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>
 Cc: "Susan McGlamery" <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
[\[mailto:owner-calix@listproc.sjsu.edu\]](mailto:owner-calix@listproc.sjsu.edu) On Behalf Of Susan Negreen
 Sent: Thursday, June 26, 2003 5:24 PM
 To: CLA Listserve- CALIX
 Subject: NEWS FROM THE CAPITOL

June 26, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

"WE ARE AT AN IMPASSE!" - SENATE UNABLE TO REACH AGREEMENT ON BUDGET

With California facing a July 1 fiscal deadline for passage of a state Budget, the Senate Democrat members on Tuesday and Wednesday placed an alternate Budget proposal before the body for vote. The new Budget bill, AB

1769-Oropeza is "double-joined" to a measure that would authorize the state

to levy a temporary one-half cent sales tax for the purpose of retiring \$10

billion in state bond debt. By "double-joining" the tax measure to the Budget, this would require that the Governor sign both bills in order for

them to become law.

Senate Budget Chair, Wes Chesbro (D-Arcata) presented AB 1769 on the floor

on Tuesday, and encouraged his Senate Republican colleagues to work cooperatively with the Democrats. He added, "We got in to this together,

and we need to get out of it together." Senate Republican Tom McClintock

(R-Thousand Oaks) countered, "For years, warnings about increased spending

by me and my colleagues were ridiculed, and ultimately ignored. We're told

this Budget is fiscally responsible and makes serious cuts. How is that

so, when we just tripled the car tax?" The Senate Republicans have been arguing for several months that they would prefer to see an additional 7 percent across-the-board cut in all departments, programs, and service areas, rather than tax increases. However, Senator Jack Scott, who Chairs the Senate Budget Subcommittee on Education Finance said that he wanted to "put faces on these cuts." He noted that if the Senate were to adopt the 7 percent across-the-board cut philosophy, it would equate to the denial of 35,000 potential students to the University of California system, and 25,000 to the CSU system - which is comparable to the entire CSU Long Beach campus. He added, "Do you want to create that kind of havoc?...I cannot, nor will not, support this kind of blood-letting." Senator Burton closed debate on Tuesday by stating, "This is where we are drawing the line to protect services." The Budget failed on a strict party-line vote of 24-14, with reconsideration granted for a future date.

Senator Dede Alpert then presented her measure, AB 1766, which is the one-half cent sales tax increase companion measure to the Budget. She explained that one of the major bond rating houses, Moody's, has told California that in order to protect the state's already downgraded bond rating, "we need 1) an on-time Budget, 2) a dedicated revenue stream, and 3) structural reform." Senator Alpert added that there was precedent for the temporary one-half cent sales tax increase, as a similar effort was launched in the 1990's after the Loma Prieta earthquake. She called California's massive Budget deficit a "fiscal earthquake. If you don't want this tax, we will need to cut \$2 billion this year, and for the next four years." The sales tax bill similarly failed on a strict party-line vote.

Then, on Wednesday, the Senate made a second attempt at placing the Budget bill and sales tax measure before the House. During this debate, tempers flared, frustration mounted, and Senate President pro Tem John Burton declared, "We are at an impasse!" Senate Republican Leader Jim Brulte expressed his concern that the Budget Conference Committee hadn't met in weeks and appeared to have no intent to do so, while a scheduled meeting between legislative leaders and the Governor (known as the "Big 5") had been cancelled, with no alternative dates proposed. Senator Martha Escutia (D-Whittier) said that she was concerned with what appeared to be a

"tyranny of the minority" approach by the Republicans, and added, "Right now compromise is not a two way street. It's a one-way street, apparently. It's called 'my way or the highway.'" The Budget again failed on a vote of 24-14.

When Senator Alpert presented the one-half cent sales tax bill again for a second time, she said, "I feel a bit like the main character in the movie 'Groundhog Day'." The bill failed on party lines.

When the Senate met this morning they passed a resolution to establish the Select Committee on Fiscal Reform, which will consist of ten Senate members, whose charge, according to Senator Burton, will be to address "ways to deal with the fiscal problems of the state and the relationship between state government and local government." The Select Committee will have a completion deadline of August 11th. Near the end of session, Senator Chesbro rose to remind his colleagues that the Senate is "five days away from the Constitutional deadline" to pass a state Budget. He noted that there was a "Senate Democrat plan in place, and I rise to insist, and implore my Republican colleagues to pass the Budget or offer solutions." Senator Tom McClintock rose to argue that with the Democrats plan, "every man, woman, and child will have to spend \$250 more to the state," as the Budget proposes approximately \$8.5 billion in new taxes and fees. Numerous Senators then subsequently rose to offer pointed comments, perspectives, and/or solutions regarding the impasse, but ultimately there was no meeting of the minds. The Senate will reconvene tomorrow at 8:30 a.m.

Meanwhile, in the Assembly, this week Assembly Democrats abandoned the Capitol and cancelled committee hearings for the purpose of holding a series of town hall meetings with local government representatives in various Republican strongholds throughout the state. Their goal was to encourage support of the speedy passage of a Budget and to lobby for a one-half cent sales tax. Republican press releases this morning said the Democratic effort, "turned out to be a bust - no big surprise." Amid this hostility, the Assembly plans to address the Budget bill tomorrow or Monday.

Executive Director
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916-447-8541

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

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-----calix--

Placentia Library Board Calendar

June 2003 - May 2004

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June

- 2 7:00 PM Friends Board Meeting, Wood
- 19 ALA Annual Conference, Toronto, through Jun 25
- 26 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 6:30 PM Library Board Meeting

Dec 2003						
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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

Jan 2004						
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August

- 19 8:30 AM Placentia Hosts SDRMA Workshop
- 25 6:30 PM Library Board Meeting

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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, Resort at Squak Creek, through September 18
- 22 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

Feb 2004						
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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

Mar 2004						
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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
- California Library Association Annual Conference, Ontario, through Nov 17.
- 24 6:30 PM Library Board Meeting
- 27 Library Closed for Thanksgiving

Apr 2004						
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Placentia Library Board Calendar

June 2003 - May 2004

Jun 2003						
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December

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

January

- 5 7:00 PM Friends Board Meeting, Wood
- 9 American Library Association Midwinter Meeting, through Jan 14
- 17 5:30 PM Chamber Mixer
- 20 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

February

- 2 7:00 PM Friends Board Meeting, Dinsmore
- 17 6:30 PM Library Board Meeting
- 24 Public Library Association Biennial Conference, Seattle, through Feb 28
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 1 7:00 PM Friends Board Meeting, Shkoler
- 6 9:30 AM Friends of Placentia Library Author's Luncheon
- 16 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 5 7:00 PM Friends Board Meeting, Escobosa
- 20 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

May

- 3 7:00 PM Friends Board Meeting, New Trustee
- 18 6:30 PM Library Board Meeting
- 23 Library Closed for Monday Holiday
- 24 Library Closed for Memorial Day
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

Dec 2003						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

May 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					

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Determine the Library Trustee Interview Questions
DATE: June 30, 2003

BACKGROUND:

A list of possible questions will be distributed at the meeting. These questions can be modified and additional questions may be added. It is recommended that the same questions be used with each candidate.

An evaluation form will also be available for Board use.

RECOMMENDATION:

Develop a list of questions to be used during the interviews.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Trustee Interviews**
DATE: June 30, 2003

BACKGROUND:

The Library Trustee applications are Attachment A.

The Library Trustee candidates have been asked to appear at the following times:

5:00 P.M. Robert J. Dewey
5:15 P.M. Jean A. Turner
5:30 P.M. Richard DeVecchio, Ed.D.
5:45 P.M. Ken Neidiger
6:00 P.M. F. Owen Holmes, Jr.

RECOMMENDATION:

Interview Library Trustee Candidates and select nominee to be submitted to the Orange County Board of Supervisors for appointment to the Placentia Library District Board of Trustees for a term expiring the first Friday of December 2004 in compliance with California Education Code Chapter 9, Section 19612.

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
APPLICATION FOR APPOINTMENT TO TERM EXPIRING IN
DECEMBER 2004

Agenda Item 4
Attachment A
Page 1 of 5

NAME Robert J. Dewey PHONE 714-572-9839

ADDRESS 1030 Holt Dr Placentia, CA 92870

OCCUPATION Retired

EMPLOYER _____

BUSINESS ADDRESS _____

OCCUPATION FOR PAST THREE YEARS Retired

PUBLIC ELECTED OFFICES CURRENTLY HELD: _____

N/A

PUBLIC ELECTED OFFICES PREVIOUSLY HELD: _____

N/A

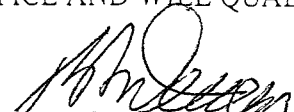
YEARS RESIDENCE IN CALIFORNIA 25 CITIZEN OF U.S. (YES () NO

ADDRESS FOR PAST FIVE YEARS SAME AS ABOVE

STATEMENT OF INTEREST IN PLACENTIA LIBRARY DISTRICT: ENSURE
the dissemination of library district
info to all citizens of Placentia. Help to
form a bond with members of the community
so they feel free to take advantage of the
educational opportunities afforded them
by the Placentia Library

IF APPOINTED, I WILL ACCEPT THE OFFICE AND WILL QUALIFY FOR THAT OFFICE.

DATE 5/20/03


SIGNATURE

APPLICATION MUST BE RECEIVED BY LIBRARY ADMINISTRATIVE OFFICE BY 5:00PM, THURSDAY, MAY 22, 2003.

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
APPLICATION FOR APPOINTMENT TO TERM EXPIRING IN
DECEMBER 2004

Agenda Item 4
Attachment A
Page 2 of 5

NAME Jean A. Turner PHONE 714-579-3324
ADDRESS 530 Lyons Way, Placentia, CA 92870
OCCUPATION Homemaker
EMPLOYER —
BUSINESS ADDRESS —

OCCUPATION FOR PAST THREE YEARS Independent Contractor
PUBLIC ELECTED OFFICES CURRENTLY HELD: Secretarial Services
HS House Community Resource Committee
PUBLIC ELECTED OFFICES PREVIOUSLY HELD: —

YEARS RESIDENCE IN CALIFORNIA 60 CITIZEN OF U.S. YES () NO
ADDRESS FOR PAST FIVE YEARS Same as above

STATEMENT OF INTEREST IN PLACENTIA LIBRARY DISTRICT: Reading
is a favorite hobby. I worked in
the library while attending UC Berkeley.
I was library chairman for three years
when my children were in elementary
school. I encourage family & friends
to use library services. I am pro-library

IF APPOINTED, I WILL ACCEPT THE OFFICE AND WILL QUALIFY FOR THAT OFFICE.

DATE May 1, 2003 Jean A. Turner
SIGNATURE

APPLICATION MUST BE RECEIVED BY LIBRARY ADMINISTRATIVE OFFICE BY 5:00PM, THURSDAY, MAY 22, 2003.

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
APPLICATION FOR APPOINTMENT TO TERM EXPIRING IN
DECEMBER 2004

Agenda Item 4
Attachment A
Page 3 of 5

NAME Richard DeVecchio, Ed.D. PHONE 714-524-5020

ADDRESS 2130 Fremont Ave. Placentia

OCCUPATION Retired Educator

^{Past} EMPLOYER Fulton College, U.P. of Student Services (1979-1999)

BUSINESS ADDRESS —

OCCUPATION FOR PAST THREE YEARS ~~_____~~ ~~_____~~ Retired

PUBLIC ELECTED OFFICES CURRENTLY HELD: None

PUBLIC ELECTED OFFICES PREVIOUSLY HELD: None

YEARS RESIDENCE IN CALIFORNIA 23⁺ CITIZEN OF U.S. (X) YES () NO

ADDRESS FOR PAST FIVE YEARS Same as above since 1979

STATEMENT OF INTEREST IN PLACENTIA LIBRARY DISTRICT: Librarians have been an important part of my life since I learned to read. While attending college, I worked as a custodian, at the front desk, as a reader to children and as the bookmobile driver in a city library. I believe, my many years of experience as an educational administrator with responsibility for personnel and multiple budgets, will be of particular value to the library, staff, and the community.

IF APPOINTED, I WILL ACCEPT THE OFFICE AND WILL QUALIFY FOR THAT OFFICE.

DATE May 16, 2003

Richard C. DeVecchio
SIGNATURE

APPLICATION MUST BE RECEIVED BY LIBRARY ADMINISTRATIVE OFFICE BY 5:00PM, THURSDAY, MAY 22, 2003.

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
APPLICATION FOR APPOINTMENT TO TERM EXPIRING IN
DECEMBER 2004

NAME Ken Neidiger PHONE 714-961-1277
ADDRESS 815 Azalea Ave. Plac.
OCCUPATION Mailroom Lead
EMPLOYER Wet Seal Inc.
BUSINESS ADDRESS 26972 Burbank Foothill Ranch, CA
OCCUPATION FOR PAST THREE YEARS Mailroom Clerk, lead warranty tech.
PUBLIC ELECTED OFFICES CURRENTLY HELD: None

PUBLIC ELECTED OFFICES PREVIOUSLY HELD: None

YEARS RESIDENCE IN CALIFORNIA 53 CITIZEN OF U.S. (YES () NO

ADDRESS FOR PAST FIVE YEARS 815 Azalea Ave.
Placentia, CA

STATEMENT OF INTEREST IN PLACENTIA LIBRARY DISTRICT: There
is a need to reduce the number of
hours of television children watch. The
more children read, the less the tele-
vision is watched. Reading and studying
can improve one's imagination as well as
knowledge. I will bring to the board my love
and respect of books

IF APPOINTED, I WILL ACCEPT THE OFFICE AND WILL QUALIFY FOR THAT OFFICE.

DATE 05/22/03

Ken Neidiger
SIGNATURE

APPLICATION MUST BE RECEIVED BY LIBRARY ADMINISTRATIVE OFFICE BY
5:00PM, THURSDAY, MAY 22, 2003.

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
APPLICATION FOR APPOINTMENT TO TERM EXPIRING IN
DECEMBER 2004

Agenda Item 4
Attachment A
Page 5 of 5

NAME F. Owen Holmes, Jr. PHONE 714-572-1916

ADDRESS 1137 Dover Way Placentia, CA 92870

OCCUPATION University Administrator

EMPLOYER California State University, Fullerton

BUSINESS ADDRESS PO Box 6810, LH-809 Fullerton, CA 92834-6810

OCCUPATION FOR PAST THREE YEARS Director of State & Federal Relations

PUBLIC ELECTED OFFICES CURRENTLY HELD: None

PUBLIC ELECTED OFFICES PREVIOUSLY HELD: None

YEARS RESIDENCE IN CALIFORNIA 17 CITIZEN OF U.S. () YES () NO

ADDRESS FOR PAST FIVE YEARS Same as above

STATEMENT OF INTEREST IN PLACENTIA LIBRARY DISTRICT: I am a resident
of Placentia and am currently serving on the Bond Oversight Committee
for the Placentia-Yorba Linda Unified School District. I am also on the City
of Placentia's Revitalization Committee. I believe that libraries are portals of
democracy. They play an important role in community engagement, enlightenment and
as a great equalizer among diverse groups. I am seeking ways to give back to
the community in which I live. Serving as a trustee of the library district would
be another way for me to do so.

IF APPOINTED, I WILL ACCEPT THE OFFICE AND WILL QUALIFY FOR THAT OFFICE.

DATE 5-19-03


SIGNATURE

APPLICATION MUST BE RECEIVED BY LIBRARY ADMINISTRATIVE OFFICE BY
5:00PM, THURSDAY, MAY 22, 2003.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 13, 2003**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 13, 2003 at 12:03 P.M.

ROLL CALL **Members Present:** President Al Shkoler; Trustees Betty Escobosa and Gaeten Wood; and Library Director Elizabeth Minter.

Member Absent: Trustee Peggy Dinsmore.

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

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

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

MINUTES It was moved by Trustee Escobosa, seconded by Trustee Wood to approve the Minutes of the April 21, 2003 Regular Meeting.

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

ORAL COMMUNICATIONS No members of the public requested to address the Board.

PRESIDENT'S REPORT President Shkoler reported that Sandra Stark has offered to have the Staff Appreciation Dinner at her house. This item will be on the June Agenda.

President Shkoler suggested the Library present the outgoing Chamber of Commerce President, Glenn Miller, with a plaque. Trustee Wood will coordinate with Development Director Jillian Rakos the preparation of a book plaque.

President Shkoler inquired into the status of the book collection that is being done in honor of Sandra Stark. Library Director Minter reported that the collection is in the process of being purchased.

President Shkoler reported that Assemblywoman Daucher will be having a fundraiser on June 5 and he invited the trustees to attend.

President Shkoler reported that he attended the graduation for the Library's Spanish Literacy program on April 22.

TRUSTEE REPORTS

Trustee Wood thanked the Board for changing the time of the Board Meeting to accommodate her schedule.

Trustee Escobosa reported that she attended the most recent Friends of Placentia Library meeting and was impressed with the work they do.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that former employee Jerry Choice is now in hospice care in Fallbrook. The Library has sent her a card and gift.

Library Director Minter reported that the Library a bid on five items of equipment and furniture being auctioned by the Arroyo Seco Library Network. The Library won the bids for a Minolta copier, projector, conference table, and color laser printer for a total purchase price of \$5,254.00.

Library Director Minter announced the resignations of two staff members: Children's Librarian Cyrise Smith and Circulation Supervisor Amnah Darwish.

Library Director reminded the trustees that three trustee signatures will be needed on all claims while she is on vacation.

**FRIENDS OF
PLACENTIA
LIBRARY**

Friends of Placentia Library President Eleanore Rankin reported that the Friends had approved the funds for completing the remodeling of the Children's storyhour room and will approve the funds for the Staff Appreciation Dinner at their June meeting.

CLAIMS

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

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

Claims forwarded by the Library Director: Claims 4431, 4432, 4433 and 4434 forwarded by Library Director for a total of \$10,015.23.

Claims 4435, 4436, 4437, 4438, 4439 and 4440 for a subtotal for Claims of \$16,462.06; and Payrolls 4441 for \$28,648.14 and 4442 for \$28,648.14 for a subtotal for Payrolls of \$57,296.28; with a combined total of Claims and Payroll of \$73,758.34.

FY2002-2003 Cash Flow Analysis through May 30, 2003 and recommendation that transfer of \$50,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption) be authorized.

AYES: Shkoler, Escobosa, Wood
NOES: None
ABSTAIN: None

ABSENT: Dinsmore

**FINANCIAL
REPORTS**

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

Financial Reports for April 2003

Official General Ledger & Check Registers for April 2003

Acquisitions Report for April 2003

Collection Agency Report for April 2003

Gifts Report for April 2003

AYES: Shkoler, Escobosa, Wood

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Escobosa and seconded by Trustee Wood to receive and file Agenda Items 18 through 27.

Building Maintenance Report for April 2003.

Personnel Report for April 2003

Volunteer Report for April 2003

Circulation Report for April 2003

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

Legislative Alerts from the California Special Districts Association and the California Library Association.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Placentia Civic Center Authority Audits for Fiscal Year ending June 30, 2001 and June 30, 2002.

Report on transition to Blue Cross, the new medical insurance carrier, effective April 1, 2002.

AYES: Shkoler, Escobosa, Wood

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

**LEGISLATIVE
ISSUES**

Library Director Minter reported that Governor Davis will be issuing his budget revisions on May 14. She said that the Governor's current recommendation does not include property tax shifts.

**APPOINTMENT OF
BOARD SECRETARY**

It was moved by Trustee Wood and seconded by Trustee Escobosa to appoint Trustee Escobosa as Board Secretary for term expiring December 2003.

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

**INTERVIEW
PROCESS FOR NEW
TRUSTEE**

The Board members will interview applicants for the vacant trustee position between 5:00PM and 6:30PM on June 30 prior to the Regular Board Meeting. The trustees will prepare the questions to be asked the applicants at a Special Meeting to be held after President Shkoler returns from vacation.

STAFF SURVEY

The Board will edit the Employee Opinion Survey at the June 30th board meeting. President Shkoler requested that Library Director Minter ask the managers for their input.

**FISCAL YEAR 2003-
2004 BUDGET
PREVIEW**

Library Director Minter presented preliminary information on the 2003-2004 Budget. She explained that it looks like the ELLI grant is not going to be funded by the State Library. Four grant requests totaling approximately \$150,000 have been written to fund the program. She used a conservative 5% figure for property tax revenue and reduced the passport revenue. Actual individual medical costs have not been received yet from Blue Cross.

**APPROPRIATIONS
LIMITATION**

It was moved by Secretary Escobosa and seconded by Trustee Wood to read Resolution 03-05 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for the Fiscal Year 2003-2004.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Resolution 03-05 by roll call vote.

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

**FINES AND FEES
SCHEDULE**

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve the Fines and Fees Schedule for Fiscal Year 2003-2004 by roll call vote.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to authorize the publication of the Notice of Public Hearing for the August 18, 2003 Library Board Meeting at 6:30PM.

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

**HOLIDAY AND
LIBRARY PUBLIC
SERVICES
SCHEDULE**

It was moved by Secretary Escobosa and seconded by Trustee Wood to read Resolution 03-06 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure Schedule for Calendar Year 2003-2004.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Resolution 03-06 by roll call vote.

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

**PERSONNEL
ALLOCATION
SCHEDULE AND
ORGANIZATION
CHART**

It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2003-2004, effective July 1, 2003.

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

**SALARY
SCHEDULES**

It was moved by Trustee Wood and seconded by Secretary Escobosa to read Resolution 03-07 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the Placentia Library District of Orange County.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Resolution 03-07 by roll call vote.

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

STAFF REPORTS

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve Agenda Items 38-43.

Program Committee Report for April 2003.

Children's Services Report for April 2003.

Placentia Library Literacy Services Report for April 2003.

Placentia Library Web Site Report for April 2003.

Publicity Materials produced for April 2003.

Safety Committee Minutes for April 2003.

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

JUNE MEETING

The June Regular Library Board Meeting will be held on Monday, June 30, 2003 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 April 21, 2003 adjourned at 1:10 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 1:10 P.M. to discuss a personnel matter.

The Closed Session ended at 1:30 P.M.

President Shkoler reported that there was no report from the Closed Session.

Betty Escobosa
Secretary



MINUTES JUNE 2, 2003

FRIENDS OF PLACENTIA LIBRARY ANNUAL MEETING

President, Eleanor Rankin called the meeting to order. The following Directors were present: Eleanor Rankin, Virginia Walker, Ginny Sanatar, Camille Himes, Jill Botha, and Barbara Hemmerling. Jim Roberts represented the staff. There was no Trustee present.

The **minutes** of the May meeting were approved as read. **Treasurer**, Camille Himes reported a balance of \$12,842.92. The Friends are holding the \$3500 that was won by Pat Irot at the Disneyland awards. It is for use in the History Room. Pat Irot requested permission to use these monies during the summer when our board does not meet. Virginia Walker moved that Camille Himes be given permission to write checks up to the \$3500 amount. Jill Botha seconded this. The motion was carried. **Financial Secretary**, Ginny Sanatar, reported deposits for May of \$501.05: \$350.55 book sales, \$75.50, May Second Sunday Sale, \$75 memberships.

President's Report: 1) President Rankin is working on filling the vacancy on our board. She has several names. 2) The revision of the Bylaws is finished and ready for the secretary's signature. 3) President Rankin attended the May Trustees Meeting. Sandra Stark offered her home for the Staff Appreciation Dinner. Jill will attend the June meeting. 4) Author's lunch first Saturday of March with Kelly Lange. 5) After much work by Eleanor and Pat Irot the membership list is up to date. We have 412 members. 6) Jose Alvarez, 1101 Van Buren Placentia 993-3911 indicated an interest in volunteering with the Friends. 7) September Board Meeting will be Monday the 8 at 7 PM.

Chair Reports: 1) Bookstore for Nancy. These hours still need to be covered—Su-3-5; M-6-8; Tu-4-6&6-8. 2) Silent Auction, Jill Botha. The last month netted \$37. Jill is in need of good material for the auction. 3) Sunday Book Sales-Ginny Sanatar will take charge of calling the Salvation Army to pick up our unsold books. June 9 Pat Irot and Ted Farkas.

Library Reports: Jim Roberts for Elizabeth Minter. 1) There have been 5 applications for the Trustee vacancy. That is a good number from which to choose. 2) The crisis in the State of California budget will severely handicap our Literacy Program. The amount proposed would be only \$10,000 which will not fund even one position. The library has applied for 5 separate grants from corporations. 3) Jillian Rakos has taken over the position of Children's Librarian. Cyrise Smith's last day will be June 5. 4) Effective July 1. Mary Strazdas will be Head Reference Librarian. There will be no openings posted until the budget status is finalized. Existing staff will cover the position of Volunteer Coordinator and Public Relations that Jillian has been doing, for the present time.

Annah will be leaving mid summer. Her position will not be filled until budget considerations are set. 5) The Teen Mother Library Program at El Dorado High School was presented on May 8, 2003. Donna Bass, Ann Margaret Webb, and Mary Strazdas went to present the lapsit program to these young mothers with the hope they will come to the library during the summer months. The Friends funded this outreach project..

Announcements: June Chamber of Commerce Mixer at Family Credit 1. This will be a Bon voyage to Leana Proutt, Miss Placentia, as she leaves for Fresno to compete in Miss California.

Barbara Hemmerling, Secretary

June 25, 2003

TO: BOARD OF TRUSTEES
PLACENTIA LIBRARY

FROM: HISTORY ROOM VOLUNTEERS



1. Patron Hours for the History Room have been revamped for the summer months. We will be available for service to the public ONLY from 6 to 9 PM on Wednesday evenings. In September, we will resume our Monday night hours.

2. A new children's history of Placentia is just off the press and is available for sale in our History Room. The book, entitled, ELEPHANT RIDES FOR FREE, by Chris Lowe and Emily Roberts, is priced at \$12.95 which includes sales tax. Many of the photos were provided through the History Room, researched by Marie Schmidt; attribution is made in the book. Further recognition of our volunteer assistance is mentioned on the Acknowledgements page.

3. Assistance was given over some weeks to Steve Offilite for a project he is doing for the Orange County Supervisors. The project consists of obtaining a photo and short bio of each Supervisor through the years. Two Placentians have served as Supervisors. He has requested that we contact him regarding photos of WWII.

4. Currently, we have an El Dorado HS student volunteering to obtain Community Service hours needed for graduation.

5. Placentia Round Table Women's Club Nights group is finishing a huge project for us, which consisted of transferring thousands of newspaper photo negatives into archival storage - a yearlong project.

6. Currently on display is the history of newspapers in this city, with a handout which explains it for those interested. In addition, local authors' works are displayed. A handout on that subject is in preparation.

7. A repeat contact was made to several groups within the city to provide us with the group's history, namely, Meals on Wheels, West Atwood Yaght Club. Perhaps, you can encourage other groups to get a history to us so that we can archive it.

5. To spend our Disney Award from last year, we have asked Julie to order computer equipment to be placed in our patron room. It will enable patrons to research topics beyond our holdings. We have listings of websites which can be helpful. The remaining award monies will be spent on a digital video/CD camera.

6. Time well-spent went into acquiring Yearbooks from our local high schools. These are quite expensive items and we are most grateful that schools make this donation to our collection. (Valencie HS's

History Room Report Continued

6/25/03

HS's has not yet been obtained.) More patrons request access to the Yearbook collection than any other.

7. During May, we were kept quite busy with requests from third grade students who were assigned topics on local history as part of the 3rd Social Studies program required by the State of California Social Studies standards.

8. Goals for the coming year will be developed. We are mulling over a short History Lecture Series, assistance to Scouts for History badges, etc. Under consideration is the videotaping of workers from the Citrus Industry; this would supplant our original plan to create WWII veteran videotapes, which is a current CSUF Oral History Department project.

9. The workload continues and we are always trying to catch up.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
June 30, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
 Summary of Claims and Payroll Forwarded by the Library Director and Library Trustees
 June 30, 2003

	DATE	CLAIM NUMBER	AMOUNT
CLAIMS:			
LIBRARY DIRECTOR	May 15, 2003	4443	7,842.09
	May 15, 2003	4444	1,783.35
	May 15, 2003	4445	13,023.94
	May 22, 2003	4447	6,805.05
	May 22, 2003	4448	1,227.78
SUBTOTAL BY LIBRARY DIRECTOR			<u>\$ 30,682.21</u>
LIBRARY TRUSTEES			
	May 29, 2003	4449	2,247.89
	May 29, 2003	4450	7,131.80
	June 5, 2003	4451	35,884.16
	June 5, 2003	4452	1,313.12
	June 5, 2003	4453	2,197.29
	June 12, 2003	4454	9,734.80
	June 12, 2003	4455	127.62
	June 12, 2003	4456	22,003.78
	June 12, 2003	4457	1,618.43
	June 12, 2003	4458	195.29
	June 19, 2003	4459	5,864.84
	June 19, 2003	4460	2,771.69
	June 19, 2003	4461	678.15
	June 19, 2003	4462	4,957.83
	June 19, 2003	4464	910.99
	June 19, 2003	4465	977.66
SUBTOTAL BY LIBRARY TRUSTEES			<u>\$ 98,615.34</u>
TOTAL CLAIMS FORWARDED			<u>\$ 129,297.55</u>
PAYROLL	June 19, 2003	4463	<u>29,765.42</u>
TOTAL CLAIMS AND PAYROLL FORWARDED			<u><u>159,062.97</u></u>

Prepared by Donna Siloti

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

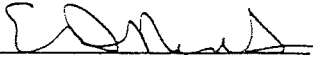
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

5/30/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55628		0700	00		7.21		
			1400	00		2,081.75		
						2,088.96		
	55629		1800	00		2,283.00		
						4,371.96		
N01903A Lectorum Publications, Inc. 205 Chubb Avenue Lyndhurst, NJ 07071-3520	512661		1800	09		83.85		
N03651 Waxie Sanitary Supply P.O. Box 81006 San Diego, CA 92138-1006	58330887		1000	00		1,252.65		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-05-524		1400	00		429.15		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	5/1/03 714-524-8408		0700	08		56.56		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	138554		1800	00		95.28		
	138557		1800	00		85.89		
						181.17		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062777		1400	00		1,100.00	2	
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030501		1900	00		366.75		

The claims listed above (totaling \$7,842.09) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

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

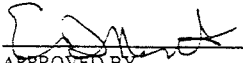
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

5/29/03

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
N16877B IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21493489		1300	00		277.52		
N19776 Donna G. Bass 500 Vanderbilt Dr. Placentia, CA 92870 562-54-2194	4/9/03-5/15/03		1900	00		585.00	2	
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	5/2/09		1900	09		207.96	2	
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	April 03		1900	08		400.00	2	
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2862395		1800	09		185.01		
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	5/8/03		1900	09		107.24	2	
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1510636		1800	09		20.62		

The claims listed above (totaling \$1,783.35) 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

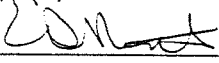
5/29/03

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
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1204190 335-253-2062		0700	01		795.89		
	T1290302 335-253-2062		0700	01		266.63		
	T1317896 714-528-1906		0700	00		109.60		
	T1317911 714-528-8236		0700	01		14.19		
						1,186.31		
N26874 David Moyle dba Moyle Design Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	0319		1900	00		425.00	2	
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	May 2003		1900	09		77.40	2	
N27716 Fe Canseco de Perez 1756 W. Glen Ave. #2 Anaheim, CA 92801 (SSN: 602-35-9010)	5/2/03		1900	09		97.23	2	
N27783 John C. Drew dba Drew & Associates 41 Alberti Aisle, Suite A Irvine, CA 92614 SSN: 559-25-9817	30		1900	07		1,400.00	2	
(new vendor) Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200304101355 0200305093733		0300	00		4,828.95 5,009.05		
						9,838.00		

} 5/28/03

The claims listed above (totaling \$13,023.94) 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

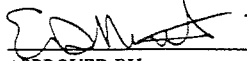
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

5/29/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55559		1800	00		47.52		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	03-05-556		1400	00		510.07		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	5/8/03-5/21/03		0900	00		45.83		
			0900	09		93.07		
			1800	08		23.90		
			1800	09		129.07		
			1803	00		17.27		
			2700	01		5.00		
			2700	03		5.00		
			4000	00		3,753.00		
			4000	07		1,501.00		
						5,573.14		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	385257		1800	00		529.37		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320422		1800	00		39.95		
N19776 Donna G. Bass 500 Vanderbilt Dr. Placentia, CA 92870 562-54-2194	5/8/03		1900	00		30.00	2	
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N14967		2700	01		75.00		

The claims listed above (totaling \$6,805.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

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

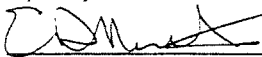
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

5/28/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	April 2003		1900	00		562.50	2	
	May 2003		1900	00		450.00	2	
						1,012.50		
N26229A Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	4/1/03-5/20/03		2700	07		22.32		
	4/1/03-4/30/03		2700	07		12.96		
						35.28		
(new vendor) Kay Pfaffle 2200 Mont Blanc Circle Placentia, CA 92870 SSN 483-46-9479	5/22/03		1900	00		180.00	2	

The claims listed above (totaling \$1,227.78) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

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

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

6/6/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	6/1/03-6/30/03		0300	00		600.50		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	6/1/03-7-1/03		0300	00		122.50		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	05-5003		4000	00		918.25		
	05-5019		1300	01		5,000.00 5,918.25		
N27044 Mary Strazdas c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	May 2-22, 2003		2700	01		27.72		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	22380		1400	00		462.83		

The claims listed above (totaling \$7,131.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

Margaret R. Morrison APPROVED BY
Dellian B. Escobedo COUNTERSIGNED BY
Garter M. Wood ATTESTED AND/OR COUNTERSIGNED BY

Page Total 7,131.80

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

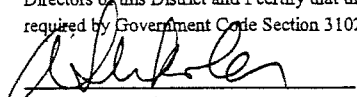
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

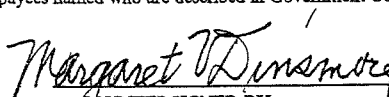
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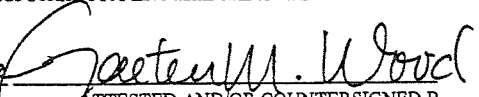
APPROVED CLAIMS

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	55660		2800	00		35,884.16		

The claims listed above (totaling \$35,884.16) 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

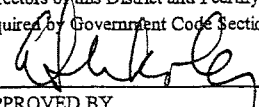
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

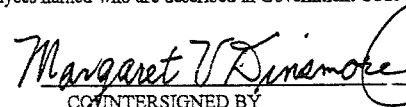
6/12/03

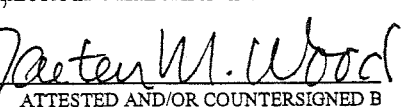
APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	4/18/03-5/19/03		2800	00		468.03		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	6/1/03-7/1/03		1800	00		27.50		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	2954		1900	00		42.00		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36247		0700	05		215.50		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	207021		1400	00		350.00		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	June 2003		1900	00		35.00		
N17970 University Products, Inc. P. O. Box 101 517 Main Street Holyoke, MA 01041	761150-00		1800	00		150.51		
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2904695		1800	07		24.58		

The claims listed above (totaling \$1,313.12) 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

6/12/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N26570 ProForma PO Box 640814 Cincinnati, OH 45264-0814	0990001550		1800	07		608.24		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1362054 714-223-1698		0700	01		14.40		
	T1365885 714-524-8408		0700	08		28.29		
						42.69		
(new vendor) CDW Government, Inc. 75 Remittance Drive, Ste. 1515 Chicago, IL 60675-1515	IM09102		1800	00		1,161.36		
(new vendor) NCFL/Family Literacy Alliance 325 West Main St., Suite 300 Louisville, KY 40202-4237	6/5/03		1600	08		35.00		
(new vendor) Alicia Mendibles Vaca 17819 S. Clark Bellflower, CA 90706 SSN: 561-45-3409	178114		1900	07		350.00		

The claims listed above (totaling \$2,197.29) 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.

[Signature]
APPROVED BY

Margaret W. [Signature]
COUNTERSIGNED BY

[Signature]
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
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55664		0700	00		7.20		
			2800	00		3,712.49		
			1400	00		1,908.84		
						5,628.53		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1716957 1717627 1719659 1728357		2400	05		314.63		
			2400	05		638.62		
			2400	05		497.38		
			2400	05		460.31		
						1,910.94		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5280289P		2400	05		243.08		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	F161972 F161973 F171902 F171903 F171904 F184206 F184207 F189537 F189538 F189539 F189540 F189541 F189542 F189543 F189544 F191668 F191669		2400	01		38.60		
			2400	01		148.94		
			2400	01		30.12		
			2400	01		42.82		
			2400	01		36.56		
			2400	01		19.30		
			2400	01		33.03		
			2400	01		427.56		
			2400	01		60.23		
			2400	01		19.91		
			2400	01		675.76		
			2400	01		19.91		
			2400	01		113.61		
			2400	01		28.17		
2400	01	55.43						
2400	01	181.15						
2400	01	21.15						
						1,952.25		

The claims listed above (totaling \$9,734.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

Patricia M. Wood APPROVED BY
Alberto COUNTERSIGNED BY
Lillian B. Escobedo ATTESTED AND/OR COUNTERSIGNED B

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03842A	2CM37968		2400	01		-436.94		
Ingram Library Services	DP0017107		2400	01		-135.22		
P.O. Box 502779	80710503		2400	01		-14.98		
St. Louis, MO 63150-2779	80807440		2400	01		-16.61		
	80807441		2400	01		-85.26		
	80807442		2400	01		-71.74		
	80807443		2400	01		-18.07		
	81139525		2400	01		-111.27		
	2CM31818		2400	01		-16.14		
	83577862		2400	01		17.61		
	83577863		2400	01		17.76		
	83577864		2400	01		17.35		
	83590435		2400	01		22.43		
	83594385		2400	01		35.50		
	83594386		2400	01		56.90		
	83594387		2400	01		52.74		
	83594388		2400	01		31.05		
	83641380		2400	01		20.44		
	83664608		2400	01		156.94		
	83664609		2400	01		9.99		
	83664610		2400	01		10.95		
	83664611		2400	01		80.19		
	83664612		2400	01		17.51		
	83664613		2400	01		17.26		
	83664614		2400	01		16.75		
	83664615		2400	01		8.08		
	83664616		2400	01		10.03		
	83702140		2400	01		22.43		
	83706353		2400	01		36.81		
	83706354		2400	01		16.97		
	83706355		2400	01		26.34		
	83745008		2400	01		29.61		
	83745009		2400	01		34.24		
	83745010		2400	01		16.59		
	83745011		2400	01		33.53		
	83745012		2400	01		16.21		
	83771231		2400	01		134.98		
	83771232		2400	01		37.21		
	83771233		2400	01		16.81		
	83774154		2400	01		12.64		

The claims listed above (totaling \$127.62) 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.

Patricia M. Underwood
APPROVED BY

COUNTERSIGNED BY

William B. Escobosa
ATTESTED AND/OR COUNTERSIGNED BY

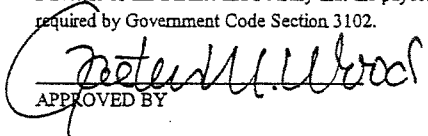
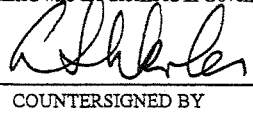
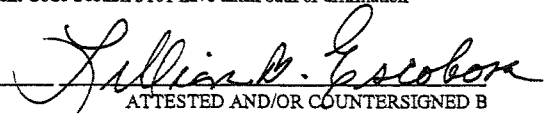
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N04780D Orange County Register File 56017 Los Angeles, CA 90074-6017	5/31/03		2000	00		37.44		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92608	207027		1400	00		1,600.00		
N06568 Placentia Chamber of Commerce 201 C East Yorba Linda Blvd. Placentia, CA 92870	06/03/03		1900	00		550.00		
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	RI 12404967		2400	03		17,185.00		
	12432469		2400	01		138.79		
						17,323.79		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062778		1400	00		1,100.00	2	
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	6/12/03		1803	00		725.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20030529		1900	00		637.55		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200306-14		1900	00		15.00		
	200305-25		1900	00		15.00		
						30.00		

The claims listed above (totaling \$22,003.78) 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	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N16877B IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21523709		1300	00		277.52		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320522		1800	00		83.57		
			1900	00		274.19		
						357.76		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	136150		1900	00		113.15		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1510629 1510630 1510635 1520845 1525115		2400	01		31.88		
			2400	01		55.86		
			2400	01		27.28		
			2400	01		12.78		
			1800	09		269.10		
						396.90		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1377131 335-253-2062		0700	01		266.24		
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	4/22/03-5/5/03 5/12/03-5/19/03 5/19/03-5/29/03 5/28/03-6/3/03		2700	09		4.32		
			2700	09		6.84		
			2700	09		3.24		
			2700	09		24.84		
						39.24		
N27824 Chulainn Publishing Corp. 8241 Sweetwater Rd. Lone Tree, CO 80124	030429		2400	01		70.20		
(new vendor) BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	109012		2400	05		97.42		

The claims listed above (totaling \$1,618.43) 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.

Gaetan M. Wood
APPROVED BY

William P. Grobman
ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
(new vendor) Greg's Carpet Cleaning 809 S. Lakeview, Unit O Placentia, CA 92870	02545		1400	00		144.00		
(new vendor) Rugg's Recommendations P.O. Box 417 Fallbrook, CA 92088	2156		2400	01		51.29		

The claims listed above (totaling \$195.29) 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.

Ernest M. Wood
 APPROVED BY

William B. Escobosa
 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
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1745124		2400	05		138.61		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	F199697		2400	01		21.18		
	F202516		2400	01		179.92		
	F202517		2400	01		21.15		
	F202518		2400	01		48.74		
	F202519		2400	01		19.45		
	F202520		2400	01		20.41		
	F202521		2400	01		38.40		
	F202522		2400	01		38.60		
	F202523		2400	01		181.84		
	F202524		2400	01		101.98		
	F202525		2400	01		117.73		
	F202526		2400	01		147.70		
	F211873		2400	01		81.50		
	F211874		2400	01		38.60		
	F211875		2400	01		20.41		
	F211876		2400	01		211.84		
	F211877		2400	01		18.10		
	F211878		2400	01		84.60		
	F211879		2400	01		681.69		
	F211880		2400	01		20.41		
	F211881		2400	01		1,432.52		
	F211882		2400	01		166.49		
	F211883		2400	01		28.17		
	F211884		2400	01		16.57		
	F211885		2400	01		97.27		
	F211886		2400	01		100.19		
	F215188		2400	01		115.60		
	F218447		2400	01		517.90		
	F218448		2400	01		524.28		
	F218449		2400	01		20.46		
	F226710		2400	01		42.77		
	F226711		2400	01		56.35		
	F226712		2400	01		81.10		
	F226713		2400	01		85.49		
	F226714		2400	01		99.13		
	F226715		2400	01		225.40		
	F226716		2400	01		22.29		
						5,726.23		

The claims listed above (totaling \$5,864.84) 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.

William B. Escobar APPROVED BY
Alfredo COUNTERSIGNED BY
Gaetan M. Wood ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	F229498		2400	01		288.05		
	F229499		2400	01		28.17		
	F299500		2400	01		18.48		
	F235460		2400	01		149.44		
	F238489		2400	01		19.45		
	F238490		2400	01		654.05		
	F238491		2400	01		125.61		
	F238492		2400	01		69.37		
	F238493		2400	01		337.63		
	F241671		2400	01		19.49		
	F241672		2400	01		108.43		
							1,818.17	
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	83852885		2400	01		80.68		
	83852886		2400	01		20.89		
	83852887		2400	01		16.48		
	83852888		2400	01		15.59		
	83989087		2400	01		16.17		
	83989088		2400	01		17.71		
	83993109		2400	01		16.66		
	83993110		2400	01		52.61		
	83993111		2400	01		16.15		
	83993112		2400	01		15.96		
	83993113		2400	01		15.63		
	83993114		2400	01		31.76		
	83993115		2400	01		57.62		
	83993116		2400	01		35.10		
	83993117		2400	01		167.23		
	83993118		2400	01		64.74		
	83993119		2400	01		30.08		
	84024413		2400	01		18.81		
	84024414		2400	01		12.26		
	84040829		2400	01		14.05		
84111426		2400	01		16.71			
84111427		2400	01		52.01			
84111428		2400	01		17.46			
84111429		2400	01		52.25			
84111430		2400	01		20.54			
84111431		2400	01		45.68			
84111432		2400	01		14.53			
84111433		2400	01		18.16			
						953.52		

The claims listed above (totaling \$2771.69) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

Sullivan A. Escobedo APPROVED BY
[Signature] COUNTERSIGNED BY
Gaston M. Wood 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
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	6/1/03 714-524-8408		0700	08		63.14		
N09111A EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	S-58726 S-59243		2400	04		28.12 17.00 45.12		
N15072A Estella Wnek c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	5/15/03		2700	01		41.20		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200304-61		1900	00		15.00		
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	379680		2400	01		212.00		
N22429 The Rosen Publishing Group 29 East 21st Street New York, NY 10010	289465		2400	01		84.75		
N23459 Thomas T. Beeler, Publisher PO Box 659 Hampton Falls, NH 03877-0659	72374		2400	01		199.30		
N25795 Jillian Rakos c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	5/22-6/9/03		2700	01		17.64		

The claims listed above (totaling \$678.15) 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.

Lillian P. Groves
APPROVED BY

[Signature]
COUNTERSIGNED BY

[Signature]
ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1528435		2400	01		821.88		
N26831 Pacific Bell/WorldCom Dept LA 21461 Pasadena, CA 91185-1461	T1404952 714-528-1906 T1404967 714-528-8236		0700	00		71.90		
			0700	01		14.08		
						85.98		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200306090925		0300	01		3,830.05		
(new vendor) BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	113012		2400	05		119.92		
(new vendor) So. Calif. Library Literacy Network Paula Miller, Treasurer San Bernardino Public Library 555 West Sixth Street San Bernardino, CA 92410	100		1600	07		100.00		

The claims listed above (totaling \$4,957.83) 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.

Lillian B. [Signature]
APPROVED BY

[Signature]
COUNTERSIGNED BY

Gaetan M. Wood
ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/03
REPORT NO 4463

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	7/10/03 Pay period # 1 June 27, 2003 July 10, 2003		0100	00		27,650.18		
Account # 2011939659 Route #121000248	FICA		0200	00		2,115.24		
PLEASE WIRE ON THURSDAY, July 10, 2003								
PLEASE PAY FROM FY 2003-2004 FUNDS								

The claims listed above (totaling \$29,765.42) 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.

Dellin B. Escobedo APPROVED BY
[Signature] COUNTERSIGNED BY
Peter M. Wood ATTESTED AND/OR COUNTERSIGNED BY

Page Total 29,765.42

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
N00692-A Special District Risk Management 1481 River Park Drive, Suite 110 Sacramento, CA 95815-4501	Workers' Comp Premium 1st Qtr 2003-04		0350	00		2,182.00		
PLEASE PAY FROM FY 2003-2004 FUNDS								

The claims listed above (totaling \$910.99) 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.

William Jacobson APPROVED BY
[Signature] COUNTERSIGNED BY
Gaetan M. Wood 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
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	3/17/03-6/18/03		1800	00		18.55		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	5/28/03-6/18/03		1300	00		466.36		
			1600	00		30.00		
			1803	09		111.00		
			1900	00		321.75		
			2700	01		10.00		
			2700	03		20.00		
						959.11		

The claims listed above (totaling \$977.66) 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.

Lillian B. Escobedo
APPROVED BY

Garten M. Wood
COUNTERSIGNED BY ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
June 30, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4466	11,784.44
	4467	10,235.12
TOTAL CURRENT CLAIMS		<u>\$22,019.56</u>
PAYROLL	4468	30,603.80
	4469	30,603.80
		<u>\$61,207.60</u>
	TOTAL	<u><u>\$83,227.16</u></u>

Prepared by: Donna Siloti

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

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

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
PLEASE PAY FROM FY 2003-2004 FUNDS								
N00692-A Special District Risk Management 1481 River Park Drive, Suite 110 Sacramento, CA 95815-4501	Renewal Contribution 2003-2004		1100	00		9,985.98		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	5/19/03-6/19/03		2800	00		220.82		
N03844 Los Angeles Times P.O. Box 60062 Los Angeles, CA 90060-0062	6/9/03-11/24/03		2400	04		105.60		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	4/16/03 714-528-8236		0700	01		117.29		
	6/16/03 714-528-8236		0700	01		301.00 418.29		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	7/1/03-8/1/03		0300	00		247.05		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	136529		1900	00		156.00		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	7/1/03-7/31/03		0300	00		650.70		

The claims listed above (totaling \$11,784.44) 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

11,784.44

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
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	7/1/03-8/1/03		0300	00		245.00		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-6009		4000	00		1,385.30		
N22769 ABN AMRO, Incorporated c/o LaSalle National Leasing 135 S. LaSalle St. Dept 3859 Chicago, IL 60674-3859	246206		2200	00		7,471.65		
N23658 Lauren Andrews 1610 South Pomona Ave., C-9 Fullerton, CA 92832 SSN: 568-84-0516	5/6/03-5/27/03		1900	08		400.00	2	
(new vendor) Delta Systems Co., Inc. 1400 Miller Parkway McHenry, IL 60050-7030	438414 438778		2400	07		666.23 66.94		
						733.17		

The claims listed above (totaling \$10,235.12) 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

10,235.12

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/30/03
REPORT NO 4468

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	7/24/03 Pay period # 2 July 11, 2003 July 24, 2003		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, July 24, 2003								
PLEASE PAY FROM FY 2003-2004 FUNDS								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/30/03
REPORT NO 4469

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
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	8/7/03 Pay period # 3 July 25, 2003 August 7, 2003		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, August 7, 2003								
PLEASE PAY FROM FY 2003-2004 FUNDS								

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

30,603.80

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: June 30, 2003

BACKGROUND:

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

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

The Property Tax Apportionment Schedule for Fiscal Year 2002-2003 is Attachment C. No additional revenues are anticipated until July.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through June 30, 2003 and the Cash Flow Analysis for Fiscal Year 2003-2004 through June 30, 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		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
02/06/03		Public Utility #1	11,127.47	27.82	308,587.92
02/10/03	4387	General by Library Director		2,302.00	306,285.92
02/10/03	4388	General by Library Director		4,714.74	301,571.18
02/13/03	4389	General by Library Director		1,302.54	300,268.64
02/13/03	4390	General by Library Director		1,341.66	298,926.98
02/14/03		Library Passport Revenue, Feb	10,030.99		308,957.97
02/14/03		State Library Project Grants	6,000.00		314,957.97
02/14/03		Library Revenue, Feb	3,819.43		318,777.40
02/14/03		Interest GF Savings	7.90		318,785.30
02/20/03		Special District Augmentation Fund #1	3,915.00		322,700.30
02/20/03		Supplemental 6th Actual	1,374.47		324,074.77
02/20/03		Excess Supplemental Administration Fee	907.15		324,981.92
02/24/03	4391	General		6,833.39	318,148.53
02/24/03	4392	General		2,245.47	315,903.06
02/24/03	4393	General		1,073.04	314,830.02
02/24/03	4394	General		733.42	314,096.60
02/24/03	4395	General		774.68	313,321.92
02/24/03	4396	General		2,165.07	311,156.85
02/24/03	4397	General		1,777.17	309,379.68
02/24/03	4398	General		957.81	308,421.87
02/24/03	4399	General		2,413.90	306,007.97
02/24/03	4400	Payroll to wire March 20, 2003		28,648.14	277,359.83
02/24/03	4401	Payroll to wire April 3, 2003		28,648.14	248,711.69
02/27/03		Interest Jan	830.96	60.18	249,482.47
02/27/03	4402	General by Library Director		6,905.46	242,577.01
02/27/03	4403	General by Library Director		2,687.63	239,889.38
02/27/03	4404	General by Library Director		6,724.40	233,164.98
02/27/03	4405	General by Library Director		3,774.09	229,390.89
02/27/03	4406	General by Library Trustees		35,900.00	193,490.89
03/10/02		Arroyo Seco Library Network Technology Grant	2,000.00		195,490.89
03/10/03		Library Passport Revenue, Feb	9,090.30		204,581.19
03/10/03		State Library ILL Reimbursement	3,776.54		208,357.73
03/10/03		Library Revenue, Feb	1,284.81		209,642.54
03/10/03	4407	General by Library Director		1,020.16	208,622.38
03/10/03	4408	General by Library Director		2,067.29	206,555.09

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/16/03	4409	General by Library Director		3,328.25	203,226.84
03/16/03	4410	General by Library Director		18,799.03	184,427.81
03/20/03		Property Taxes Secured #6	71,054.05	177.64	255,304.22
03/20/03		State Library Public Library Foundation Fund	46,377.00		301,681.22
03/20/03		State Library California Literacy Campaign	24,725.00		326,406.22
03/20/03		Library Passport Revenue, Mar	5,021.00		331,427.22
03/20/03		Supplemental 7th Actual	2,266.11		333,693.33
03/20/03		Library Revenue, Mar	824.50		334,517.83
03/20/03		Interest GF Savings	9.09		334,526.92
03/24/03	1142	General		4,140.11	330,386.81
03/24/03	4411	General		18,395.09	311,991.72
03/24/03	4413	General		974.56	311,017.16
03/24/03	4414	General		6,268.44	304,748.72
03/24/03	4415	General		1,415.93	303,332.79
03/24/03	4416	General		1,622.64	301,710.15
03/24/03	4418	General		1,653.48	300,056.67
03/24/03	4418	Payroll to wire April 17, 2003		28,648.14	271,408.53
03/24/03	4419	Payroll to wire May 1, 2003		28,648.14	242,760.39
03/26/03		Interest Feb	648.15	46.98	243,361.56
03/27/03	4420	General by Library Director		10,219.56	233,142.00
03/27/03	4421	General by Library Director		4,377.21	228,764.79
04/02/03		Library Passport Revenue, Mar	8,170.00		236,934.79
04/02/03		State Library -- Family Literacy	6,030.00		242,964.79
04/02/03		Library Revenue, Mar	988.75		243,953.54
04/02/03		State Library -- OCLC	69.00		244,022.54
04/03/03	4422	General by Library Director		2,793.87	241,228.67
04/03/03	4423	General by Library Director		1,381.24	239,847.43
04/09/03		Unsecured 3rd	1,625.76	4.06	241,469.13
04/13/03	4424	General by Library Director		3,466.23	238,002.90
04/16/03		Supplemental #8	7,271.16		245,274.06
04/17/03		Property Taxes Secured #7	179,704.46	9,563.99	415,414.53
04/18/03		Interest Mar	626.08	51.74	415,988.87
04/21/03	4425	General		4,867.88	411,120.99
04/21/03	4426	General		1,252.29	409,868.70
04/21/03	4427	General		1,779.90	408,088.80
04/21/03	4428	Payroll to wire May 15, 2003		28,648.14	379,440.66
04/21/03	4429	Payroll to wire May 29, 2003		28,648.14	350,792.52
04/21/03	4430	General		849.91	349,942.61
04/24/03	4431	General by Library Director		1,571.55	348,371.06
04/24/03	4432	General by Library Director		2,722.71	345,648.35
04/24/03	4433	General by Library Director		3,328.61	342,319.74
05/01/03		Library Passport Revenue, Apr	13,661.33		355,981.07
05/01/03		Library Revenue, Apr	1,473.87		357,454.94
05/01/03		Interest GF Savings	17.91		357,472.85
05/01/03	4434	General by Library Director		2,392.36	355,080.49
05/08/03		Homeowners #3	5,718.49		360,798.98
05/12/03	4435	General		4,422.24	356,376.74
05/12/03	4436	General		2,377.15	353,999.59
05/12/03	4437	General		762.45	353,237.14
05/12/03	4438	General		4,360.01	348,877.13

Placentia Library District
 FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
05/12/03	4439	General		4,126.17	344,750.96
05/12/03	4440	General		414.04	344,336.92
05/12/03	4441	Payroll to wire June 12, 2003		28,648.14	315,688.78
05/12/03	4442	Payroll to wire June 26, 2003		28,648.14	287,040.64
05/15/03	4443	General by Library Director		7,842.09	279,198.55
05/15/03	4444	General by Library Director		1,783.35	277,415.20
05/15/03	4445	General by Library Director		13,023.94	264,391.26
05/20/03		Property Taxes Secured #8	210,944.58	527.36	474,808.48
05/20/03		Supplemental #9	8,617.44		483,425.92
05/20/03		Interest Apr	603.28	53.11	483,976.09
05/20/03		ERAF Interest	0.12		483,976.21
05/22/03		Public Utility #2	11,758.40	29.40	495,705.21
05/22/03	4446	number not used			495,705.21
05/22/03	4447	General by Library Director		6,805.05	488,900.16
05/22/03	4448	General by Library Director		1,227.78	487,672.38
05/23/03		Library Passport Revenue, May	12,749.55		500,421.93
05/23/03		Library Revenue, May	1,321.55		501,743.48
05/23/03		Interest GF Savings	5.78		501,749.26
05/29/03		SDAF #2	4,309.40		506,058.66
05/29/03	4449	General		2,247.89	503,810.77
05/29/03	4450	General		7,131.80	496,678.97
06/05/03	4451	General		35,884.16	460,794.81
06/05/03	4452	General		1,313.12	459,481.69
06/05/03	4453	General		2,197.29	457,284.40
06/12/03	4454	General		9,734.80	447,549.60
06/12/03	4455	General		127.62	447,421.98
06/12/03	4456	General		22,003.78	425,418.20
06/12/03	4457	General		1,618.43	423,799.77
06/12/03	4458	General		195.29	423,604.48
06/19/03	4459	General		5,864.84	417,739.64
06/19/03	4460	General		2,771.69	414,967.95
06/19/03	4461	General		678.15	414,289.80
06/19/03	4462	General		4,957.83	409,331.97
06/19/03	4463	FY 2003-2004 Funds			409,331.97
06/19/03	4464	FY 2003-2004 Funds			409,331.97
06/19/03	4465	General		977.66	408,354.31

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			0.00
06/19/03	4463	Payroll to wire Jul 10, 2003		29,765.42	-29,765.42
06/19/03	4464	General		910.99	-30,676.41
06/30/03	4466	General		11,784.44	-42,460.85
06/30/03	4467	General		10,235.12	-52,695.97
06/30/03	4468	Payroll to wire Jul 24, 2003		30,603.80	-83,299.77
06/30/03	4469	Payroll to wire Aug 7, 2003		30,603.80	-113,903.57

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	
03/12/03	Prior Year Secured Taxes & Penalties #8 Feb	
03/21/03	Current secured #5	5% - 7%
03/21/03	Supplemental #8 Feb	
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%

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 May 12, 2003

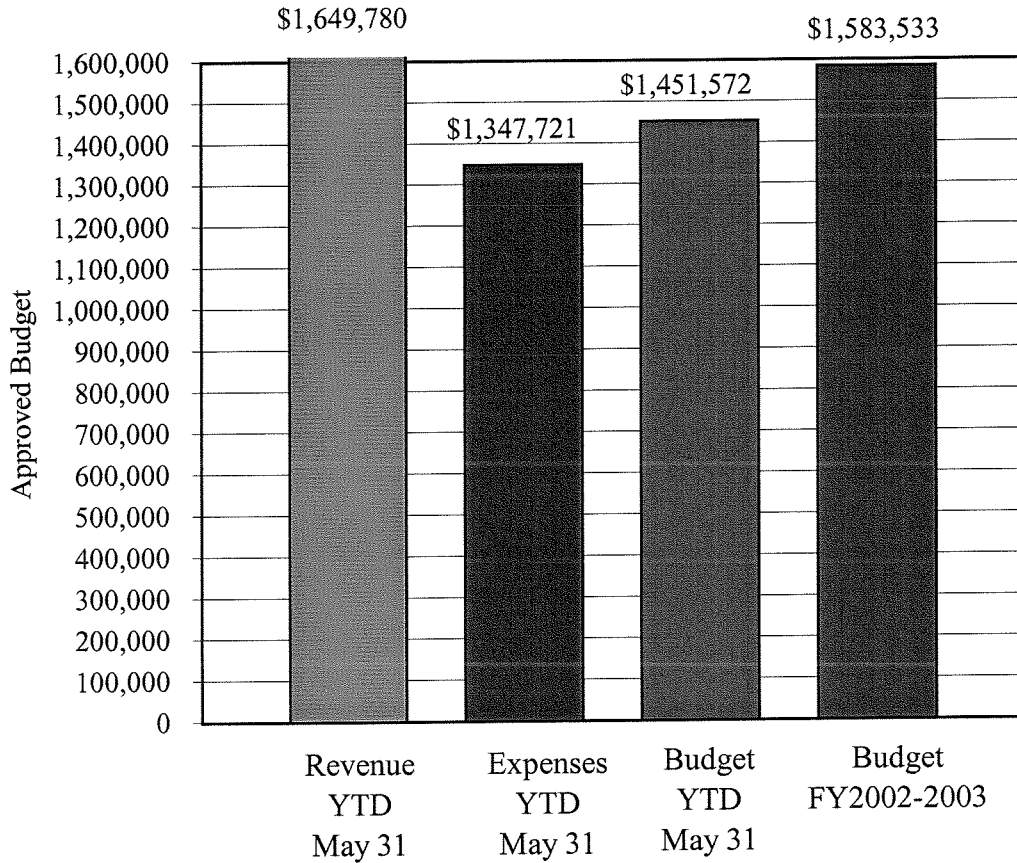
	Fiscal Year 2002-2003						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-02	116,690.88	9,870.66	158,241.04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

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAY 2003	FY2001-2002 MAY 2002	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	1,072,450.01	222,110.10	210,944.58	222,110.10	100.32%
6210-01	Public Utility	25,000	22,885.87	11,961.59	11,758.40	11,961.59	91.54%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	0.00	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	1,095,274.95	234,071.69	222,702.98	234,071.69	98.94%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	56,153.73	0.00	0.00	0.00	102.10%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	0.00	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	0.00	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	8,224.40	4,448.21	4,309.40	4,448.21	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	43,773.64	5,867.17	8,617.44	5,867.17	125.07%
6280-01	Final supplemental for prior years	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	35,000	43,773.64	5,867.17	8,617.44	5,867.17	125.07%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	0.00	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	1,233,781.49	244,387.07	235,629.82	244,387.07	101.17%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
June 30, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAY 2003	FY2001-2002 MAY 2002	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	6,115.87	619.54	626.97	619.54	27.80%
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	6,115.87	619.54	626.97	619.54	27.80%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	13,887.76	5,635.35	5,718.49	5,635.35	87.90%
6970-00	State - ILL & Direct Loan Reimbursement	0	11,875.98	0.00	0.00	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	46,377.00	0.00	0.00	0.00	185.51%
6970-02	State - CA Literacy Campaign	20,000	24,725.00	0.00	0.00	0.00	123.63%
6970-03	State - Family Literacy	16,000	12,060.00	0.00	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	11,745.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.12	0.00	0.12	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	247,463.10	0.00	0.12	0.00	169.26%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	26,396.77	2,852.92	2,795.42	2,852.92	87.99%
7670-01	Local Revenue -- Passport	150,000	119,134.54	12,440.21	26,410.88	12,440.21	79.42%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	3,000.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	148,531.31	15,293.13	29,206.30	15,293.13	82.52%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	21.39	0.00	21.39	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	1,649,779.53	265,956.48	271,181.70	265,956.48	104.18%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 30, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAY 2003	FY2001-2002 MAY 2002	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	635,594.60	600,488.00	79,836.90	75,186.00	91.86%
0200	Retirement (Social Security & Pension Contribution)	98,103	89,977.37	90,192.14	6,107.52	5,697.00	91.72%
	Health & Life Insurance/Blue Shield CA	48,584	43,480.02	29,523.23	11,265.57	(1,261.14)	89.49%
	Long Term Disability/CNA	3,903	2,877.57	2,600.04	265.17	0.00	73.74%
	Life Insurance/Fortis & Protective Life	2,194	1,116.50	1,639.45	122.50	0.00	50.90%
	Vision Service Plan/VSP	2,886	2,067.12	2,541.60	208.32	233.36	71.63%
	Dental/Ameritas	6,918	5,725.90	5,346.50	600.50	0.00	82.77%
0300	Total Employee Insurance	64,484	55,267.11	41,650.82	12,462.06	(1,027.78)	85.71%
0310	Unemployment Insurance	0	394.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	4,335.00	11,209.00	0.00	0.00	38.36%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	785,568.08	743,539.96	98,406.48	79,855.22	90.73%
0700-00	Communications - Telephone	4,000	1,363.23	3,115.68	7.21	210.97	34.08%
0700-01	Communications - Modem/Fax	6,000	7,085.69	5,757.57	1,558.22	357.60	118.09%
0700-02	Communications - Internet/Database	2,500	694.77	1,002.18	0.00	34.95	27.79%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	2,155.00	2,009.93	215.50	215.50	79.81%
0700-07	Communications - ELLI Grant	250	250.00	265.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	1,231.96	370.04	56.56	94.17	246.39%
	Total Communications	15,950	12,780.65	12,520.40	1,837.49	913.19	80.13%
0900-00	Food - General Fund	100	529.14	1,247.20	45.83	0.00	
0900-07	Food - ELLI Grant	500	56.98	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	155.08	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	161.70	0.00	93.07	0.00	
	Total Food	600	902.90	1,247.20	138.90	0.00	150.48%
1000-00	Household Expense	5,000	3,851.97	18,845.09	1,252.65	0.00	77.04%
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
(Prepared from the Orange County Auditor's Report)
June 30, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAY 2003	FY2001-2002 MAY 2002	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	2,750.05	1,991.00	277.52	0.00	61.11%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	19,351.62	7,657.60	3,047.25	0.00	168.27%
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	5,365.95	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	22,336.30	15,014.55	3,324.77	0.00	127.64%
	HVAC	2,500	7,135.10	1,631.29	1,109.22	0.00	285.40%
	Carpet Cleaning	3,500	2,510.73	2,805.99	2,079.75	0.00	71.74%
	Groundskeeping, City of Placentia	30,000	23,784.09	10,783.21	0.00	0.00	79.28%
	Plumbing	1,800	1,139.72	4,085.62	0.00	0.00	63.32%
	Electrical	1,500	1,442.49	658.19	0.00	0.00	96.17%
	Cleaning Service	13,700	12,100.00	10,850.00	1,100.00	0.00	88.32%
	Locksmith	200	1,307.54	286.69	0.00	0.00	653.77%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	5,323.07	4,380.70	0.00	0.00	106.46%
1400-00	Total Maintenance of Building & Grounds	58,200	54,742.74	35,481.69	4,288.97	0.00	94.06%
	Memberships - General Fund	3,750	1,903.00	2,771.00	90.00	0.00	50.75%
1600-07	Memberships - ELLI Grant	250	125.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	425.50	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	2,508.00	3,196.50	90.00	0.00	57.00%
	Miscellaneous Expense - General Fund	0	3,545.00	0.00	0.00	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	3,545.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 30, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAY 2003	FY2001-2002 MAY 2002	FY2002-2003 % EXP BUD
1800-00	Library Supplies	10,000	13,106.71	9,148.08	3,836.53	0.00	131.07%
	Printing	10,000	11,534.75	9,624.76	2,619.64	18.86	115.35%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	1,056.55	2,519.09	0.00	0.00	70.44%
	Paper	1,700	677.75	1,313.05	493.32	0.00	39.87%
	Drinking Water Service	325	302.50	234.00	27.50	0.00	93.08%
	Other Office Supplies	8,500	8,965.28	14,201.98	447.60	1,227.02	105.47%
	Total Office Supply Expense - General Fund	32,025	35,643.54	37,040.96	7,424.59	1,245.88	111.30%
1800-07	ELLI Grant Supply Expense	2,611	1,427.97	13,292.91	0.00	68.05	
	Printing	1,500	0.00	2,324.77	0.00	0.00	
	Publications	0	5,525.90	1,729.71	0.00	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	598.19	4,378.44	23.90	0.00	
	Total Adult Literacy Office Supply Expense	5,000	6,124.09	8,432.92	23.90	0.00	122.48%
1800-09	Supply Expense Families for Literacy	500	1,275.60	607.80	418.55	0.00	
	Total Office Expense	40,136	44,471.20	59,374.59	7,867.04	1,313.93	110.80%
1803-00	Postage Expense - General Fund	5,500	3,994.25	5,039.51	54.27	595.00	72.62%
1803-01	Postage Expense - LSCA II Grant	0	0.00	535.85	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	124.00	6.62	0.00	0.00	124.00%
1803-09	Postage Expense - Families for Literacy	0	161.00	0.00	37.00	0.00	
	Total Postage Expense	5,600	4,279.25	5,581.98	91.27	595.00	76.42%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 30, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAY 2003	FY2001-2002 MAY 2002	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	385.00	350.00	35.00	35.00	91.67%
	Pension Contribution & Operating Expenses	7,500	6,271.22	3,479.12	1,144.59	0.00	83.62%
	Anaheim Consortium Automated Library System	31,000	30,169.74	25,218.60	0.00	0.00	97.32%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	457.71	377.10	42.00	0.00	90.82%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	7,481.05	6,351.56	53.11	31.73	82.21%
	Advertising (Including WEB Site)	2,000	3,217.52	1,199.68	1,412.50	0.00	160.88%
	Medical Exams	750	1,069.50	1,077.50	0.00	0.00	142.60%
	Collection Services - Accounts Receivable	2,500	1,748.64	1,742.59	244.42	0.00	69.95%
	Audit & Accounting Services	5,250	4,885.00	5,150.00	0.00	0.00	93.05%
	Payroll Preparation	3,250	3,256.96	2,587.69	366.75	0.00	100.21%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	3,500.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	13,659.37	30,053.34	1,807.50	562.50	78.05%
1900-00	Total Specialized Services - General Fund	87,774	76,101.71	77,587.18	5,105.87	629.23	86.70%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	12,292.81	0.00	0.00	
1900-07	Specialized Services - ELLJ Grant	0	4,866.70	4,734.99	1,594.96	387.44	
1900-08	Specialized Services - Adult Literacy	9,500	8,230.13	2,845.00	769.28	480.00	86.63%
1900-09	Specialized Services - Families for Literacy	1,500	639.83	183.69	489.83	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	12,066.51	10,787.48	556.76	585.18	100.55%
	Total Specialized Services	110,774	101,904.88	108,431.15	8,516.70	2,081.85	91.99%
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	467.67	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 30, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAY 2003	FY2001-2002 MAY 2002	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	103,679.94	93,951.90	2,100.00	0.00	85.83%
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	59,137.86	70,304.29	6,912.58	0.00	40.66%
2400-02	Special Department Expense - Video	0	337.98	242.12	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	40,810.29	19,202.97	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	8,012.93	15,444.87	246.92	0.00	
2400-05	Special Department Expense - Audio	0	10,941.53	5,593.81	1,263.08	0.00	
2400-07	Special Department Expense - ELLI Grant	5,900	5,204.48	78.47	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	4,979.93	2,634.77	0.00	0.00	249,00%
2400-09	Special Department Expense - Families for Literacy	0	1,758.87	75.51	0.00	0.00	
	Total Special Department Expense	153,360	131,183.87	113,624.81	8,422.58	0.00	85.54%
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	2,367.80	1,673.23	274.24	0.00	94.71%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	3,841.94	5,148.49	0.00	0.00	51.23%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	1,357.49	1,021.62	161.70	0.00	90.50%
2700-03	Transportation/Travel - Meetings, Board Local	500	591.00	890.52	5.00	0.00	118.20%
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	951.16	1,016.21	35.28	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,025.35	988.35	0.00	0.00	102.54%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	219.30	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	14,500	10,354.04	10,936.39	476.22	0.00	71.41%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 30, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 MAY 2003	FY2001-2002 MAY 2002	FY2002-2003 % EXP BUD
2800-00	Electricity	63,000	14,500.67	49,309.34	0.00	0.00	23.02%
	Gas	5,000	2,650.88	2,555.84	439.24	231.18	53.02%
	Water	3,750	2,873.07	3,417.60	224.10	301.08	76.62%
	Total Utilities	71,750	20,024.62	55,282.78	663.34	532.26	27.91%
	TOTAL SUPPLIES & SERVICES	625,726	524,785.13	538,768.57	39,069.93	5,436.23	83.87%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	5,383.80	2,028.68	0.00	0.00	134.60%
4000-00	Equipment - General Fund	20,000	27,294.55	4,414.76	3,753.00	0.00	136.47%
4000-07	Equipment - ELLI Grant	1,000	1,501.00	0.00	1,501.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	
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	31,521.56	4,414.76	5,254.00	0.00	150.10%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	31,983.81	4,414.76	5,254.00	0.00	152.30%
5200	PROVISION FOR CONTINGENCIES	67,000	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,583,533	1,347,720.82	1,288,751.97	142,730.41	85,291.45	85.11%

Placentia Library District
Balance Sheet
As of May 31, 2003

	May 31, 03
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	1,663.42
County Exempt - Savings	2,685.47
General Fund - Checking	3,994.37
General Fund - Savings	12,518.95
Literacy Fund - Savings	7,530.42 *
Payroll Checking - Wells Fargo	38,684.28
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	42,805.38
Total Checking/Savings	109,882.29
Total Current Assets	109,882.29
TOTAL ASSETS	109,882.29
LIABILITIES & EQUITY	
Equity	
Retained Earnings	15,220.25
Total Capital	69,741.09
Net Income	24,920.95
Total Equity	109,882.29
TOTAL LIABILITIES & EQUITY	109,882.29

* Literacy Fund-Savings Account not reconciled.
Bank Statement not received. Reconciliation will
be included in July Board Book.

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

06/26/03

	County Exempt Fund	General Fund	Payroll Fund	TOTAL
Income				
COE Interest	1.08	0.00	0.00	1.08
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	39.88
COE Meeting Room Income	265.00	0.00	0.00	265.00
COE Passport Chck Reimbursement	4,665.55	0.00	0.00	4,665.55
GF Bankcard Deposit	0.00	4,015.20	0.00	4,015.20
GF Cash Register - Copy/Debit	0.00	185.60	0.00	185.60
GF Cash Register - Fines	0.00	1,265.46	0.00	1,265.46
GF Cash Register - Lost Items	0.00	60.58	0.00	60.58
GF Cash Register - Reserves	0.00	95.25	0.00	95.25
GF County Reimbursements	0.00	849.91	0.00	849.91
GF Interest	0.00	7.90	0.00	7.90
GF Passport Revenue	0.00	15,933.55	0.00	15,933.55
GF State Library Grants	0.00	4,555.78	0.00	4,555.78
GF Transfer from Foundation AAB	0.00	797.23	0.00	797.23
PA Wire Transfer from County	0.00	0.00	85,944.42	85,944.42
Total Income	4,971.51	27,766.46	85,944.42	118,682.39
Expense				
COE Bank fees	10.00	0.00	0.00	10.00
COE Childn's Summer Rdng Prgm	873.28	0.00	0.00	873.28
COE Friend's Director's Fund	94.77	0.00	0.00	94.77
COE Passport Expenses	5,614.20	0.00	0.00	5,614.20
GF Bankcard Service Charge	0.00	132.92	0.00	132.92
GF ELLI Grant	0.00	1,501.00	0.00	1,501.00
GF Equipment (400)	0.00	3,753.00	0.00	3,753.00
GF Food	0.00	138.90	0.00	138.90
GF Insurance	0.00	1,518.95	0.00	1,518.95
GF Literacy	0.00	152.97	0.00	152.97
GF Miscellaneous	0.00	321.75	0.00	321.75
GF Postage	0.00	156.57	0.00	156.57
GF Transfer to COE	0.00	2,142.30	0.00	2,142.30
GF Transfer to GF Savings	0.00	2,228.86	0.00	2,228.86
GF Transfers to County	0.00	14,136.88	0.00	14,136.88
GF Travel Staff	0.00	15.00	0.00	15.00
GF Travel Trustees	0.00	15.00	0.00	15.00
PA Bank fees	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	1,913.64	1,913.64
PA Employee 125 Co-Pay	0.00	0.00	731.38	731.38
PA Employee Life Insurance	0.00	0.00	39.88	39.88
PA Garnishment	0.00	0.00	784.00	784.00
PA Payroll Taxes	0.00	0.00	16,149.80	16,149.80
PA Salaries	0.00	0.00	38,212.94	38,212.94
Total Expense	6,592.25	26,214.10	57,851.64	90,657.99
Net Income	-1,620.74	1,552.36	28,092.78	28,024.40

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
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	5,053.00	0.00	0.00	0.00	5,053.00
COE Interest	11.35	0.00	0.00	0.00	11.35
COE Life Insur Suplmt(EDM)	518.44	0.00	0.00	0.00	518.44
COE Meeting Room Income	3,495.00	0.00	0.00	0.00	3,495.00
COE Miscellaneous Income	4,508.24	0.00	0.00	0.00	4,508.24
COE Passport Chck Reimbursement	42,151.90	0.00	0.00	0.00	42,151.90
COE Staff Appreciation Reimb	374.37	0.00	0.00	0.00	374.37
COE Test Proctoring Income	59.50	0.00	0.00	0.00	59.50
GF Bankcard Deposit	0.00	8,092.11	0.00	0.00	8,092.11
GF Cash Register - Childrens	0.00	116.93	0.00	0.00	116.93
GF Cash Register - Copy/Debit	0.00	1,875.85	0.00	0.00	1,875.85
GF Cash Register - Fines	0.00	16,282.40	0.00	0.00	16,282.40
GF Cash Register - Lost Items	0.00	1,195.57	0.00	0.00	1,195.57
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	1,276.14	0.00	0.00	1,276.14
GF County Reimbursements	0.00	13,866.26	0.00	0.00	13,866.26
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	101.63	0.00	0.00	101.63
GF Miscellaneous Income	0.00	4,237.91	0.00	0.00	4,237.91
GF Non Government Grant	0.00	13,000.00	0.00	0.00	13,000.00
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	122,557.89	0.00	0.00	122,557.89
GF Return Check Fee	0.00	20.00	0.00	0.00	20.00
GF State Library Grants	0.00	183,696.78	0.00	0.00	183,696.78
GF State Library Reimbursements	0.00	11,944.98	0.00	0.00	11,944.98
GF State of CA Foundation Funds	0.00	46,435.15	0.00	0.00	46,435.15
GF Transfer from Foundation AAB	0.00	797.23	0.00	0.00	797.23
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	43.47	0.00	43.47
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	689,886.30	689,886.30
PA Wire Transfer from Paychex	0.00	0.00	0.00	24,118.80	24,118.80
Total Income	57,951.90	439,930.61	43.47	714,604.76	1,212,530.74

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

06/26/03

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Expense					
COE Bank fees	310.65	0.00	0.00	0.00	310.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childn's Summer Rding Prgm	3,938.40	0.00	0.00	0.00	3,938.40
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	450.03	0.00	0.00	0.00	450.03
COE Copier Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,753.18	0.00	0.00	0.00	1,753.18
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
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Literacy	39.14	0.00	0.00	0.00	39.14
COE Meeting Room Maintenance	622.08	0.00	0.00	0.00	622.08
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	41,911.25	0.00	0.00	0.00	41,911.25
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	623.12	0.00	0.00	623.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	119.65	0.00	0.00	119.65
GF Bankcard Service Charge	0.00	282.92	0.00	0.00	282.92
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 ELLI Grant	0.00	1,501.00	0.00	0.00	1,501.00
GF Equipment (400)	0.00	4,344.50	0.00	0.00	4,344.50
GF Food	0.00	1,485.74	0.00	0.00	1,485.74
GF Insurance	0.00	5,763.30	0.00	0.00	5,763.30
GF Library Materials (books)	0.00	134.73	0.00	0.00	134.73
GF Literacy	0.00	1,331.78	0.00	0.00	1,331.78
GF Memberships	0.00	90.00	0.00	0.00	90.00
GF Miscellaneous	0.00	5,808.11	0.00	0.00	5,808.11
GF Office Expense	0.00	890.75	0.00	0.00	890.75
GF Postage	0.00	432.76	0.00	0.00	432.76
GF Printing	0.00	257.37	0.00	0.00	257.37
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Refreshments	0.00	63.62	0.00	0.00	63.62
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfer to COE	0.00	3,142.30	0.00	0.00	3,142.30
GF Transfer to GF Savings	0.00	2,228.86	0.00	0.00	2,228.86
GF Transfers to County	0.00	396,412.39	0.00	0.00	396,412.39
GF Travel Staff	0.00	2,154.42	0.00	0.00	2,154.42
GF Travel Trustees	0.00	1,091.29	0.00	0.00	1,091.29
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	604.42	604.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	19,690.08	19,690.08

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

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Employee 125 Co-Pay	0.00	0.00	0.00	8,695.50	8,695.50
PA Employee Life Insurance	0.00	0.00	0.00	478.56	478.56
PA Garnishment	0.00	0.00	0.00	8,624.00	8,624.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	193,797.74	193,797.74
PA Prepaid Salaries	0.00	0.00	0.00	50,128.47	50,128.47
PA Salaries	0.00	0.00	0.00	419,503.57	419,503.57
PA Transfer to new account	0.00	0.00	0.00	0.00	0.00
Total Expense	56,936.90	429,150.55	0.00	701,522.34	1,187,609.79
Net Income	1,015.00	10,780.06	43.47	13,082.42	24,920.95

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 05/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						4,823.75
Cleared Transactions						
Checks and Payments - 69 items						
Check	4/19/2003	4324	Elizabeth D Minter	X	-25.98	-25.98
Check	4/24/2003	4338	Passport Services	X	-110.00	-135.98
Check	4/24/2003	4336	Metropolitan Coope...	X	-289.00	-424.98
Check	4/27/2003	4342	Passport Services	X	-245.00	-669.98
Check	4/27/2003	4339	Passport Services	X	-40.00	-709.98
Check	4/27/2003	4341	Passport Services	X	-55.00	-764.98
Check	4/27/2003	4340	Passport Services	X	-40.00	-804.98
Check	4/27/2003	4343	Passport Services	X	-55.00	-859.98
Check	4/28/2003	4344	Passport Services	X	-40.00	-899.98
Check	4/28/2003	4345	Passport Services	X	-128.65	-1,028.63
Check	4/29/2003	4348	Passport Services	X	-40.00	-1,068.63
Check	4/29/2003	4347	Passport Services	X	-80.00	-1,148.63
Check	4/29/2003	4349	Passport Services	X	-55.00	-1,203.63
Check	4/29/2003	4346	Passport Services	X	-55.00	-1,258.63
Check	4/30/2003	4353	Passport Services	X	-55.00	-1,313.63
Check	5/1/2003	4354	Christopher's Flowers	X	-44.12	-1,357.75
Check	5/3/2003	4360	Passport Services	X	-13.65	-1,371.40
Check	5/3/2003	4355	Passport Services	X	-55.00	-1,426.40
Check	5/3/2003	4356	Passport Services	X	-55.00	-1,481.40
Check	5/3/2003	4359	Passport Services	X	-110.00	-1,591.40
Check	5/3/2003	4358	Passport Services	X	-110.00	-1,701.40
Check	5/5/2003	4362	Passport Services	X	-115.00	-1,816.40
Check	5/6/2003	4365	Passport Services	X	-55.00	-1,871.40
Check	5/6/2003	4364	Passport Services	X	-55.00	-1,926.40
Check	5/6/2003	4363	Passport Services	X	-55.00	-1,981.40
Check	5/7/2003	4367	Passport Services	X	-55.00	-2,036.40
Check	5/7/2003	4366	Passport Services	X	-40.00	-2,076.40
Check	5/7/2003	4368	Passport Services	X	-115.00	-2,191.40
Check	5/8/2003	4374	Passport Services	X	-80.00	-2,271.40
Check	5/8/2003	4372	Passport Services	X	-55.00	-2,326.40
Check	5/8/2003	4371	Passport Services	X	-40.00	-2,366.40
Check	5/8/2003	4370	Passport Services	X	-115.00	-2,481.40
Check	5/8/2003	4369	Passport Services	X	-13.65	-2,495.05
Check	5/8/2003	4373	Passport Services	X	-55.00	-2,550.05
Check	5/10/2003	4375	Passport Services	X	-115.00	-2,665.05
Check	5/10/2003	4376	Passport Services	X	-55.00	-2,720.05
Check	5/11/2003	4377	Scholastic Inc.	X	-549.53	-3,269.58
Check	5/12/2003	4380	Passport Services	X	-55.00	-3,324.58
Check	5/12/2003	4379	Passport Services	X	-40.00	-3,364.58
Check	5/12/2003	4378	Passport Services	X	-175.00	-3,539.58
Check	5/13/2003	4383	Passport Services	X	-55.00	-3,594.58
Check	5/13/2003	4382	Passport Services	X	-113.65	-3,708.23
Check	5/13/2003	4381	Passport Services	X	-95.00	-3,803.23
Check	5/14/2003	4387	Passport Services	X	-55.00	-3,858.23
Check	5/14/2003	4386	Passport Services	X	-55.00	-3,913.23
Check	5/14/2003	4385	Passport Services	X	-40.00	-3,953.23
Check	5/14/2003	4384	Passport Services	X	-55.00	-4,008.23
Check	5/15/2003	4388	Passport Services	X	-40.00	-4,048.23
Check	5/15/2003	4393	Passport Services	X	-55.00	-4,103.23
Check	5/15/2003	4392	Passport Services	X	-175.00	-4,278.23
Check	5/15/2003	4391	Metropolitan Coope...	X	-350.00	-4,628.23
Check	5/15/2003	4390	Passport Services	X	-115.00	-4,743.23
Check	5/15/2003	4389	Passport Services	X	-115.00	-4,858.23
Check	5/17/2003	4395	Passport Services	X	-55.00	-4,913.23
Check	5/17/2003	4394	Passport Services	X	-107.30	-5,020.53
Check	5/17/2003	4396	Passport Services	X	-100.00	-5,120.53
Check	5/19/2003	4397	Passport Services	X	-115.00	-5,235.53
Check	5/20/2003	4399	Passport Services	X	-55.00	-5,290.53
Check	5/20/2003	4400	Passport Services	X	-150.00	-5,440.53
Check	5/20/2003	4398	Passport Services	X	-110.00	-5,550.53
Check	5/21/2003	4404	Passport Services	X	-55.00	-5,605.53
Check	5/21/2003	4403	Passport Services	X	-128.65	-5,734.18
Check	5/21/2003	4402	Passport Services	X	-100.00	-5,834.18
Check	5/21/2003	4401	Passport Services	X	-150.00	-5,984.18
Check	5/22/2003	4406	Passport Services	X	-55.00	-6,039.18

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 05/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Check	5/22/2003	4408	Passport Services	X	-55.00	-6,094.18
Check	5/22/2003	4409	Passport Services	X	-115.00	-6,209.18
Check	5/22/2003	4405	Passport Services	X	-55.00	-6,264.18
Check	5/22/2003	4407	Passport Services	X	-55.00	-6,319.18
Total Checks and Payments					-6,319.18	-6,319.18
Deposits and Credits - 19 items						
Deposit	5/5/2003			X	8.75	8.75
Deposit	5/5/2003			X	178.65	187.40
Deposit	5/6/2003			X	8.75	196.15
Deposit	5/6/2003			X	55.00	251.15
Deposit	5/7/2003			X	150.00	401.15
Deposit	5/8/2003			X	238.65	639.80
Deposit	5/12/2003			X	120.00	759.80
Deposit	5/13/2003			X	303.65	1,063.45
Deposit	5/14/2003			X	40.00	1,103.45
Deposit	5/14/2003			X	2,142.30	3,245.75
Deposit	5/15/2003			X	255.00	3,500.75
Deposit	5/19/2003			X	262.30	3,763.05
Deposit	5/19/2003			X	345.00	4,108.05
Deposit	5/19/2003			X	48.75	4,156.80
Deposit	5/20/2003			X	115.00	4,271.80
Deposit	5/21/2003			X	155.00	4,426.80
Deposit	5/22/2003			X	55.00	4,481.80
Deposit	5/28/2003			X	55.00	4,536.80
Deposit	5/29/2003			X	225.00	4,761.80
Total Deposits and Credits					4,761.80	4,761.80
Total Cleared Transactions					-1,557.38	-1,557.38
Cleared Balance					-1,557.38	3,266.37
Uncleared Transactions						
Checks and Payments - 21 items						
Check	5/24/2003	4410	Passport Services		-40.00	-40.00
Check	5/24/2003	4411	Passport Services		-107.30	-147.30
Check	5/27/2003	4414	Passport Services		-55.00	-202.30
Check	5/27/2003	4413	Passport Services		-55.00	-257.30
Check	5/27/2003	4412	Buena Park Plaque ...		-50.65	-307.95
Check	5/28/2003	4415	Passport Services		-55.00	-362.95
Check	5/28/2003	4417	Passport Services		-55.00	-417.95
Check	5/28/2003	4416	Passport Services		-55.00	-472.95
Check	5/29/2003	4424	Passport Services		-115.00	-587.95
Check	5/29/2003	4425	Passport Services		-215.00	-802.95
Check	5/29/2003	4427	Passport Services		-55.00	-857.95
Check	5/29/2003	4423	Passport Services		-115.00	-972.95
Check	5/29/2003	4422	Passport Services		-150.00	-1,122.95
Check	5/29/2003	4420	Passport Services		-55.00	-1,177.95
Check	5/29/2003	4419	Passport Services		-55.00	-1,232.95
Check	5/29/2003	4418	Passport Services		-55.00	-1,287.95
Check	5/29/2003	4421	Passport Services		-55.00	-1,342.95
Check	5/31/2003	4428	Passport Services		-55.00	-1,397.95
Check	5/31/2003	4429	Passport Services		-55.00	-1,452.95
Check	5/31/2003	4430	Passport Services		-110.00	-1,562.95
Check	5/31/2003	4431	Passport Services		-40.00	-1,602.95
Total Checks and Payments					-1,602.95	-1,602.95
Total Uncleared Transactions					-1,602.95	-1,602.95
Register Balance as of 05/31/2003					-3,160.33	1,663.42
New Transactions						
Checks and Payments - 49 items						
Check	6/1/2003	4434	Passport Services		-40.00	-40.00
Check	6/1/2003	4433	Passport Services		-40.00	-80.00
Check	6/1/2003	4432	Passport Services		-55.00	-135.00

**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 05/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Check	6/2/2003	4435	Passport Services		-40.00	-175.00
Check	6/2/2003	4436	Passport Services		-55.00	-230.00
Check	6/3/2003	4437	Passport Services		-40.00	-270.00
Check	6/3/2003	4438	Passport Services		-55.00	-325.00
Check	6/4/2003	4440	Passport Services		-55.00	-380.00
Check	6/4/2003	4439	Passport Services		-55.00	-435.00
Check	6/4/2003	4441	Passport Services		-55.00	-490.00
Check	6/7/2003	4443	Passport Services		-55.00	-545.00
Check	6/7/2003	4446	Passport Services		-115.00	-660.00
Check	6/7/2003	4445	Passport Services		-40.00	-700.00
Check	6/7/2003	4444	Passport Services		-95.00	-795.00
Check	6/8/2003	4447	Omnigrafix Printing		-134.69	-929.69
Check	6/9/2003	4448	Passport Services		-40.00	-969.69
Check	6/10/2003	4450	Passport Services		-115.00	-1,084.69
Check	6/10/2003	4449	Passport Services		-40.00	-1,124.69
Check	6/12/2003	4451	Passport Services		-115.00	-1,239.69
Check	6/14/2003	4453	Passport Services		-100.00	-1,339.69
Check	6/14/2003	4454	Passport Services		-55.00	-1,394.69
Check	6/14/2003	4452	Passport Services		-60.00	-1,454.69
Check	6/15/2003	4455	Passport Services		-55.00	-1,509.69
Check	6/17/2003	4458	Passport Services		-115.00	-1,624.69
Check	6/17/2003	4457	Passport Services		-110.00	-1,734.69
Check	6/17/2003	4456	Passport Services		-55.00	-1,789.69
Check	6/17/2003	4459	Passport Services		-135.00	-1,924.69
Check	6/18/2003	4460	Allen Oshiro		-250.00	-2,174.69
Check	6/18/2003	4461	Metropolitan Coope...		-86.75	-2,261.44
Check	6/18/2003	4462	Passport Services		-115.00	-2,376.44
Check	6/19/2003	4463	Passport Services		-55.00	-2,431.44
Check	6/19/2003	4465	Passport Services		-55.00	-2,486.44
Check	6/19/2003	4466	Passport Services		-55.00	-2,541.44
Check	6/19/2003	4464	Passport Services		-55.00	-2,596.44
Check	6/21/2003	4467	Passport Services		-55.00	-2,651.44
Check	6/21/2003	4469	Passport Services		-55.00	-2,706.44
Check	6/21/2003	4468	Passport Services		-55.00	-2,761.44
Check	6/23/2003	4475	Passport Services		-115.00	-2,876.44
Check	6/23/2003	4474	Passport Services		-115.00	-2,991.44
Check	6/23/2003	4472	Passport Services		-40.00	-3,031.44
Check	6/23/2003	4471	Passport Services		-40.00	-3,071.44
Check	6/23/2003	4470	Passport Services		-40.00	-3,111.44
Check	6/23/2003	4473	Passport Services		-55.00	-3,166.44
Check	6/24/2003	4478	Passport Services		-230.00	-3,396.44
Check	6/24/2003	4476	Inland Library System		-546.48	-3,942.92
Check	6/25/2003	4480	Passport Services		-55.00	-3,997.92
Check	6/25/2003	4481	Passport Services		-115.00	-4,112.92
Check	6/25/2003	4477	Rudy Gonzales		-250.00	-4,362.92
Check	6/25/2003	4479	Passport Services		-55.00	-4,417.92
Total Checks and Payments					-4,417.92	-4,417.92
Deposits and Credits - 16 items						
Deposit	6/2/2003				280.00	280.00
Deposit	6/2/2003				220.00	500.00
Deposit	6/2/2003				107.30	607.30
Deposit	6/3/2003				135.00	742.30
Deposit	6/4/2003				55.00	797.30
Deposit	6/9/2003				1,728.65	2,525.95
Deposit	6/9/2003				155.00	2,680.95
Deposit	6/10/2003				40.00	2,720.95
Deposit	6/16/2003				115.00	2,835.95
Deposit	6/16/2003				55.00	2,890.95
Deposit	6/18/2003				305.00	3,195.95
Deposit	6/23/2003				40.00	3,235.95
Deposit	6/23/2003				55.00	3,290.95
Deposit	6/23/2003				55.00	3,345.95
Deposit	6/24/2003				170.00	3,515.95
Deposit	6/25/2003				55.00	3,570.95
Total Deposits and Credits					3,570.95	3,570.95

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**Placentia Library District
Reconciliation Detail**
County Exempt - Checking, Period Ending 05/31/2003

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County Exempt Checking
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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Total New Transactions					-846.97	-846.97
Ending Balance					-4,007.30	816.45

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**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 05/31/2003**

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County Exempt Savings
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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,615.03
Cleared Transactions						
Checks and Payments - 2 items						
Check	4/29/2003	1506	Greg's Carpet & Up...	X	-155.52	-155.52
Check	5/31/2003			X	-10.00	-165.52
Total Checks and Payments					-165.52	-165.52
Deposits and Credits - 8 items						
Deposit	5/1/2003			X	30.00	30.00
Deposit	5/7/2003			X	19.94	49.94
Deposit	5/8/2003			X	30.00	79.94
Deposit	5/12/2003			X	30.00	109.94
Deposit	5/20/2003			X	75.00	184.94
Deposit	5/21/2003			X	19.94	204.88
Deposit	5/22/2003			X	30.00	234.88
Deposit	5/31/2003			X	1.08	235.96
Total Deposits and Credits					235.96	235.96
Total Cleared Transactions					70.44	70.44
Cleared Balance					70.44	2,685.47
Register Balance as of 05/31/2003					70.44	2,685.47
New Transactions						
Checks and Payments - 1 item						
Check	6/24/2003	1507	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 7 items						
Deposit	6/2/2003				30.00	30.00
Deposit	6/3/2003				70.00	100.00
Deposit	6/4/2003				19.94	119.94
Deposit	6/5/2003				60.00	179.94
Deposit	6/11/2003				30.00	209.94
Deposit	6/18/2003				19.94	229.88
Deposit	6/19/2003				60.00	289.88
Total Deposits and Credits					289.88	289.88
Total New Transactions					134.36	134.36
Ending Balance					204.80	2,819.83

*Commit
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Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 05/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						10,724.23
Cleared Transactions						
Checks and Payments - 18 items						
Check	4/24/2003	4688	Pat Irot	X	-67.00	-67.00
Check	4/24/2003	4687	Dave Henson-Books	X	-24.05	-91.05
Check	5/1/2003	4691	Warner Pacific Insu...	X	-1,518.95	-1,610.00
Check	5/2/2003		Bank of the West	X	-12.83	-1,622.83
Check	5/2/2003		Bank of the West	X	-120.09	-1,742.92
Check	5/5/2003	4692	US Postmaster Pla...	X	-37.00	-1,779.92
Check	5/8/2003	4694	Donna Siloti	X	-8.70	-1,788.62
Check	5/11/2003	4696	Placentia Library G...	X	-2,228.86	-4,017.48
Check	5/11/2003	4695	Placentia Library Di...	X	-1,347.30	-5,364.78
Check	5/12/2003	4697	Sam's Club	X	-215.23	-5,580.01
Check	5/12/2003	4698	The UPS Store	X	-8.57	-5,588.58
Check	5/13/2003	4699	Quizno's	X	-47.44	-5,636.02
Check	5/13/2003	4700	Placentia Library Di...	X	-795.00	-6,431.02
Check	5/14/2003	4701	Photo-Hall	X	-23.90	-6,454.92
Check	5/14/2003	4702	Sam's Club	X	-93.07	-6,547.99
Check	5/19/2003	4704	Tyese Wortham	X	-129.07	-6,677.06
Check	5/21/2003	4706	Placentia Chamber ...	X	-10.00	-6,687.06
Check	5/28/2003	4707	Placentia Chamber ...	X	-20.00	-6,707.06
Total Checks and Payments					-6,707.06	-6,707.06
Deposits and Credits - 30 items						
Deposit	5/1/2003			X	30.00	30.00
Deposit	5/2/2003			X	60.00	90.00
Deposit	5/5/2003			X	257.00	347.00
Deposit	5/6/2003			X	120.60	467.60
Deposit	5/6/2003			X	50.00	517.60
Deposit	5/6/2003			X	849.91	1,367.51
Deposit	5/7/2003			X	34.00	1,401.51
Check	5/8/2003	4693	Mail Boxes Etc.	X	0.00	1,401.51
Deposit	5/8/2003			X	146.00	1,547.51
Deposit	5/9/2003			X	6.40	1,553.91
Deposit	5/12/2003			X	232.00	1,785.91
Deposit	5/13/2003			X	296.00	2,081.91
Deposit	5/13/2003			X	97.60	2,179.51
Deposit	5/14/2003			X	1.61	2,181.12
Deposit	5/15/2003			X	797.23	2,978.35
Check	5/15/2003	4703	99 Cents Only Store	X	0.00	2,978.35
Deposit	5/15/2003			X	30.00	3,008.35
Deposit	5/15/2003			X	221.80	3,230.15
Deposit	5/16/2003			X	60.00	3,290.15
Deposit	5/19/2003			X	30.00	3,320.15
Deposit	5/20/2003			X	201.00	3,521.15
Deposit	5/21/2003			X	512.50	4,033.65
Deposit	5/22/2003			X	637.30	4,670.95
Deposit	5/27/2003			X	146.00	4,816.95
Deposit	5/27/2003			X	71.00	4,887.95
Deposit	5/28/2003			X	86.00	4,973.95
Check	5/29/2003	4709	Smart & Final	X	0.00	4,973.95
Check	5/29/2003	4710	Sam's Club	X	0.00	4,973.95
Deposit	5/30/2003			X	533.00	5,506.95
Deposit	5/30/2003			X	157.00	5,663.95
Total Deposits and Credits					5,663.95	5,663.95
Total Cleared Transactions					-1,043.11	-1,043.11
Cleared Balance					-1,043.11	9,681.12
Uncleared Transactions						
Checks and Payments - 3 items						
Check	5/19/2003	4705	Arroyo Seco Library...		-5,254.00	-5,254.00
Check	5/29/2003	4711	Jim's Enterprise		-321.75	-5,575.75
Check	5/29/2003	4708	US Postmaster Pla...		-111.00	-5,686.75

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 05/31/2003**

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General Fund Checking
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Type	Date	Num	Name	Clr	Amount	Balance
Total Checks and Payments					-5,686.75	-5,686.75
Total Uncleared Transactions					-5,686.75	-5,686.75
Register Balance as of 05/31/2003					-6,729.86	3,994.37
New Transactions						
Checks and Payments - 8 items						
Check	6/4/2003	4713	Sam's Club		-30.00	-30.00
Check	6/4/2003	4712	Placentia Library Di...		-1,728.65	-1,758.65
Check	6/5/2003	4714	Copy America		-200.00	-1,958.65
Check	6/10/2003	4716	Placentia Library Di...		-30.00	-1,988.65
Check	6/10/2003	4717	Placentia Library G...		-2,137.82	-4,126.47
Check	6/10/2003	4715	Copy America		-266.36	-4,392.83
Check	6/18/2003	4718	Placentia Chamber ...		-10.00	-4,402.83
Check	6/25/2003	4719	Placentia Chamber ...		-40.00	-4,442.83
Total Checks and Payments					-4,442.83	-4,442.83
Deposits and Credits - 3 items						
Deposit	6/3/2003				2,627.00	2,627.00
Deposit	6/4/2003				5,573.14	8,200.14
Deposit	6/11/2003				518.41	8,718.55
Total Deposits and Credits					8,718.55	8,718.55
Total New Transactions					4,275.72	4,275.72
Ending Balance					-2,454.14	8,270.09

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Placentia Library District Reconciliation Detail

General Fund - Savings, Period Ending 05/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						19,670.89
Cleared Transactions						
Checks and Payments - 3 items						
Check	4/28/2003	1212	Orange County Aud...	X	-15,343.11	-15,343.11
Check	5/5/2003	1213	Patricia Strobel	X	-120.00	-15,463.11
Check	5/19/2003	1214	Orange County Aud...	X	-14,136.88	-29,599.99
Total Checks and Payments					-29,599.99	-29,599.99
Deposits and Credits - 31 items						
Deposit	5/1/2003			X	504.85	504.85
Deposit	5/5/2003			X	210.00	714.85
Deposit	5/5/2003			X	791.65	1,506.50
Deposit	5/5/2003			X	645.45	2,151.95
Deposit	5/5/2003			X	315.50	2,467.45
Deposit	5/6/2003			X	692.40	3,159.85
Deposit	5/6/2003			X	60.00	3,219.85
Deposit	5/7/2003			X	678.05	3,897.90
Deposit	5/8/2003			X	570.70	4,468.60
Deposit	5/12/2003			X	546.20	5,014.80
Deposit	5/12/2003			X	630.00	5,644.80
Deposit	5/12/2003			X	432.80	6,077.60
Deposit	5/13/2003			X	947.25	7,024.85
Deposit	5/13/2003			X	180.00	7,204.85
Deposit	5/14/2003			X	627.20	7,832.05
Deposit	5/14/2003			X	2,228.86	10,060.91
Deposit	5/15/2003			X	463.80	10,524.71
Deposit	5/19/2003			X	461.29	10,986.00
Deposit	5/19/2003			X	607.00	11,593.00
Deposit	5/19/2003			X	836.10	12,429.10
Deposit	5/20/2003			X	4,779.71	17,208.81
Deposit	5/20/2003			X	693.40	17,902.21
Deposit	5/21/2003			X	645.45	18,547.66
Deposit	5/22/2003			X	651.00	19,198.66
Deposit	5/27/2003			X	371.55	19,570.21
Deposit	5/27/2003			X	120.00	19,690.21
Deposit	5/27/2003			X	900.00	20,590.21
Deposit	5/28/2003			X	942.84	21,533.05
Deposit	5/28/2003			X	180.00	21,713.05
Deposit	5/29/2003			X	727.10	22,440.15
Deposit	5/31/2003			X	7.90	22,448.05
Total Deposits and Credits					22,448.05	22,448.05
Total Cleared Transactions					-7,151.94	-7,151.94
Cleared Balance					-7,151.94	12,518.95
Register Balance as of 05/31/2003					-7,151.94	12,518.95
New Transactions						
Checks and Payments - 3 items						
Check	6/3/2003	1215	Orange County Aud...		-13,479.40	-13,479.40
Check	6/12/2003		Bank of the West		-4.00	-13,483.40
Check	6/12/2003		Bank of the West		-30.00	-13,513.40
Total Checks and Payments					-13,513.40	-13,513.40
Deposits and Credits - 29 items						
Deposit	6/2/2003				638.75	638.75
Deposit	6/2/2003				510.00	1,148.75
Deposit	6/2/2003				461.30	1,610.05
Deposit	6/2/2003				976.65	2,586.70
Deposit	6/3/2003				821.65	3,408.35
Deposit	6/3/2003				60.00	3,468.35
Deposit	6/4/2003				672.00	4,140.35
Deposit	6/5/2003				469.10	4,609.45
Deposit	6/9/2003				782.00	5,391.45
Deposit	6/9/2003				150.00	5,541.45

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 05/31/2003**

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Type	Date	Num	Name	Clr	Amount	Balance
Deposit	6/9/2003				243.65	5,785.10
Deposit	6/9/2003				648.25	6,433.35
Deposit	6/10/2003				897.85	7,331.20
Deposit	6/11/2003				689.70	8,020.90
Deposit	6/11/2003				2,137.82	10,158.72
Deposit	6/12/2003				600.00	10,758.72
Deposit	6/12/2003				675.70	11,434.42
Deposit	6/16/2003				662.00	12,096.42
Deposit	6/16/2003				420.40	12,516.82
Deposit	6/16/2003				194.20	12,711.02
Deposit	6/17/2003				899.85	13,610.87
Deposit	6/18/2003				300.00	13,910.87
Deposit	6/18/2003				571.85	14,482.72
Deposit	6/19/2003				646.30	15,129.02
Deposit	6/23/2003				620.40	15,749.42
Deposit	6/23/2003				402.30	16,151.72
Deposit	6/23/2003				811.00	16,962.72
Deposit	6/24/2003				760.15	17,722.87
Deposit	6/25/2003				735.05	18,457.92
Total Deposits and Credits					18,457.92	18,457.92
Total New Transactions					4,944.52	4,944.52
Ending Balance					-2,207.42	17,463.47

*Edmunds
6/25/03*

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 05/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,083.87
Cleared Transactions						
Checks and Payments - 30 items						
Check	4/23/2003	3200	Dorothy J. Cummings	X	-189.33	-189.33
Check	4/23/2003	3219	Shawn Robison	X	-93.50	-282.83
Check	4/23/2003	3231	Kathryn L. Roberts	X	-392.00	-674.83
Check	4/23/2003	3215	Beatrice V. Quintanar	X	-287.20	-962.03
Check	4/23/2003	3204	Esther P. Guzman	X	-255.65	-1,217.68
Check	4/23/2003	3202	Joy Di Loreto	X	-274.69	-1,492.37
Check	5/1/2003		Wells Fargo Bank	X	-10.00	-1,502.37
Check	5/6/2003		Paychex	X	-17,467.40	-18,969.77
Check	5/7/2003	3263	Nationwide Retirem...	X	-956.82	-19,926.59
Check	5/7/2003	3262	Kathryn L. Roberts	X	-392.00	-20,318.59
Check	5/7/2003	3260	Orange County Aud...	X	-444.01	-20,762.60
Check	5/7/2003	3250	Shawn Robison	X	-105.98	-20,868.58
Check	5/7/2003	3248	Joshua Robbins	X	-191.45	-21,060.03
Check	5/7/2003	3246	Beatrice V. Quintanar	X	-287.20	-21,347.23
Check	5/7/2003	3237	Joyce G. Hampton	X	-319.37	-21,666.60
Check	5/7/2003	3236	Esther P. Guzman	X	-255.65	-21,922.25
Check	5/7/2003	3234	Dorothy J. Cummings	X	-223.21	-22,145.46
Check	5/7/2003		Paychex	X	-7,973.74	-30,119.20
Check	5/7/2003	3261	Placentia Library Di...	X	-19.94	-30,139.14
Check	5/15/2003		Wells Fargo Bank	X	-10.00	-30,149.14
Check	5/20/2003		Paychex	X	-8,176.06	-38,325.20
Check	5/20/2003		Paychex	X	-17,834.74	-56,159.94
Check	5/21/2003	3268	Joyce G. Hampton	X	-319.37	-56,479.31
Check	5/21/2003	3279	Beatrice V. Quintanar	X	-287.20	-56,766.51
Check	5/21/2003	3281	Joshua Robbins	X	-191.45	-56,957.96
Check	5/21/2003	3294	Placentia Library Di...	X	-19.94	-56,977.90
Check	5/21/2003	3293	Orange County Aud...	X	-287.37	-57,265.27
Check	5/21/2003	3267	Esther P. Guzman	X	-255.65	-57,520.92
Check	5/21/2003	3264	Dorothy J. Cummings	X	-240.16	-57,761.08
Check	5/21/2003	3296	Nationwide Retirem...	X	-956.82	-58,717.90
Total Checks and Payments					-58,717.90	-58,717.90
Deposits and Credits - 3 items						
Deposit	5/1/2003			X	28,648.14	28,648.14
Deposit	5/15/2003			X	28,648.14	57,296.28
Check	6/18/2003	3361	Orange County Aud...	X	0.00	57,296.28
Total Deposits and Credits					57,296.28	57,296.28
Total Cleared Transactions					-1,421.62	-1,421.62
Cleared Balance					-1,421.62	10,662.25
Uncleared Transactions						
Checks and Payments - 4 items						
Check	5/21/2003	3283	Shawn Robison		-112.21	-112.21
Check	5/21/2003	3276	Marlane Nebel		-41.11	-153.32
Check	5/21/2003	3270	Matthew G. Mallard		-80.79	-234.11
Check	5/21/2003	3295	Kathryn L. Roberts		-392.00	-626.11
Total Checks and Payments					-626.11	-626.11
Deposits and Credits - 1 item						
Deposit	5/29/2003				28,648.14	28,648.14
Total Deposits and Credits					28,648.14	28,648.14
Total Uncleared Transactions					28,022.03	28,022.03
Register Balance as of 05/31/2003					26,600.41	38,684.28
New Transactions						
Checks and Payments - 30 items						
Check	6/3/2003		Wells Fargo Bank		-10.00	-10.00
Check	6/3/2003		Paychex		-17,674.07	-17,684.07

7:51 PM

06/25/03

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 05/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Check	6/4/2003	3302	Esther P. Guzman		-257.59	-17,941.66
Check	6/4/2003	3303	Joyce G. Hampton		-319.37	-18,261.03
Check	6/4/2003	3310	Marlane Nebel		-112.99	-18,374.02
Check	6/4/2003	3313	Beatrice V. Quintanar		-287.20	-18,661.22
Check	6/4/2003	3315	Joshua Robbins		-143.87	-18,805.09
Check	6/4/2003	3299	Dorothy J. Cummings		-95.98	-18,901.07
Check	6/4/2003	3327	Orange County Aud...		-265.07	-19,166.14
Check	6/4/2003	3328	Placentia Library Di...		-19.94	-19,186.08
Check	6/4/2003	3329	Kathryn L. Roberts		-392.00	-19,578.08
Check	6/4/2003	3330	Nationwide Retirem...		-956.82	-20,534.90
Check	6/4/2003	3317	Shawn Robison		-93.50	-20,628.40
Check	6/4/2003		Paychex		-8,061.38	-28,689.78
Check	6/5/2003	2012	Cyrise Smith		-1,278.53	-29,968.31
Check	6/12/2003		Wells Fargo Bank		-10.00	-29,978.31
Check	6/17/2003		Paychex		-16,968.95	-46,947.26
Check	6/18/2003	3334	Dorothy J. Cummings		-234.51	-47,181.77
Check	6/18/2003	3337	Trang Goebel		-151.48	-47,333.25
Check	6/18/2003	3338	Esther P. Guzman		-195.05	-47,528.30
Check	6/18/2003	3339	Joyce G. Hampton		-319.57	-47,847.87
Check	6/18/2003	3345	Marlane Nebel		-82.23	-47,930.10
Check	6/18/2003	3348	Beatrice V. Quintanar		-290.28	-48,220.38
Check	6/18/2003	3350	Joshua Robbins		-167.67	-48,388.05
Check	6/18/2003	3352	Shawn Robison		-112.21	-48,500.26
Check	6/18/2003	3362	Placentia Library Di...		-19.94	-48,520.20
Check	6/18/2003	3363	Kathryn L. Roberts		-78.39	-48,598.59
Check	6/18/2003	3364	Nationwide Retirem...		-856.82	-49,455.41
Check	6/18/2003	3365	Orange County Aud...		-279.94	-49,735.35
Check	6/18/2003		Paychex		-7,283.42	-57,018.77
Total Checks and Payments					-57,018.77	-57,018.77
Deposits and Credits - 1 item						
Deposit	6/12/2003				28,648.14	28,648.14
Total Deposits and Credits					28,648.14	28,648.14
Total New Transactions					-28,370.63	-28,370.63
Ending Balance					-1,770.22	10,313.65

*2003
6/25/03*

ACQUISITIONS REPORT FOR FISCAL YEAR 2002-2003 THROUGH THE MONTH OF MAY 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	8,178.06	624	551	2,146.06	106	102	10,324.12	730	653	2,146.87	105	105	12,470.99	835	758
Adult Circulating Non-Fiction	11,424.62	570	547	2,350.69	100	86	13,775.31	670	633	3,500.73	172	171	17,276.04	842	804
Adult Reference	13,698.92	141	75	332.95	3	3	14,031.87	144	78	1,348.90	49	44	15,380.77	193	122
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	47,571.50	16	16	0.00	0	0	47,571.50	16	16	0.00	0	0	47,571.50	16	16
Total Adult Non-Fiction	73,376.04	788	699	2,683.64	103	89	76,059.68	891	788	4,849.63	221	215	80,909.31	1,112	1,003
TOTAL ADULT PRINT MATERIALS	81,554.10	1412	1412	4,829.70	209	191	86,383.80	1,621	1,441	6,996.50	326	320	93,380.30	1,947	1,761
Adult Audio/Music	0.00	0	0	38.37	2	1	38.37	2	1	145.00	10	10	183.37	12	11
Adult Audio Books	8,910.06	130	124	0.00	0	0	8,910.06	130	124	254.95	13	13	9,165.01	143	137
Total Adult Audio	8,910.06	130	124	38.37	2	1	8,948.43	132	125	399.95	23	23	9,348.38	155	148
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	85.00	6	6	85.00	6	6
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	145.00	7	7	145.00	7	7
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	230.00	13	13	230.00	13	13
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	8,910.06	130	124	38.37	2	1	8,948.43	132	125	629.95	36	36	9,578.38	168	161
TOTAL ADULT MATERIALS	90,464.16	1,542	1,536	4,868.07	211	192	95,332.23	1,753	1,566	7,626.45	362	356	102,958.68	2,115	1,922
Juvenile Fiction	7,818.98	577	537	5,685.96	410	326	13,504.94	987	863	559.93	52	52	14,064.87	1,039	915
Juvenile Circulating Non-Fiction	10,714.21	609	592	894.46	60	60	11,608.67	669	652	286.65	22	22	11,895.32	691	674
Juvenile Reference	1,700.16	13	9	0.00	0	0	1,700.16	13	9	30.00	2	2	1,730.16	15	11
Juvenile Print Continuations	278.05	2	2	0.00	0	0	278.05	2	2	0.00	0	0	278.05	2	2
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	12,992.42	625	604	894.46	60	60	13,886.88	685	664	316.65	24	24	14,203.53	709	688
TOTAL JUVENILE PRINT MATERIALS	20,811.40	1,202	1,141	6,580.42	470	386	27,391.82	1,672	1,527	876.58	76	76	28,268.40	1,748	1,603
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	4,866.71	152	152	5,766.39	141	141	10,633.10	293	293	0.00	0	0	10,633.10	293	293
Total Juvenile Audio	4,866.71	152	152	5,766.39	141	141	10,633.10	293	293	0.00	0	0	10,633.10	293	293
Juvenile Video Educational	337.98	8	8	0.00	0	0	337.98	8	8	55.00	4	4	392.98	12	12
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	270.00	12	12	270.00	12	12
Total Juvenile Video	337.98	8	8	0.00	0	0	337.98	8	8	325.00	16	16	662.98	24	24
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	5,204.69	160	160	5,766.39	141	141	10,971.08	301	301	325.00	16	16	11,296.08	317	317
TOTAL JUVENILE MATERIALS	26,016.09	1362	1301	12,346.81	611	527	38,362.90	1973	1828	1,201.58	92	92	39,564.48	2,065	1,920
Total Fiction	15,997.04	1,201	1,088	7,832.02	516	428	23,829.06	1,717	1,516	2,706.80	157	157	26,535.86	1,874	1,673
Total Non-Fiction	86,368.46	1,413	1,303	3,578.10	163	149	89,946.56	1,576	1,452	5,166.28	245	239	95,112.84	1,821	1,691
Total Audio	13,776.77	282	276	5,804.76	143	142	19,581.53	425	418	399.95	23	23	19,981.48	448	441
Total Video	337.98	8	8	0.00	0	0	337.98	8	8	555.00	29	29	892.98	37	37
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	116,480.25	2,904	2,675	17,214.88	822	719	133,695.13	3,726	3,394	8,828.03	454	448	142,523.16	4,180	3,842

ACQUISITIONS REPORT FOR THE MONTH OF MAY 2003

Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	1,013.03	87	0.00	0	1,013.03	87	124.90	5	1,137.93	92
Adult Circulating Non-Fiction	1,955.70	84	0.00	0	1,955.70	84	113.00	3	2,068.70	87
Adult Reference	227.65	3	0.00	0	227.65	3	0.00	0	227.65	3
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	17,185.00	5	0.00	0	17,185.00	5	0.00	0	17,185.00	5
Total Adult Non-Fiction	19,368.35	92	0.00	0	19,368.35	92	113.00	3	19,481.35	95
TOTAL ADULT PRINT MATERIALS	20,381.38	179	20,381.38	0	20,381.38	179	237.90	8	20,619.28	187
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	1,852.44	29	0.00	0	1,852.44	29	0.00	0	1,852.44	29
Total Adult Audio	1,852.44	29	0.00	0	1,852.44	29	0.00	0	1,852.44	29
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	1,852.44	29	0.00	0	1,852.44	29	0.00	0	1,852.44	29
TOTAL ADULT MATERIALS	22,233.82	208	20,381.38	0	22,233.82	208	237.90	8	22,471.72	216
Juvenile Fiction	185.22	10	125.48	10	310.70	20	152.63	10	463.33	30
Juvenile Circulating Non-Fiction	0.00	0	0.00	0	0.00	0	48.00	3	48.00	3
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	138.79	1	0.00	0	138.79	1	0.00	0	138.79	1
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	138.79	1	0.00	0	138.79	1	48.00	3	186.79	4
TOTAL JUVENILE PRINT MATERIALS	324.01	11	125.48	10	449.49	21	200.63	13	650.12	34
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	812.01	20	170.47	6	982.48	26	0.00	0	982.48	26
Total Juvenile Audio	812.01	20	170.47	6	982.48	26	0.00	0	982.48	26
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	812.01	20	170.47	6	982.48	26	0.00	0	982.48	26
TOTAL JUVENILE MATERIALS	1,136.02	31	295.95	16	1,431.97	47	200.63	13	1,632.60	60
Total Fiction	1,198.25	97	125.48	10	1,323.73	107	277.53	15	1,601.26	122
Total Non-Fiction	19,507.14	93	0.00	0	19,507.14	93	161.00	6	19,668.14	99
Total Audio	2,664.45	49	170.47	6	2,834.92	55	0.00	0	2,834.92	55
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	23,369.84	239	295.95	16	23,665.79	255	438.53	21	24,104.32	276

OUTSTANDING ORDERS AS OF MAY 31, 2003

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$21,790.80	\$4,660.88	\$26,451.68

*Summary of Current Status of Unique Management Accounts
June 30,2003*

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	7	467	5	354.79	0
March	17	475	8	308.85	0
April	6	481	3	183.95	0
May	16	492	3	551.08	0
June	0	0	0	0	0
TOTAL YTD	124	475	53	3985.4	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 05/31/2003 5:00 PM CGS

SUMMARY STATUS REPORT

PAGE: 128

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 05/31/2003

Accounts Submitted	:	785	Dollars Submitted	:	72,076.46	Dollars Received	:	22,203.75
Bankruptcies	:	2	Dollars in Bankruptcy	:	213.15	Material Returned	:	12,152.77
Incorrect Addresses	:	100	Dollars in Skips	:	6,486.48	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	47,039.49
Accounts in Process	:	682	Dollars in Process	:	63,512.29	% of Dollars Activated	:	74.06%
of Accounts Activated	:	492						
% of Accounts Activated	:	72.14%						

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Building Maintenance Report for May 2003
DATE: June 30, 2003

HVAC: 5/05/03 - Routine Maintenance
5/14/03 - Replace pressure switch

Plumbing: 5/27/03 - Locate leak in girl's restroom in Childrens
5/30/03 - Repair leak in girl's restroom in Childrens

Electrical: No service calls in May.

Exterminator: 5/02/03 - Routine spraying

General Contractor: 5/23/03 - Waterproof book drop in parking lot.

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director ✓
SUBJECT: Personnel Report for May 2003
DATE: June 30, 2003

RESIGNATIONS:

Cyrise Smith, Children's Librarian, effective 6/5/03
Annah Darwish, Circulation Supervisor, effective 6/26/03

APPOINTMENTS:

None in May

OPEN POSITIONS:

None in May

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Phyllis Humple, Volunteer Coordinator ^h

SUBJECT: Volunteer Report for Month of May 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 May	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	8.00	110.50	Sep-95	747.00
Backes, Theresa	6.00	56.25	Jun-98	336.25
Bart, Lillian	6.00	110.00	May-01	262.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Blancett, Nadine	6.00	16.25	Mar-03	16.25
Boelman, Marge	4.50	56.75	Apr-01	138.25
Botha, Jill	2.00	24.00	Nov-01	40.00
Clugston, Patricia	6.25	99.75	Jun-98	429.00
Cravotta, Leo	0.00	0.00	May-99	46.50
Dell, Lyla	29.75	235.00	Aug-98	816.75
Fioroni, Pete	6.00	23.25	Mar-97	260.25
Fitzgerald, Joan	9.00	94.25	Oct-93	2,114.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	4.00	88.25	Feb-96	281.00
Haagan, John	1.00	42.75	Jan-00	61.25
Hemmerling, Barbara	3.50	96.25	Sep-95	598.50
Horrocks, Marjorie	2.00	47.50	Oct-95	264.00
Hunsinger, Debbie	8.50	41.25	Jul-02	41.25
Irot, Pat	55.50	496.00	Feb-96	2,803.00
Jertberg, Pat	15.00	204.50	Apr-98	899.65
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	6.50	48.50	Jan-03	48.50
Lord, Audrey	10.00	167.50	Jul-00	385.75
Mehta, Neela	0.00	48.75	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	12.50	122.50	Oct-95	1,206.75
Olson, Bob	4.00	48.00	Sep-95	456.00
Pence, Thomas	4.00	49.00	Jan-99	269.00
Peterson, Ruth	0.00	61.50	Mar-02	213.00
Phillips, Barbara	0.00	8.50	Apr-03	8.50
Rankin, Eleanore	10.00	272.50	May-02	272.50
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	10.00	28.00	Feb-00	190.00
Salem, Rose	4.00	85.00	Oct-00	218.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	8.00	72.00	Aug-02	72.00
Schlichter, Allan	0.00	21.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	21.00	278.50	Apr-98	446.50
Shaw, Dixie	1.00	13.50	May-94	212.00
Stoller, Frances	2.00	28.00	May-96	134.00
Walker, Virginia	1.75	3.75	Mar-99	133.25
Wymer, Betty	6.25	111.75	Jan-96	903.50
<hr/>				
TOTAL	274.00	3343.25		16,879.65

	FY02/03			FY02/03	
	May	YTD		May	YTD
Acosta, Anthony	3.50	35.25	Mamtora, Niyati	4.75	4.75
Alvarado, Nataly	1.75	1.75	Marquez, Jesse	0.00	4.00
Bajit, Ricky	0.00	21.00	Maru, Vik	2.00	19.00
Becerril, Esther	1.75	8.25	Maru, Sid	0.00	22.25
Born, Ashley	0.00	15.50	Massaro, Lauren	4.00	11.25
Chisholm, Kaitlan	0.00	4.50	Mathin, Jenna	0.00	2.00
Chuh, Andrea	5.25	5.25	Mehta, Ami	0.00	2.50
Elder Beauchamp	0.00	2.00	Meza, Jack	0.00	26.75
Elder Rant	0.00	2.00	Moua, Andy	16.00	36.00
Elder Barney	0.00	2.00	Moua, Judy	16.00	36.00
Javier, Dana	0.00	22.00	Montes, Juan	0.00	40.25
Gallagher, Kenni	0.00	0.75	Mrotz, Michael	8.50	14.50
Garcia, Nick	0.00	56.50	Nguyen, Don	0.00	25.75
Ghanavatian, Sinbad	0.00	30.00	Noh, Lydia	0.25	0.25
Guiletta, Alex	0.00	22.75	Pandya, Gopi	0.00	28.50
Haag, Elisha	0.00	0.00	Rodriguez, Rene	9.00	9.00
Haag, Jennifer	0.00	12.75	Shah, Mihir	4.00	4.00
Haag, Katie	0.00	0.00	Shah, Soham	0.00	4.25
Haag, Stephanie	0.00	12.25	Shah, Sweny	0.00	59.00
Hill, Joseph	0.00	6.00	Stanford, Amy	0.00	2.25
Ho, Evelyn	10.00	37.75	Stapleton, Jeremy	0.00	32.00
Humphries, Caitlin	0.00	0.75	Tan, Hannah	4.50	7.50
Javier, Dana	0.00	3.00	Ukes, Kyle	0.00	2.00
Jiye, Angela	3.50	3.50	Victores, Ryan	0.00	19.25
Laehnemann, David	0.00	34.25	Ward, Alan	0.00	1.00
Lee, James	0.00	42.50	Wardlaw, Sarah	0.00	3.00
Lee, Jaclyn	2.00	25.75			
Lee, Edward	4.00	14.00			
TOTAL			TOTAL		
	<u>24.75</u>	<u>340.25</u>		<u>64.25</u>	<u>417.00</u>

TOTAL Library Volunteer Hours 363.00
TOTAL Literacy Volunteer Hours 500.00
TOTAL VOLUNTEERS HOURS 863.00

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	693.50	658.00	1026.50	644.00
August	563.25	834.25	386.00	662.00	847.00	513.00
September	248.00	802.75	386.00	581.00	605.00	518.00
October	385.00	1029.80	442.50	614.00	550.00	516.00
November	369.25	1457.30	388.25	685.50	550.00	510.00
December	205.25	203.50	260.00	564.00	586.00	504.00
January	387.25	356.50	425.00	797.00	586.00	504.00
February	376.75	359.75	492.00	617.00	600.00	534.00
March	377.25	399.00	340.00	622.50	600.00	767.00
April	457.25	299.75	533.25	656.00	600.00	502.00
May	393.00	371.50	355.50	1,204.50	588.00	500.00
June	<u>580.75</u>	<u>454.00</u>		<u>1,050.50</u>	<u>639.00</u>	
	<u>4905.00</u>	<u>7191.10</u>		<u>9,325.50</u>	<u>7777.50</u>	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 May	FY02/03 YTD	Cumulative		FY02/03 May	FY02/03 YTD	Cumulative
Anicich, Linda	6.00	42.00	42.00	Nguyen, Kelly	-	6.00	42.00
Bayne, Linda	6.00	66.00	124.00	Norwood, Sophie	-	6.00	36.00
Belsher, Kristin	6.00	57.00	270.00	Noss, Linda	6.00	24.00	24.00
Bereiter, Gretchen	6.00	56.00	308.00	Nozot, Helena	-	6.00	60.00
Brackett, Jim	6.00	66.00	75.00	Okamuna, Lynn	6.00	51.00	51.00
Braun, Geoff	6.00	63.00	63.00	Oropeza, Mikela	-	48.00	78.00
Casias, Michelle	-	6.00	24.00	Paez, Vicki	6.00	30.00	30.00
Chen, April	6.00	66.00	99.00	Pandya, Prema	-	6.00	38.00
Choi, Jason	-	12.00	48.00	Patel, Deepa	6.00	66.00	166.00
Coffee, Nancy	6.00	66.00	325.00	Patterson, John	-	3.00	3.00
Colenso, Bill	-	42.00	178.00	Pelto, Ernest	6.00	66.00	104.00
Croom, Carolyn	-	6.00	290.00	Peyre, Isa	7.00	36.00	36.00
Curtis, Daniel	12.00	108.00	162.00	Precht, Jeanette	6.00	81.00	81.00
De La Torre, JR	6.00	24.00	24.00	Purcell, Lisa	6.00	60.00	72.00
Dhupan, Ankush	6.00	24.00	24.00	Pydeski, Linda	6.00	60.00	90.00
Duffie, Pat	-	96.00	446.00	Quintana, Michele	6.00	47.00	47.00
Fakoufar, Reihaneh	6.00	63.00	63.00	Rahmani, Razi	6.00	60.00	72.00
Fay, Sonia	-	12.00	50.00	Rankins, Quan	7.00	14.00	43.00
Fitsimons-Diaz, Chelsea	6.00	45.00	45.00	Record, Ben	-	36.00	90.00
Garry, Kenneth	6.00	66.00	81.00	Ring, Diane	9.00	54.00	54.00
Gast, Polly	12.00	132.00	1,661.00	Risso, Edith	-	-	240.00
Gasper, Chris	-	48.00	58.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	60.00	90.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	6.00	57.00	57.00	Rutnurati, Naydin	12.00	72.00	86.00
Goodman, Dale	30.00	338.00	3,393.00	Sanchez, Margo	-	-	230.00
Graves, David	-	48.00	223.00	Sandoval, Lizbeth	6.00	61.00	61.00
Hatch, Bill	6.00	63.00	63.00	Schaal, Linda	6.00	69.00	69.00
Healey, Kathleen	6.00	66.00	224.00	Schultheis, William	-	6.00	42.00
Heer, Kim	6.00	66.00	211.00	Serafica, Christina	-	6.00	30.00
Hernandez, Rosy	-	-	340.00	Shah, Sweny	12.00	84.00	84.00
Ho, Irene	-	6.00	36.00	Shah, Sheadeha	-	48.00	48.00
Homrighausen, Scott	-	48.00	78.00	Shepherd, Kathy	6.00	66.00	197.00
Humple, Phyllis	4.00	64.00	124.00	Singer, Stephanie	6.00	66.00	96.00
Hugar, Jessica	6.00	57.00	57.00	Skimizu, Ken	6.00	66.00	283.00
Hutton, Katherine (Kate)	6.00	66	222.00	Soto, Nina	6.00	57.00	57.00
Jiminez, Daisy	6.00	66.00	87.00	Springston, Madlyn	-	6.00	66.00
Keller, Christina	-	-	201.00	Stalnaker, Linda	-	-	281.00
Kightlinger, Dana	-	48.00	69.00	Stichter, Julie	-	-	130.00
Kelly, Jerry	6.00	66.00	75.00	Teeter, Robert	6.00	54.00	54.00
Knank, Sam	6.00	66.00	69.00	Thafer, Dave	6.00	66.00	70.00
Knudson, Chip	-	48.00	63.00	Thomas, Peggy	6.00	41.00	41.00
Lada, Stephan	-	48.00	78.00	Tran, Chi	-	6.00	9.00
Lasker, Marilyn	6.00	66.00	163.00	Troumby, Pamela	6.00	66.00	90.00
Larson, Li	-	6.00	134.00	Truong, Christine	6.00	63.00	63.00
Leslie, Sandra	6.00	66.00	224.00	Truong, Will	6.00	57.00	57.00
Livezey, June	-	90.00	134.00	Truong, Richard	-	6.00	52.00
Maddock, Brian	5.00	25.00	25.00	Truong, Steven	-	6.00	52.00
Malkowicz, Edward	12.00	132.00	160.00	Turczyasfyi, Stephan	-	3.00	18.00
Martinez, Diane	-	6.00	30.00	Van Zee, Karin	-	-	180.00
Martiaro, Diane	24.00	264.00	456.00	Vester, Ricki	-	48.00	84.00
Medland, Karen	6.00	66.00	140.00	Villarreal, Tanya	-	50.00	82.00
Meza, Jack	-	-	116.00	Vu, Elizabeth	6.00	66.00	96.00
Mohr, Kelsey	6.00	64.00	69.00	Vukovick, Kathy	6.00	66.00	138.00
Morales, Gabriela	-	30.00	58.00	Walters, Catherine	-	6.00	36.00
Morrissey, Jean-Marie	6.00	66.00	69.00	Wang, Sue	12.00	108.00	117.00
Moyer, Disa	-	-	170.00	Westfall, Carolyn	-	-	180.00
Murray, Snell	6.00	60.00	60.00	Wiegman, Karin	-	-	188.00
Murray, Edward	6.00	70.00	224.00	Yang, Yale	-	6.00	18.00
Naples, David	-	6.00	6.00	Yom, Gina	6.00	172.00	172.00
Narcisco, Dennis	12.00	128.00	416.00	Zamora, Mary	-	42.00	42.00
Total	291.00	3,592.00	12,874.00	Total	209.00	2,299.00	5,402.00

Placentia Library District
Circulation Report
June 30, 2003

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 May	FY01-02 May
1st Time Checkouts	133,461	132,059	1.06%	11,288	11,113
Phone Renewals	16,797	18,412	-8.77%	1,516	2,393
In-Building Renewals	3,946	4,800	-17.79%	391	472
Total Renewals	20,743	26,077	-20.45%	1,907	2,865
TOTAL CHECKOUTS	154,204	158,136	-2.49%	13,195	13,978
On-Time Checkins	128,715	124,288	3.56%	13,394	13,517
Late Checkins	12,358	23,969	-48.44%	1,261	1,916
TOTAL CHECKINS	141,073	148,257	-4.85%	14,655	15,433
Holdings Placed	3,452	2,624	31.55%	110	127
Holdings Cancelled	760	493	54.16%	16	14
Holdings Filled	3,135	2,821	11.13%	97	270
Holdings Expired	91	32	184.38%	4	0
Patrons Registered	25,365	3,355	656.04%	1,452	360
Titles Added	7,851	7,948	-1.22%	556	212
Volumes Added	9,177	11,713	-21.65%	468	227
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	62,333	63,567	-1.94%	5,100	5,838
Juvenile Print	76,914	74,151	3.73%	6,181	6,537
Total Print	139,247	137,718	1.11%	11,281	12,375
Audio	7,366	6,781	8.63%	632	658
Visual	10,042	10,772	-6.78%	919	945
Equipment	0	0	0.00%	0	0
Total Audio Visual	17,408	17,553	-0.83%	1,551	1,603
TOTAL CIRCULATION	156,655	155,271	0.89%	26,635	13,978
Placentia Circulation	80,410	83,414	-3.60%	8,102	8,362
%Placentia Circulation	51.33%	53.72%	-4.45%	30.42%	59.82%
Anaheim/Yorba Linda Circulation	31,105	19,676	58.09%	2,372	2,843
%Anaheim/Yorba Linda Circulation	20%	12.67%	56.71%	9%	20.34%
TYPES OF ACTIVE BORROWERS					
Adult	81,313	89,643	-17.18%	8,619	9,387
Young Adult	2,738	3,306	-17.18%	228	274
Juvenile	27,973	299,913	-90.67%	3,041	2,878
New Borrower	8,618	11,718	-26.46%	1,142	1,210
Non Resident	4,132	0		0	0
Other (staff)	1,485	209		162	209
TOTAL ACTIVE BORROWERS	126,259	404,789	-68.81%	13,192	13,958
TOTAL REGISTERED BORROWERS	18,212	15,561	17.04%	14,532	15,561
ATTENDANCE	334,936	278,919	20.08%	32,519	28,549
Adult Reference-In Building	8,685	11,870	-26.83%	1,148	1,276
Adult Reference-Telephone	1,335	2,155	-38.05%	133	245
Children's Reference-In Building	6,878	7,042	-2.33%	559	730
Children's Reference-Telephone	1,099	286	284.27%	22	37
Total Adult Reference	10,761	14,025	-23.27%	1,281	1,521
Total Children's Reference	6,032	7,328	-17.69%	581	767
Total in Building Reference	14,312	18,912	-24.32%	1,707	2,006
Total Telephone Reference	2,524	2,441	3.40%	155	282
TOTAL REFERENCE	16,836	21,353	-21.15%	1,862	2,288

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	3/17/03		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03	4/7/03	35,884.16	1,263.68	762.39	269.45		7.17	38,186.85
May-03	6/5/03	3,712.49	1,150.57	650.77	107.50		7.20	5,628.53
Jun-03								0.00
TOTAL		55,959.50	14,756.04	7,493.57	1,236.95	0.00	73.97	79,520.03
AVG		5,087.23	1,341.46	681.23	112.45		6.72	7,952.00

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	1,350.78	174.00	0.00	1,524.78	762.39
Apr-03	1,350.78	174.00	0.00	1,524.78	762.39
May-03	1,127.53	174.00		1,301.53	650.77
Jun-03				0.00	0.00
TOTAL	13,070.69	1,914.00	2.48	14,987.17	7,493.59
AVG	1,188.24	174.00	0.23	1,362.47	681.24

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	382.24	234.40	63.58	0.00	670.56	1,350.78
Apr-03	382.24	234.40	63.58	0.00	670.56	1,350.78
May-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Jun-03						0.00
TOTAL	4,204.64	2,578.40	699.38	0.00	5,588.00	13,070.42
AVG	382.24	234.40	63.58	0.00	508.00	1,188.22

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

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-02	8.00	8.00	2.00	0.00	16.00	34.00
Aug-02	8.00	8.00	2.00	0.00	16.00	34.00
Sep-02	8.00	8.00	2.00	0.00	16.00	34.00
Oct-02	8.00	8.00	2.00	0.00	16.00	34.00
Nov-02	8.00	8.00	2.00	0.00	16.00	34.00
Dec-02	8.00	8.00	2.00	0.00	16.00	34.00
Jan-03	8.00	8.00	2.00	0.00	16.00	34.00
Feb-03	8.00	8.00	2.00	0.00	24.00	42.00
Mar-03	8.00	8.00	2.00	0.00	24.00	42.00
Apr-03	8.00	8.00	2.00	0.00	24.00	42.00
May-03	8.00	8.00	2.00	0.00	16.00	34.00
Jun-03						0.00
TOTAL	88.00	88.00	22.00	0.00	200.00	398.00
AVG	8.00	8.00	2.00	0.00	18.18	36.18

To: eminter@placentiallibrary.org
Subject: CSDA Weekly Legislative Update - June 20, 2003

CSDA Legislative

CSDA Weekly Legislative Update for June 20, 2003

STATE BUDGET UPDATE

All indications point to the Davis Administration pulling the Vehicle License Fee (VLF) trigger as early as today. While expected for weeks, should the trigger be pulled today, one thing is for sure -- it's going to court. Early this week, Assembly Member John Campbell, the Assembly Republican's point person on the state budget and a member of the Budget Conference Committee, released a new Legislative Counsel's opinion that concludes the state may not have the legal option to pull the trigger since the state is not "out of revenues." At issue is the fact that the state recently borrowed billions to bridge current year revenues and is not below the revenue estimates that would allow the trigger to be pulled. Democrats have dismissed the opinion and argue that current law is clear and given the current state of the revenue estimates, the Administration has clear authority to raise the VLF. Additionally, as reported over the past few weeks, even if the courts ultimately side with the Administration, Senator Tom McClintock is ready to file an initiative to abolish the VLF.

As the VLF story unfolds, the Senate is expected to vote on a budget proposal next Tuesday. Not sure what budget proposal and what's contained therein, including the impact on local governments. While the Senate prepares for Tuesday's floor action on the budget, Assembly Speaker Wesson announced this week that Assembly Democrats' will fan-out across the state next week to tell the people of California that without new revenues, vital public services will be at risk. Given recent polling that shows strong voter anger over the budget impasse, the Assembly Democrats' may just be told to go back to Sacramento and enact a budget before the start of the new fiscal year July 1st. Should be an interesting week...

STATE MANDATED PROGRAMS

The Governor's January proposed state budget and his May Revision call for the deferral, suspension or repeal of scores of state mandated local programs. Recently, Speaker Wesson appointed a Special Committee on State Mandates chaired by Assembly Member John Laird. Over the past week, the Committee has considered many of the mandates, focusing on those that have been suspended for 10 or more years. Among those under consideration for repeal include the requirement that fire protection agencies provide personal safety alarm devices for every firefighter engaged in interior structural fire fighting; the requirement that fire protection agencies that participate in structural and wildland fire suppression activities provide specific types of protective clothing and equipment for fire fighting personnel; and the Brown Act meeting notice requirements. While the latter would repeal the agenda posting requirements under the Brown Act, the Administration argues that this is something that every local government should do without being mandated by the State. The Committee meets again on Monday to continue its review of these and many other state mandated local programs.

Report Your Local Outreach Progress

Remember to report your local outreach progress! The fight to protect local funding from state budget cutbacks continues. 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.csdanet.net) to access copies of the materials and to keep us up-to-date on your activities and the outcome of your meetings. To report your progress, simply click on the red bar at the top of CSDA's homepage and fill out the form. 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.

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

CSDA Alliance Legislative

CSDA Weekly Legislative Update for June 13, 2003

STATE BUDGET UPDATE

Not a good week for the state's budget writers. When the Budget Conference Committee started last week, Chair Oropeza announced her intentions to complete the committee's work by Sunday, June 8th, with floor votes in advance of the June 15th constitutional deadline for the Legislature to adopt the budget. Sunday came and went without much progress toward crafting a compromise that can attract the necessary two-thirds votes in each house. As of today, both sides remain miles apart on taxes versus additional budget cuts.

Since most of the controversial issues remaining before the Budget Conference Committee are to be resolved by the "Big Five," there was much anticipation surrounding their meeting of last Tuesday. That meeting didn't last very long. Shortly after the meeting started, Senate President John Burton left the meeting telling the press that he and the Governor have major differences over additional cuts to certain programs that Burton is not willing to cut further. Don't know if Burton's abrupt departure from the Big Five meeting had anything to do with it, but the Budget Conference Committee has been "in recess, upon call of the Chair" since Tuesday evening. So much for the Legislature meeting Sunday's constitutional deadline. Two other budget-related matters of interest surfaced this week. The first was an announcement by Assembly Member John Dutra who chairs the unofficial "moderate Democrat caucus" in the Assembly. Dutra indicated that he and other members of the Assembly Democrat Caucus have crafted a budget proposal that will include some reforms to the workers' compensation system and other issues the business community would like to see passed this year. One assumes the inclusion of these measures are designed to secure the business community's support for the plan and in turn, hope the California's business leaders lobby Republicans to vote for limited tax increases. The second item relates to the growing sense that the Legislature as a whole cannot resolve the budget crisis and that Senate President Burton and Senate Republican Leader Jim Brulte are working on a plan that could secure a two-thirds vote in the Senate. It has been common knowledge for some weeks that these discussions have been ongoing and in the past few days, it appears that Burton and Brulte are on a fast track to craft what may become the budget that is actually enacted. Keep in mind that both Brulte and Burton have suggested that the hit on local governments will probably be in the \$1 billion range—probably on-going and without out-year constitutional protections. Expect more details on the Burton/Brulte plan soon.

SENATE BILL 407 PASSES COMMITTEE

Senate Bill 407 by Senator Tom Torlakson passed the Assembly Local Government Committee Wednesday on a 5 to 2 vote. The bill proposes to shift enterprise special district property tax revenues, from those enterprise special districts that do not currently shift property tax revenues to the ERAF, into a new fund that would allocate those revenues to cities and counties on a per capita basis. CSDA and others testified against SB 407 before the Assembly Local Government Committee, urging the Committee to reject the proposal as unfair, unwise and further eroding special districts' property tax revenues. Those that voted for the bill argued back that there is no rational policy reason for enterprise special districts to be exempt from

ERAF and SB 407 is simply placing these districts on par with all of special districts that contribute to the ERAF. The bill now moves to the Assembly Appropriations Committee.

REPORT YOUR LOCAL OUTREACH PROGRESS

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To: eminter@placentiallibrary.org
Subject: URGENT - NEWS CONFERENCE ALERT

News Conference(s) ALERT!

Participate in LOCAL Multi-City Media Blitz this Wednesday, June 18th

Coalition Holding *Eight* Regional News Conferences to Denounce Proposal to Permanently Cut \$1.16 Billion from Local Services

Members of the LOCAL coalition are orchestrating an eight-city media blitz this Wednesday, June 18th in the cities of **Sacramento, Oakland, Merced, Salinas, Bakersfield, San Luis Obispo, Palm Springs and San Diego** to denounce the legislative proposal being considered that would permanently cut \$1.16 billion annually from local services to fix the state budget mess (see Friday's Action Alert). Local government leaders, law enforcement, fire, health and community leaders will hold simultaneous news conferences on Wednesday and will urge lawmakers to reject any disproportionate and permanent cuts to our local services.

Please show your support and attend a news conference in your region.

Listed below is the specific information for each news conference. If you are a public safety or health representative, please remember to show up in uniform for the cameras. While speaking roles have been assigned, there are always opportunities to talk to local reporters and tell them your local story. If you plan on attending or for additional information, please contact Meghan Meisel at mmeisel@bickerassociates.com or by calling (916) 443-0872.

NEWS CONFERENCE INFORMATION:

Sacramento

Time: 1:30 p.m.

Sacramento County Administration Building
700 H Street, Sacramento

(News Conference Being Held in Courtyard on I Street Side of Building)

San Diego

Time: 12:30 p.m.

San Diego City Administration Building Courtyard
202 C Street, San Diego

Oakland

Time: 10:00 a.m.

Oakland City Hall Plaza, Oakland

Merced

Time: 12:15 p.m.

Bob Carpenter Park
Corner of Parsons & Silverado, Merced

Salinas

Time: 10:30 am

Salinas Police Station
222 Lincoln Avenue, Salinas

Bakersfield

Time: 10:30 a.m.
Downtown Police Department
1601 Truxton Avenue, Bakersfield

Palm Springs

Time: 9:00 a.m.
Palm Springs Airport Fire Station #2
300 North El Cielo, Palm Springs

San Luis Obispo

Time: 10:00 a.m.
Fire Station #1
2160 Santa Barbara Ave, San Luis Obispo

To: eminter@placentiallibrary.org

Subject: URGENT - ACTION REQUIRED - ALL DISTRICTS

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

IMMEDIATE ACTION NEEDED!

LOCAL REVENUES MUST BE SAVED TO PROTECT LOCAL SERVICES

*"They always say time changes things, but you actually have to change them yourself."
Andy Warhol (1928 - 1987)*

In this trying budgetary time, the only way to protect local revenues and the essential services local governments provide is to act. Now.

One serious budget proposal on the table calls for a \$1.16 billion hit to local government — the estimate to special districts is as high as \$233 million. What would a hit of this magnitude do to your district? What would it do to your ability to supply the services your community has come to rely upon?

You need to answer those questions for your legislators. A sample letter is on the CSDA website (www.csda.net). Beyond the Capitol level, however, you need to answer those questions for your constituents. Your community needs to hear that they may have to pay more for their water or lose their summer pool because there's no money for a lifeguard. They may even have fewer police officers on the street or one less engine available to help when an emergency occurs. You need to tell your community which of their services may be sacrificed if the hit to local government becomes a reality.

Once you've succeeded in making this budget crisis *hit home* for your constituents, you need to ask them to write to their legislators as well. They need to tell their senators and assembly members that they should not be made to pay more for services or go without garbage pickup just because the State made a big error in spending. If your citizens know what this local government cut could mean to them personally, they will be more likely to write their opposition.

The CSDA website has all the sample letters you need to arm your community in helping you in this fight to keep your district funds. The cost of doing a mailing is nothing when compared to the possible outcome of saving your district from being part of the \$38 billion State budget solution. **Please copy CSDA on all correspondence.**

Also on the CSDA website is a one-page outline on outreach activities for public agencies.

Please contact the CSDA office at 877.924.CSDA if you have any questions or comments.

To: eminter@placentialibrary.org
Subject: STATE BUDGET ALERT - URGENT



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION URGENT REQUEST – STATE BUDGET UPDATE

June 9, 2003

Over the last few days there have been serious discussions in the Senate of a package of cuts that would include a \$1.16 billion cut to local governments (cities, counties, special districts). This overall figure is being seriously considered, according to Senate staff sources, and discussions include dividing it between all entities. The figure for special districts, although not accepted or confirmed at this time, could be as high as \$233 million. The cities and counties are looking at a proportionate share of the remaining cut.

Most discussions center around the concept of providing special districts, cities and counties with one amount for their "share" with flexibility in how they pay for it at the discretion of the impacted entity. For example, a district could fund their share out of property taxes, or delay an infrastructure improvement and fund out of allocated reserves.

Although this hit is unacceptable for all local governments even on a one-year basis, recently the discussion has raised the consideration of multi-year or ongoing cuts. There is no justification for this and all local governments need to notify their legislators immediately that this is completely unacceptable. Multi-year cuts would be devastating to special districts and all local government and for many special districts may completely prohibit them from operating at all.

CSDA has included with this alert a list of talking/writing points for your use in communicating with your legislators. In addition to these points, you must include how a hit of this magnitude would impact your district's ability to continue to provide valuable public services to your constituents. **YOU NEED TO TELL YOUR STORY.**

CSDA is joining with the League of California Cities and the California State Association of Counties (CSAC) in an aggressive message that we are opposed to any cuts and stating forcefully that we will not support any budget with cuts to local government.

Please contact your legislators immediately and forward to CSDA a copy of that communication. We faxed out a survey this morning on special district revenue sources that needs to be completed and returned immediately to better explain how districts operate and what funding restrictions many have in providing essential services to their communities.

Immediately:

- Contact your legislators immediately with your story and the key points on stopping this proposal from moving forward.
- Forward a copy of that communication to CSDA at (916) 442-7889 fax or email – gneill@cdda.net.
- Complete the CSDA survey on your funding structure and return to us immediately.
- CSDA will continue to keep members apprised of the state budget deliberations. We are facing an unprecedented fiscal crisis on the State level and we need to respond immediately if we are

In

not to be part of the budget solution.



STATE BUDGET TALKING POINTS.doc

To: eminter@placentiallibrary.org

From: gneill@csda.net

Subject: URGENT -- STATE BUDGET DELIBERATIONS -- CSDA Weekly Legislative Update

Date: Fri, 06 Jun 2003 13:26:50 -0700

CSDA Alliance Legislative

CSDA Weekly Legislative Update for June 6, 2003

URGENT – READ IMMEDIATELY – STATE BUDGET DELIBERATIONS

State budget deliberations are heating up at the Capitol with regard to the State Budget. CSDA is diligently involved with the League of California Cities and the California State Association of Counties (CSAC) to represent local government and reinforce our message that we will **not** support any cuts to local government revenues. We continue to strategize on how to actively engage at all levels in the budget deliberations on behalf of local government. Regular meetings with Legislators and the Department of Finance occur.

Please note - current budget proposals and discussions have the possibility of a local government hit in excess of \$1 billion. Indications are that all local governments (cities, counties and special districts) will be hit in the final State Budget. Please take this opportunity to access the Members Section of the CSDA website - www.csda.net - and the LOCAL website - www.calocal.com - and use the information to contact your legislators immediately.

CSAC, the League and CSDA continue to advocate to the Legislature that local governments need a constitutional protection measure that will go to the ballot to prevent the state from taking money from local government in the future to solve its fiscal problems. Local governments need stability, predictability and local control. There are many details still to be worked out with this proposal and with the budget in general, but the idea of constitutional protection for local revenues is a serious part of the discussions.

We are clearly entering into what can be expected to be a very active and critical time in the budget negotiations. Special district officials should remain on HIGH ALERT as we enter the next two weeks. CSDA will be keeping its members updated on the State Budget on an ongoing basis.

STATE BUDGET UPDATE

The Budget Conference Committee met for the first time on Wednesday and it appears that the plan is to complete a Conference Report by Sunday or early next week. The members of

the Conference Committee are: Assembly Members Oropeza (Chair), Steinberg and Campbell and Senators Chesbro, Alpert and Ackerman. During Wednesday's meeting, a number of things became apparent. First, most of the major, controversial budget items will be resolved by the "Big Five," comprised of the Governor and four legislative leaders. Second, working groups are being formed to seek compromise on numerous issues, including all Proposition 50 related issues. All budget-related fee proposals will be considered as a whole, affording the Conference Committee members to review all of the proposals, rather than acting on them individually. Regarding local governments, we are aware that the Big Five have discussed what level of impact will be proposed for local governments, but no final decisions have been reached as of this writing. The Senate Republican package, which includes a \$500 million hit on local governments, coupled with a constitutional amendment to protect local government revenues in future years, remains in play. If the intent is to close the Conference Committee by Sunday or early next week, we should have some definitive information relative to the local government piece in the next day or so.

Also related to the budget discussion, yesterday Assembly Speaker Wesson met with representatives of the business community to discuss issues that could be considered to secure their support for a budget that contains tax and fee increases. Speaker Wesson was given a long list of issues, including workers' compensation reform, that headed the business communities list. One would suspect that the Speaker's strategy is to address a number of these issues in return for the business communities urging Republican legislators to vote for the budget. Given Senate Republican Leader Brulte's comments this week, wherein he indicated he would campaign against any Republican legislators that votes for tax increases, should be most interesting to see how this plays out.

CSDA will be monitoring the Conference Committee each day (and night) it meets and we will keep the CSDA membership current on all local government related issues and that item unfolds.

FIRST HOUSE DEADLINE

Today is the deadline for bills to pass their house of introduction. CSDA has received numerous inquiries relative to Assembly Bill 1221 by Assembly Members Steinberg and Campbell. The bill proposes to shift sales taxes for property taxes among cities and counties, with constitutional protections to protect any shifted amounts in future years. First, the bill does not include special district and yesterday Assembly Member Steinberg moved the bill to the Assembly's Inactive File, an action that delays any further action until next year.

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

CSDA Legislative

CSDA Weekly Legislative Update for May 30, 2003

BUDGET WATCH

This week the Assembly and Senate budget subcommittees presented their subcommittee reports to their full budget committees, which adopted them along party-line votes. It is anticipated that both houses will consider their budget bills next week, understanding that votes to do so are simply procedural votes to move the budget bills to the full budget conference committee. Governor Davis issued a press statement yesterday calling on the Legislature to pass the budget by June 11th, a very optimistic request. On the local government front, rumors abound that the hit on local governments, including special districts, will be in the \$500 million to \$1 billion range, on-going, coupled with a constitutional amendment that will prohibit the Legislature from shifting local governments' revenues in the future. Additionally, we understand that legislative leadership want to provide local governments with "flexibility" relative to the hit and have encouraged local governments to "think creatively" about which revenues will be impacted.

ENTERPRISE SPECIAL DISTRICT ERAF SHIFT

The proposal by Senator Tom Torlakson, Chair of the Senate Local Government Committee, to require specified enterprise special districts that do not currently shift property tax revenues to ERAF to do so, will be amended into Senate Bill 407, a bill by Senator Torlakson currently pending in the Assembly Local Government Committee. At this time Senate Bill 407 is set for hearing on June 18th, but given the fact that the Committee will also meet on June 11th, it is possible that Senate Bill 407 will be heard on that date.

LOWER VOTE REQUIREMENT BILLS ADVANCE

A number of constitutional amendments, which propose to lower the two-thirds vote requirement for local general obligation bonds and special taxes for specified infrastructure expenditures, passed out of the Assembly Appropriations Committee on Wednesday and will be considered on the Assembly Floor next week. The measures are ACA #11 (Levine); ACA #9 (Levine); ACA #14 (Steinberg); and ACA #15 (Wiggins), which is limited to public safety expenditures. Given the fact that each of these constitutional amendments require a two-thirds vote to pass the Assembly, it remains doubtful that any will receive the two-thirds, or 54 votes, required for passage.

ERAF BILLS HELD IN COMMITTEE

Not unexpectedly, the two ERAF cap bills this session were held on the Assembly Appropriations Committee's Suspense File on Wednesday, effectively killing them for this year. The bills are Assembly Constitutional Amendment 5 by Assemblymember Cogdill and Assembly Bill 53 by Assemblymember Simitian. Both proposed to cap the ERAF shift over a period of years and were opposed by the Davis Administration.

KEY LEGISLATIVE DEADLINE APPROACHES

June 6th is the deadline for the Senate and Assembly to pass bills introduced in their

respective houses. Both houses have scheduled floor sessions every day next week to deal with the hundreds of bills subject to the June 6th deadline. Should be a fun week...

REPORT YOUR LOCAL OUTREACH PROGRESS

Remember to report your local outreach progress! The fight to protect local funding from state budget cutbacks continues. 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) to access copies of the materials and to keep us up-to-date on your activities and the outcome of your meetings. To report your progress, simply click on the red bar at the top of CSDA's homepage and fill out the form. 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.

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

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

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

To: eminter@placentiallibrary.org
From: gneill@csgda.net
Subject: CSGDA Weekly Legislative Update
Date: Fri, 23 May 2003 10:15:22 -0700

 CSGDA Legislative

CSGDA Weekly Legislative Update for May 23, 2003

BUDGET UPDATE

On Tuesday of this week, the Assembly Republican Caucus was briefed by a number of Wall Street firms, who told the Assembly Republicans that new taxes are needed to resolve California's current/ongoing budget crisis. Reports from the caucus meeting indicate that the Assembly Republicans told the Wall Street folks that they will not support new taxes--PERIOD! Since the release of the Governor's May Revision, all of the Legislature's budget subcommittees have met, and continue to meet, working toward presenting their final budget recommendations to their respective Budget Committees. Some in the Legislature are predicting that the Senate/Assembly Democrat leadership intends to place a budget on both floors sometime between June 10-13. It won't pass. Other rumors floating around the Capitol indicate that "a few" Assembly Republicans are in discussions with "a few" Democrats proposing items that must be part of any final budget solution to secure their votes. Items under discussion include reforms to the workers' compensation system; modification of the current 8-hour day law (overtime); and a host of reforms to other laws that the business community continues to complain about. Question is: How do the Democrats in the Assembly secure 6 Republican votes, and are the Democrats willing to trade the Republican wish list for Republican votes. Stay tuned...

ENTERPRISE SPECIAL DISTRICTS/ERAF

As reported earlier this week, Senator Tom Torlakson, Chair of the Senate Local Government Committee, has floated a proposal to require all enterprise special districts that do not currently shift property tax revenues to ERAF to do so. The formula utilized under the proposal is: **the lesser of: 40% of property taxes, not to exceed 10% of total revenues from whatever source.** This is the existing formula for special districts that contribute to ERAF. Transit and hospital enterprise special districts are exempt from this proposal. As of this writing, it is unclear how Senator Torlakson will proceed. He could amend this language into an existing bill (we are watching his SB 407) or submit the proposal to the budget process. We will report any new information on this proposal as such becomes available to us.

VOTE REQUIREMENT MEASURES ADVANCE

This week a number of constitutional amendments that propose to lower the vote requirements for special taxes and/or local general obligation bonds for infrastructure purposes passed the Assembly Elections, Redistricting and Constitutional Amendments Committee. The bills passed on a straight party-line vote, with the California Taxpayers Association and the Howard Jarvis Taxpayers Association opposing each. The measures are: ACA 9 (Levine); ACA 11 (Levine); ACA 14 (Steinberg); and ACA 15 (Wiggins), which relates specifically to public safety. Since each of these constitutional amendments must secure a two-thirds vote on the Assembly Floor, it is unlikely any will pass—but hope springs eternal.

Report Your Local Outreach Progress

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1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csla.net

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS Directors'" <mclshq@mcls.org>
Cc: <sdubin@mcls.org>, "smacgregor" <smacgregor@mcls.org>, "bchute" <bchute@mcls.org>, "bcusten" <bcusten@mcls.org>, "bgallardo" <bgallardo@mcls.org>, "hdaniels" <hdaniels@mcls.org>, "johagan" <johagan@mcls.org>, "mwomack" <mwomack@mcls.org>, "palger" <palger@mcls.org>
Subject: FW: NEWS FROM THE CAPITOL
Date: Tue, 10 Jun 2003 17:48:25 -0700
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) for spam.
X-Spam-Tests-Failed: Whitelisted

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Tuesday, June 10, 2003 5:17 PM
To: CLA Listserve- CALIX
Subject: NEWS FROM THE CAPITOL

June 10, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist
RE: NEWS FROM THE CAPITOL

I. "BIG 5" TO MAKE MAJOR BUDGET DECISIONS

Last week, the powerful six-member Budget Conference Committee began holding a series of hearings regarding the 2003-04 state Budget. The Conference Committee's charge is to reconcile the differences between the Governor's January Budget and May Revision proposals, as well as differences between the Assembly and Senate versions of the Budget. Facing a \$34 billion Budget deficit, the Conference Committee's task has been daunting, with the Chair, Assemblywoman Jenny Oropeza, noting that many of the big decisions regarding tax increases, cuts, and loans and fund shifts, will have to be decided at the so-called "Big 5" level. The "Big 5" consists of Governor Gray

Davis,
and legislative leaders in both houses: Senate President pro Tem John
Burton, Senate Republican Leader Jim Brulte, Assembly Speaker Herb
Wesson,
and Assembly Republican Leader Dave Cox. In recent years, the bulk of
the
Budget decisions have been made in the Budget Conference Committee
forum,
and "Big 5" negotiations were not engaged. However, this year presents
a
series of interesting challenges, and it is believed that the "Big 5"
will
be doing the lion's share of the actual Budget work.

With a June 15th deadline looming for the Conference Committee to
conclude
its work, the Republican and Democrat members appear to be at a
stalemate.
The Conference Committee was expecting a presentation today by the
Senate
Republicans to highlight their recommendations for additional Budget
reductions. However, last night, Senator Dick Ackerman announced that
they
were rescinding that plan, as there appeared to be no agreement by
Democrats
on the panel for additional severe cuts to programs and Departments.
The
Conference Committee adjourned last night, after reaching an impasse on
several packages pertaining to healthcare, corrections, and Proposition
50
water projects. Upon adjournment, Budget Chair Oropeza noted that the
Conference Committee would like to "close out its work" in the next few
days, and shift the major Budget issues to the "Big 5." However, as of
this
afternoon, the Conference Committee has yet to convene.

II. CUTS TO LOCAL GOVERNMENT TO HELP BALANCE BUDGET

The current Budget being considered by the six-member Budget Conference
Committee is about \$1.3 billion higher than the Governor's "Revised"
Budget,
submitted in mid-May. This is on top of approximately \$2 billion needed
per
year over the next 5 years to repay \$10 billion in anticipated
borrowings
from Wall Street. Rolling forward \$10 billion in debt over the next 5
years
has Republican support, however, the Governor wants to increase the
state
sales tax by 1/2 cent to pay off the debt. The Republicans continue to
insist on "no new taxes." Democrats need at least 6 Republican votes in

the
Assembly and 2 in the Senate in order to obtain the 2/3 vote necessary
for
passage of the Budget. If the Republicans hold firm on the tax issues,
the
only way to balance the Budget is through more cuts and shifting some of
the
burden.

Some of the burden shifting currently under discussion includes not
backfilling the Vehicle License Fee (VLF) revenues to local government
for
three months, which would mean a revenue loss to cities and counties of
\$900

million. In recent days, a Senate proposal has surfaced that has been
revealed to some of the local government organizations, and involves
permanent cuts to local government revenues of approximately \$1.16
billion.

The hit would be approximately 40% to counties, 40% to cities, and 20%
to
special districts. How the State would capture the money is still
unclear.

The estimated "contribution" is supposedly to be determined by the
representatives of each of the respective governmental organizations.

As mentioned above, this is a Senate move, and several key Assembly
staff we
talked to last night were unaware of the proposal. We will keep you
posted
as details unfold.

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

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than the command is in the body of the message.

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To: "'MCLS/SLS/SSCLS Directors'" <mclshq@mcls.org>
 Cc: "Susan McGlamery" <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: Friday, May 30, 2003 9:41 AM
 To: CLA Listserve- CALIX
 Subject: NEWS FROM THE CAPITOL

May 29, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
 Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. SENATE AND ASSEMBLY FISCAL COMMITTEES HOLD LIBRARY BOND BILLS

Yesterday the Assembly Appropriations Committee took up their "suspense file," which featured more than 425 Assembly bills with fiscal implications of \$150,000 or greater. You may recall that the Assembly and Senate both utilize the system of the "suspense file," which allows each house to review its fiscal bills at one time and prioritize them. "Suspense" items are either passed from committee on this day, or held indefinitely. The Senate followed with their "suspense file" actions this morning.

Unfortunately, both houses have decided to defer action on any bond measures, due to the state's fiscal crisis. Yesterday, the Assembly Appropriations Chair, Darrell Steinberg announced that he would be holding all bond measures indefinitely, including AB 222-Corbett, a \$4 billion library construction bond bill. When Chair Steinberg announced the committee's action on AB 222, he stated, "While this is a very good cause, we will hold it in committee." The fiscal analysis for AB 222 and all of

the other pending bond measures must include all financing costs for the bond. For example, while AB 222 seeks to provide \$4 billion for library construction, the committee analysis indicates "total General Fund costs for principal and interest of \$8.7 billion (\$290 million annually) assuming the bonds are sold at 5 percent interest and retired in 30 years." In addition, AB 222 notes one-time costs of \$275,000 associated with the printing, analysis, text, and arguments for and against the bond measure if it were to qualify for the March 2004 ballot. Today's Sacramento Bee quoted Chairman Steinberg as saying, "This is not the time to put new bond measures on the ballot....We have to focus on getting through these difficult times."

Similarly, in the Senate Appropriations Committee today, Chair Dede Alpert held all bond measures, including her own SB 40, a \$2 billion library construction bond bill, sponsored by CLA. Senator Alpert has stated publicly that her committee would revisit the bond bills after resolution on the state budget has concluded. This approach to "wait and see" is similar to the approach suggested by State Treasurer Phil Angelides in a recent letter that he sent to the legislative leaders and all bond authors. (see our previous memo, dated May 22)

II. ASSEMBLY AND SENATE BUDGET COMMITTEES RATIFY REPORTS: BUDGET BILLS BEING PREPARED

On Tuesday, the full Assembly Budget Committee met to consider and vote upon the reports of the various Budget Subcommittees who, you will recall, concluded their work last week. Assemblywoman Jenny Oropeza, the Chair of the Assembly Budget Committee, noted that "many, many months of work have brought us to this point. We have had a total of 113 hearings on this year's Budget. I am sure that has to be a record. We have made great progress. The Budget before us will provide a \$400 million reserve." Later, Assemblyman Joe Simitian, Chair of the Assembly Budget Subcommittee on Education Finance, presented his group's report, highlighting the major cuts made to various programs, and the opportunity to provide "restorations" to certain programs, such as the Public Library Foundation and

Transaction

Based Reimbursement. (The Assembly recommended that the PLF be restored to a baseline figure of \$15.8 million, and the TBR restored to a baseline figure of \$12.1 million, and reject the Governor's proposal to impose fees for direct loans and Inter-Library Loans.) The subcommittee reports were approved, and the recommendations will now be incorporated into an Assembly Budget bill. The Budget, which will likely be considered early next week, will be automatically rejected by each house, and sent to a powerful six-member Conference Committee, consisting of three Assembly representatives and three Senate representatives.

Meanwhile, the Senate approved their subcommittee reports on Wednesday afternoon, with Senate Budget Chairman Wes Chesbro commenting, "There is something in this Budget for all of us to hate." He noted that there was "a long way to go before this Budget gap is truly closed, and only the Budget Conference Committee and the leadership can get us there." Senator Jack Scott, the Chair of the Senate Budget Subcommittee on Education Finance presented the work of his subcommittee and highlighted the restorations made to the State Library budget (including restoring the PLF baseline to \$15.8 million, and restoring the TBR to \$12.1 million). Chairman Scott noted that the library restorations were warranted as, "We found that the cut that both the State Library and the Public Library Foundation had taken, [in the Governor's May Revise] were too great."

After all of the Senate subcommittee reports had been presented, several Republican members of the committee expressed their concerns. Senator Bruce McPherson stated, "We still have an \$8 billion structural hole. There are bills out there with fees and taxes adding up to \$50 billion. I think the tough sledding is ahead of us." Senator Tom McClintock added, "The Governor's May Revise adds \$2 billion on top of the existing spending plan. Yesterday, Assembly Budget added \$1.2 billion to that amount. I'm not the least bit impressed with the work of this committee."

Senator John Vasconcellos, a member of the Senate Budget Subcommittee on Education Finance countered, "I can't let that go unchallenged. I have

been

here for 37 years. I was the Budget Chair for 15 years. Our goal is to paint the future, not cut education, not eliminate doctors for poor people.

The Republican cuts are so draconian, they are shameless and shameful."

Chair Senator Chesbro closed by stating that he hoped all of the members of

the Senate would continue to work towards a compromise in the coming days

and weeks. The recommendations of his Senate Budget subcommittees will now

be compiled into the Budget bill for the Senate. Senate President pro Tem

John Burton announced today that he hoped a Budget could be ready for vote

late Monday or Tuesday. The house will reject their version as well, and

send it to the Conference Committee.

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

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To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>
 Cc: <sdubin@mcls.org>, "Susan McGlamery" <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>,
 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: Thursday, May 22, 2003 2:57 PM
 To: CLA Listserve- CALIX
 Subject: News From the Capitol

May 22, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
 FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist
 RE: NEWS FROM THE CAPITOL

I. ASSEMBLY BUDGET SUBCOMMITTEE VOTES TO RESTORE \$15 MILLION TO PUBLIC LIBRARY FOUNDATION LAST NIGHT

Last night the Assembly Budget Subcommittee on Education Finance revisited the State Library budget issues, including the Public Library Foundation, for a final vote. The subcommittee first voted to adopt the Governor's May
 Revise proposal as it pertains to the Transaction Based Reimbursement (restore \$12.1 million to the fund and reject the concept of shifting to a fee-based approach.) When the subcommittee took up the issue of the Public Library Foundation (PLF), Chairman Joe Simitian (D-Palo Alto) made a statement on behalf of the program: "I am pleased to see the recognition by the Governor of the importance of the TBR, which is an essential element in a statewide free library system. But I am disappointed that the money to fund it was drawn from the PLF. The PLF is a modest amount in the statewide picture, but very important to local libraries." Assemblyman Simitian closed by adding, "The PLF has given more than its share of cuts in recent

years." He then asked for a motion to reject the Governor's May Revision proposal to cut an additional \$14.7 million from the PLF, leaving only \$1 million in the fund. Instead, Mr. Simitian proposed that the item be funded at the level of \$15.8 million - the amount originally proposed in the Governor's January Budget. The motion passed, with three Democrat members voting in support, one Republican member voting no, and one Republican member abstaining.

However, this important Assembly vote to restore the PLF also needed to be followed by a subsequent vote this morning on an entire package of non-Proposition 98 restorations, which included the PLF, along with various higher education programs. When the package of cuts and restorations was presented this morning, the vote was close at 4-3, with both Republicans and one Democrat voting against the package.

II. WHAT'S NEXT

The Subcommittee is planning on wrapping up its final actions by Friday morning, and will forward their recommendations to the full Assembly Budget Committee next week for vote. Similarly, the Senate Budget Subcommittee, which voted to support a \$15.8 million restoration to the PLF on Monday, will be concluding its work today or tomorrow. Once the full Budget committees vote on these issues, they will be incorporated into dueling Budget bills, sent to the floor for vote, rejected, and then forced into the annual Budget Conference Committee process. Throughout this process, we hope to be able to hold on to the \$15.8 million baseline for the PLF.

It is important to note that while there is strong legislative support for the PLF, the Governor's Department of Finance is opposed to any restoration of funding in the PLF. Thus, it will be critical to focus efforts now on the Governor, to encourage his support of maintaining the legislature's \$15.8 million funding level for this important program. Please take a moment today to write the Governor and request that he sustain the PLF baseline at \$15.8 million.

Sample address:
The Honorable Gray Davis

Governor, State of California
State Capitol
Sacramento, CA. 95814

III. LIBRARY BOND BILL AND ALL BONDS MAY BE STALLED DUE TO STATE DEFICIT

On Tuesday, State Treasurer Phil Angelides sent a two-page letter to legislative leaders and the authors of all of the bond bills, to express his "opposition to the enactment of any new general obligation or state lease revenue bond measures, beyond those already scheduled to be placed on the ballot, until a balanced budget for fiscal year 2003-04 is in place and there is a viable plan to fix the structural imbalances in the budget." The Treasurer adds, "This position is the only common sense response to the questions posed to this Office, given the gravity of the situation now before us." Treasurer Angelides states that he is a supporter of bond measures as they "represent smart and sound investments that will contribute to California's future economic prosperity," but cautions that the state is quickly approaching its bond threshold limits, and that without structural reform and a balanced budget, the state should not endure any further bonded indebtedness.

The Treasurer's letter closes: "When a balanced budget is adopted and when there is a credible structural reform plan, this Office will be able to offer an informed opinion regarding the additional amount of general obligation bonds that can be authorized. Once that amount is determined, we should place the highest priority on investments that will contribute most to the growth, vibrancy, and competitiveness of our State's economy. I am hopeful that there will be a timely resolution to the State's budgetary challenges so that we once again can focus our policy discussions on the best way to invest in our future."

Thus, Senator Dede Alpert, Chair of the powerful Senate Appropriations Committee and author of CLA's sponsored \$2 billion library bond bill, made an announcement this week in her committee that she would, in fact, keep all bonds on the so-called Appropriations "suspense file," until the Budget

negotiations were resolved. She noted that there were numerous bond measures pending, and that if all were enacted, they would require an additional \$8 billion annually in debt repayment. It is important to note that there are already two major bonds (K-12 school construction and transportation) slated for the 2004 ballot, totaling more than \$20 billion. We have also received a note from Assemblywoman Corbett's staff, indicating that they will be putting their plans for AB 222 (a \$4 billion library construction bond) on hold, per the State Treasurer's letter. In the meantime, we will continue to lobby on behalf of both measures behind the scenes.

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

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To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>
Cc: "Susan McGlamery" <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 snegreen@cla-net.org
Sent: Tuesday, May 20, 2003 4:39 PM
To: calix@listproc.sjsu.edu
Subject: NEWS FROM THE CAPITOL

May 20, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

SENATE BUDGET SUBCOMMITTEE REJECTS GOVERNOR'S PROPOSAL TO DECIMATE
PUBLIC
LIBRARY FOUNDATION - RESTORES \$15 MILLION

Today in a partial victory for CLA and the public library community, the Senate Budget Subcommittee on Education Finance rejected Governor Davis' May Revision proposal, which essentially eliminated all funding in the Public Library Foundation (PLF). You will recall that Governor Davis recommended in his January Budget that the PLF be reduced by \$15.8 million, down from its baseline figure of \$31.5 million. Then, in a surprising development last Wednesday, the Governor's May Revision reduced the PLF an additional \$14.7 million, bringing the baseline for the program down to an unprecedented low of only \$1 million.

Following this action by the Governor, we quickly sent letters as the CLA lobbyists, to every member of the Senate and Assembly, explaining the enormity of the reduction. We also attached our new "cut chart," indicating that the PLF would be sustaining a 98 percent cut in the program in only two years time, and a computer run, showing the direct

impact on their individual libraries. We have been lobbying the issue nonstop, since the release of the May Revise, focusing our efforts on key legislators, including the members of the Budget Subcommittees and Budget Chairs. In addition, your personal calls and letters to members over the last few days have been quite effective.

This afternoon, the Senate Budget Subcommittee on Education Finance reviewed the issues contained in the State Library Budget, including the reinstatement of the Transaction Based Reimbursement funding (\$12 million) and action relative to the PLF. Without any discussion, the subcommittee approved returning \$12.1 million in funding to the TBR, per the Governor's directive in his May Revise.

When the issue turned to the PLF, Chairman Jack Scott (D-Pasadena) stated, "Our recommendations are going to be slightly different from the May Revise..Here's an area where, even though we need to make general cuts, this is a program that has suffered enough. I move that we restore \$14.8 million so that they are back up to \$15.8 million and the Governor's January Budget level." We were asked to respond to a question from Senator Vasconcellos regarding the impact of the cuts upon materials purchases and staffing hours, and referred to some of your letters that you shared with us regarding the huge impact the Governor's cut would have upon your library services. Also testifying in support of restoring needed PLF funding was the lobbyist for Alameda County and Ventura County who referenced cuts specific to those jurisdictions.

In the end, Senator Scott stated, "It is often said that books, as an inanimate object, don't squeal as loudly as people. Still, they are so very important. We have called on public libraries to share the pain enough. I feel confident in restoring the \$14.8 million. I just wish we could do more." The motion to bring the baseline for the PLF back to \$15.8 million was approved on a 3-0 vote. In closing, we publicly expressed our thanks to the subcommittee members, stating, "On behalf of the entire library community, we are really, really grateful." In conclusion, Senator Scott said, "Well, all of us have a soft spot for libraries. I do, particularly as a boy, wandering through my public library in Texas."

We are now waiting on the actions of the Assembly Budget Subcommittee who

heard testimony this morning on the TBR and PLF. We continue to work very hard to encourage their approval of a similar level of funding on the Assembly side. With both houses taking similar actions, our chance for success in the Budget negotiations is improved. Assembly Budget Subcommittee Chairman, Joe Simitian has been a vocal supporter of libraries and told his subcommittee members, regarding the PLF, "This is an area that we would like to work on in trying to restore additional funds." The Assembly Subcommittee is deferring all action until later this week - likely Thursday night or Friday morning, when they will be voting on an entire slate of Budget reductions or restorations.

As a side note, the Governor's May Revision also contains language in his PLF proposal (\$14.7 million reduction, leaving \$1 million in the program), to require that the \$1 million be spent to assist the "most needy libraries." The Senate Subcommittee, as a part of their action on the PLF today, rejected the Governor's Budget language pertaining to "most needy libraries." (It was felt that with an increase in the funding level for the PLF, this language would not be necessary, and would be difficult to interpret.)

Susan Negreen
California Library Association
717 20th Street, Ste. 200
Sacramento, CA 95814
916-447-8541

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-----calix--

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: June 30, 2003

BACKGROUND:

No new information has been received since the last report on May 13, 2003.

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

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


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

RECOMMENDATION:

Receive & File

Agenda Item 28

TO: Library Board of Trustees

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: June 25, 2003


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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 61 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.
- Federal Work Study (FWS) is a partnership between Western State University College of Law and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
 1. The Department of Human Services Intern Program, and 2. Service Learning.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.
- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for \$10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.
- *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.
- *Potential *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: **Report on the Board of Directors Meeting for the Special District Workers' Compensation Authority (SDWCA) on May 5 & 6, 2003**

DATE: June 30, 2003

This report has not yet been received from Placentia Library District SDWCA representative Sandra Stark.

It will be included in the July Board packet.

To: eminter@placentialibrary.org
Subject: CSDA Education Update



Register now!

Build-A-Binder Series

Now offered in five different locations...

July 23 - Cucamonga County Water District

July 30 - Templeton Community Services District/Women's Center

August 5 - Chico Recreation & Park District

August 12 - Humboldt Bay Harbor Resource Conservation District

August 19 - Placentia Library District

This series is designed to assist Administrative Staff in establishing policies and procedures. The focus will be on human resource and risk management issues your district may face.

- A working knowledge of the variety of leave benefits available
- Composing policies for internet, email and electronic communications in your district
- How to write a legal and comprehensive job description
- Developing risk management techniques to help save your district resources

These are just a few of the many learning outcomes offered by this series. Please check out our website at csda.net for more information regarding this and many other education programs CSDA has to offer.

CSDA's Annual Conference is right around the corner! This year the conference is at the beautiful Resort at Squaw Creek in Olympic Valley, North Shore Lake Tahoe, September 16-18th. Be watching your mail for the conference brochure.

If you would like more information on any upcoming events or education courses, please feel free to contact Sarah Saslow toll-free at 877.924.CSDA or email at sarah@csda.net.

BUILD A BINDER

SERIES 2003



This series is designed to assist Administrative Staff in establishing policies and procedures. The focus will be on human resource and risk management issues your district may face.

Program Outline:

8:30 am	Registration
9:00 am - 12:00 pm	Human Resources
12:00 pm - 1:00 pm	Lunch is included
1:00 pm - 3:00 pm	Risk Management
3:00 pm	Adjourn

Dates and Locations

July 23 Cucamonga County Water District
10440 Ashford Street
Rancho Cucamonga, CA 91730
909.987.2591

July 30 Templeton Community Services District/Women's Center
601 South Main Street
Templeton, CA 93465 (San Luis Obispo area)
805.434.4900

Aug 5 Chico Recreation & Park District
545 Vallombrosa Avenue
Chico, CA 98926
530.895.4711

Aug 12 Humboldt Bay Harbor Resource Conservation District
601 Startare Drive
Eureka, CA 95501
707.443.0801

Aug 19 Placentia Library District
411 E Chapman Avenue
Placentia, CA 92870-6198
714.524.3139

Maps will be included with confirmations.

Learning Outcomes:

- A working knowledge of the variety of leave benefits available
- Developing a thorough employment application. Making sense of the legalese on employment applications. For example: ADA, EOE, and "At-Will"
- Understanding the possible repercussions of providing a "Letter of Recommendation"
- Composing policies for internet, email and electronic communications in your district
- Overview of what should be kept in a personnel file and understanding the employee's right to review the contents of their file
- Creation of a policy to regulate employee usage of tools and equipment
- The dos and don'ts involved in termination and separation issues
- Handling situations of drug and alcohol abuse
- How to write a legal and comprehensive job description
- Defining the process of filing a claim and obtaining a resolution
- A familiarity with the evolution of risk management
- Developing Risk Management techniques to help save your district resources

Registration Form - (Registration Fee Waived for SDRMA Members)

Please make copies of form for additional registrants.

\$85 - CSDA MEMBERS \$125 - NON-CSDA MEMBERS Rancho Cucamonga *July 23*
 Yes, I am an SDRMA Member and would like to attend for **Free!** Templeton *July 30*
 Chico *Aug 5*
 Eureka *Aug 12*
 Placentia *Aug 19*

Name/Title: _____

District: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Payment: Check Visa Mastercard


Acct. Name: _____ Acct. #: _____

Exp. Date: _____ Authorized Signature: _____

PLEASE MAIL/FAX TO: CSDA, 1215 K Street, Suite 930, Sacramento, CA 95814 (fax) 916.442.7889.
Questions? Please contact us 916.442.7887 or toll-free at 877.924.CSDA.

Important

SDRMA Members: (Fee Waived) This workshop will earn one credit incentive point toward a reduced premium.
Cancellation Policy: Cancellations must be made in writing no later than three business days prior to the event in order to receive a full refund, less a \$25 processing fee. There will be no exceptions.



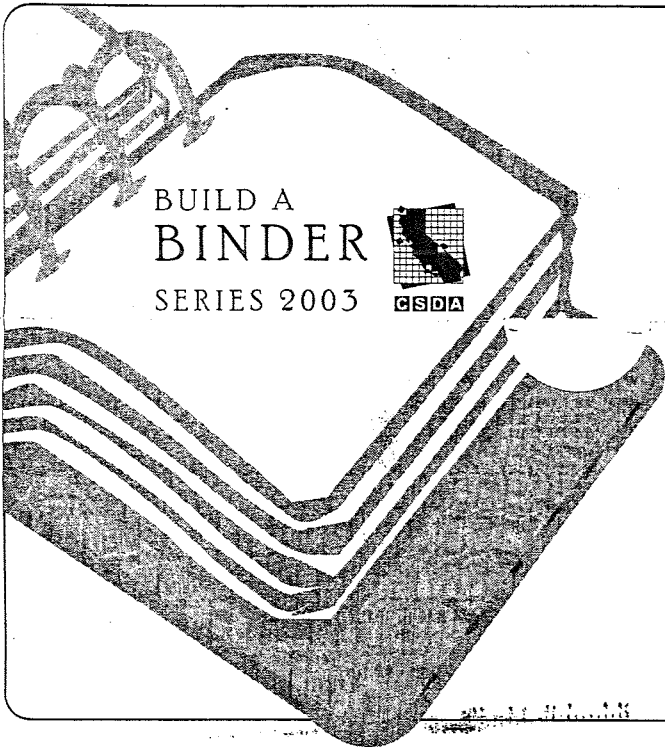
**BUILD A
BINDER**
SERIES 2003

Series 2003 Series 2003 **Series 2003**

In cooperation with the Special District Risk Management Authority (SDRMA), the California Special Districts Association (CSDA) presents the second program in the **Build-A-Binder Series**. If you attended last year, you were given a binder that included several policies and procedures to assist in the management of your district. This year, we will continue this tradition!

This series is designed to assist Administrative Staff in establishing policies and procedures. The focus will be on human resource and risk management issues your district may face.

CSDA is committed to bringing special districts the best value in education.

**BUILD A
BINDER**
SERIES 2003

CSDA

Dates and Locations

July 23 Cucamonga County Water District
10440 Ashford Street
Rancho Cucamonga, CA 91730
909.987.2591

July 30 Templeton Community Services District/Women's Center
601 South Main Street
Templeton, CA 93465 (San Luis Obispo area)
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601 Startare Drive
Eureka, CA 95501
707.443.0801

Aug 19 Placencia Library District
411 E Chapman Avenue
Placencia, CA 92870-6198
714.524.3139

Maps will be included with confirmations.

REGISTRATION MATERIALS INSIDE!

CSDA ALLIANCE
Serving Special Districts
California Special Districts Association
CSDA Finance Corporation
Special District Risk Management Authority
Special Districts Workers Compensation Authority

ELIZABETH MINTER
PLACENCIA LIBRARY DISTRICT
411 E CHAPMAN AVE
PLACENCIA, CA 92870-6198

First Class
U.S. Postage
PAID
Permit No. 2472
Sacramento, CA

PRESORTED

CSDA
California Special Districts Association
1215 K Street, Suite 930
Sacramento, CA 95814

Placentia Library Foundation Date 6/17/03

411 E. Chapman Ave Eleanor Rankin Gaeten Wood
Street Address Contact Person

Placentia, CA 92870-6198 528-1925 x202
City, State, Zip Phone Number

Enclosed is the Expenditure Report for our Community Social Programs grant for the period of _____ to _____, 20____ for the _____ program.

Please reimburse us \$ 5,000 for the following expenses:

operating costs \$ 5,000
Description of expenses Amount

Description of expenses Amount

Description of expenses Amount

We further make the following statements and representations:

1. To the best of our knowledge, there have been no civil rights filed, adjudicated, or pending against our organization.
2. Community Social Programs funds have been used only for the purpose intended and in accordance with the Agreement with the County of any subsequent revisions.
3. Community Social Programs funds have been used only for ordinary and necessary maintenance and operating expenses and/or capital expenditures for the project.

Gaeten M. Wood 6/17/03 President
Signature Date Title

COMMUNITY SOCIAL PROGRAMS AGREEMENT

THIS COMMUNITY SOCIAL PROGRAMS AGREEMENT, dated for identification this _____ day of _____ is made by and between the County of Orange, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Placentia Library Foundation hereinafter referred to as "CONTRACTOR."

WITNESSETH:

WHEREAS COUNTY by Minute Order dated November 05, 2002 a copy of which is on file with the Clerk of the Board of Supervisors of Orange County and which by this reference is, incorporated herein and made a part hereof as if fully set forth, has appropriated, pursuant to Government Code Section 25562 and/or 26227 and/or Education Code Section 10900 et seq., a portion of its general funds in the amount of \$5,000 to engage CONTRACTOR to provide certain services;

THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, the parties agree as follows:

1. EFFECTIVE PERIOD – TERMINATION DATE

The effective period of the Agreement shall be the period beginning November 05, 2002 and ending April 30, 2003 subject to the provisions of Section 21 of this Agreement. CONTRACTOR agrees that any and all funds received under this Agreement shall be disbursed or encumbered on or before April 30, 2003 and that any and all funds remaining as of April 30, 2003 which have not been disbursed or encumbered shall be returned by CONTRACTOR to COUNTY. No expense of CONTRACTOR will be reimbursed by COUNTY if incurred after April 30, 2003.

2. PROGRAM PROPOSAL AND SERVICES

This Agreement is based upon the proposal and concept contained within CONTRACTOR's Community Social Programs Application, dated _____ hereinafter called "the Application", a copy of which is on file with COUNTY's Community Services Agency Special Programs, and which by this reference is incorporated herein and made a part hereof as if fully set forth.

CONTRACTOR agrees to comply with all provisions, to perform all work, and provide all services set forth in this Agreement and the Application in a professional, timely and diligent manner. The parties hereto agree that concerning matters not specifically contained within the body of this Agreement, the Application will be controlling.

CONTRACTOR further agrees that lack of compliance with the Application may, in addition to those remedies set forth in Section 21 of this Agreement, constitute grounds for COUNTY to reduce the level of payment otherwise provided under Section 10 of this Agreement. Such reduction shall occur only as a result of action of the COUNTY Board of Supervisors. Before such reduction may be made, COUNTY shall provide CONTRACTOR with at least ten (10) days' written notice of the proposed reduction and of the time and place where the Board of Supervisors shall consider the reduction.

3. MODIFICATION OF SERVICE LEVELS

The parties hereto agree that those program activity components and activity levels detailed in the Application may be modified so long as the amount of the total grant is not increased and the basic goals and objectives of the program are not altered. However, no such modification shall be made without the prior written approval of COUNTY's Community Services Agency-Special Programs Division.

4. MAXIMUM UTILIZATION AND ACCESS TO RESIDENTS

CONTRACTOR agrees that the level of operation and maintenance to be provided under this Agreement must be adequate to ensure that maximum utilization of CONTRACTOR's facilities and services by the public and that the use of CONTRACTOR's facilities and services shall be granted to all residents of the COUNTY on the same conditions that the residents of the target area use the facilities and services.

5. EVALUATION

CONTRACTOR agrees and understands that evaluation is an essential condition to this Agreement and that COUNTY will evaluate CONTRACTOR in accordance with COUNTY's Handbook of Reporting Procedures, a copy of which is on file in COUNTY's Community Services Agency-Special Programs, and which by this reference is incorporated herein and made a part hereof as if fully set forth. COUNTY reserves the right to modify the Handbook upon thirty (30) days' written notice to CONTRACTOR. The parties hereto agree that at any time, and for any purpose, COUNTY's Board of

Supervisors or Community Services Agency-Special Programs may call for a Performance Evaluation to be conducted and the results thereof shall be made available to all interested parties.

6. REQUIREMENTS OF BILLING REPORT

CONTRACTOR agrees to abide by the conditions and procedures contained within the sample billing packet, which is attached hereto as Exhibit "B" and incorporated herein by reference, and to gather all pertinent data required by COUNTY. CONTRACTOR further agrees and understands that all forms in the billing packet, including CONTRACTOR's corporate minutes approved in the prior month and the names and addresses of any new members of CONTRACTOR's Board of Directors, must be submitted each month to the COUNTY's Community Services Agency-Special Programs Division.

7. CONFIDENTIALITY OF RECORDS

Without prejudice to any other section of the Agreement, CONTRACTOR shall, where applicable, maintain the confidential nature of information provided to it by its clients in accordance with the requirements of State and Federal law, including, if applicable, Chapter 5 (commencing with Section 10850 of Part 2 of Division 9 of California Welfare and Institutions Code.) CONTRACTOR shall submit to COUNTY all records requested by COUNTY for administrative purposes, including audit, examination, monitoring, and verification of reports submitted by CONTRACTOR and services rendered, except that clients' names and street addresses need not be disclosed.

8. BUDGET SCHEDULE

CONTRACTOR agrees that the expenditure of any and all funds under this Agreement must be in accordance with the BUDGET SCHEDULE, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference.

9. MODIFICATION OF BUDGET SCHEDULE

Upon written approval of COUNTY's Community Services Agency-Special Programs Division, CONTRACTOR shall have the authority to transfer expenditures allocated for one element of the overall program budget to any other element of the overall program budget, or to any new element which may be added, as long as the amount of the total grant is not increased and the basic goals and objectives of the program are not altered. No such transfer will occur without the express written approval of COUNTY's Community Services Agency-Special Programs Division.

10. PAYMENTS BY COUNTY

Upon the effective date of this Agreement, COUNTY agrees to make payments to CONTRACTOR in accordance with the following payment schedule:

(a) Awards of less than \$5,000.

(1) Unless otherwise approved by the COUNTY's Community Services Agency-Special Programs Division, awards of less than \$5,000 will be paid in arrears when the program funded by this Agreement [hereinafter "the Program"] is completed. Total payments hereunder shall be limited to the amount of the grant award specified herein or the total cost to CONTRACTOR of the Program, whichever is less. Except for advance payments, no payment will be made until CONTRACTOR submits an invoice showing actual amounts expended by CONTRACTOR for the Program.

(2) No advance payments or progress payments shall be made unless CONTRACTOR first presents adequate written justification showing the need for such payment(s) to carry out the Program. Any payments made before the completion of the Program shall be deducted from the amount, if any, to be paid to CONTRACTOR upon completion of the Program. If an advance payment is made, CONTRACTOR shall timely submit documentation that the funds paid in advance were expended for the Program.

(3) CONTRACTOR shall submit all documentation and invoices required hereunder to COUNTY's Community Services Agency-Special Programs Division.

(b) Awards of \$5,000 or more. Except as otherwise provided herein, payments for awards of \$5,000 or more shall be made no more frequently than monthly as follows:

(1) Beginning November 05, 2002 upon receipt and approval by COUNTY's Community Services Agency-Special Programs Division, for CONTRACTOR's invoice showing the prior month's actual expenditures, COUNTY shall make monthly reimbursement payments based on CONTRACTOR's invoice so long as any single monthly reimbursement does not exceed \$5,000 unless otherwise approved by COUNTY's Community Services Agency-Special Programs Division.

- (2) At the sole discretion of COUNTY, payments to CONTRACTOR may be made more frequently than monthly.
- (3) No payments to CONTRACTOR will be authorized if any preceding months' reports of invoices are outstanding.
- (4) All interest earned on COUNTY monies must be returned to the COUNTY, unless COUNTY's Community Services Agency-Special Program Division has approved in writing some other disposition of such interest.

11. PERSONAL PROPERTY/EQUIPMENT

- (a) Definitions. As used herein, "Equipment" refers to all personal property, regardless of cost acquired with funds provided under this Agreement, including machinery, vehicles, furniture, tools, and intangibles, etc. "Equipment" does not include consumable office supplies such as paper, pencils, typing ribbons, computer floppy disks, file folders, etc.
- (b) Written approval. No equipment shall be acquired with funds provided hereunder unless this Agreement expressly so provides or CONTRACTOR obtains written approval from COUNTY's Community Services Agency Special Programs Division.
- (c) Acquisition Information. CONTRACTOR shall record the following information when equipment is acquired:
 - (1) Date acquired:
 - (2) Description (include model number):
 - (3) Identification number (serial number):
 - (4) Cost or other basis of valuation:
 - (5) Fund source: and
 - (6) Rate of depreciation (or depreciation schedule) if applicable.

Within sixty (60) days of acquisition, CONTRACTOR shall submit to COUNTY's Community Services Agency-Special Services Programs Division a copy of the document recording the foregoing information.

(d) Disposition

- (1) CONTRACTOR acknowledges that equipment must be used, during its entire useful

life for a public purpose of the COUNTY, and that if equipment ceases to be used for such a purpose, the equipment or its value must be returned to COUNTY or disposed of in accordance with the direction of COUNTY.

(2) Prior to disposition of any equipment, (including sale, trade-in, discarding, or transfer to another agency), CONTRACTOR must obtain approval from COUNTY's Community Services Agency-Special Programs Division. CONTRACTOR shall follow COUNTY's directions regarding disposition of property, including, if applicable, instructions to remit to COUNTY the proceeds of the sale or other disposition of the equipment or to transfer the equipment to COUNTY or another entity.

(3) CONTRACTOR shall immediately investigate and within five (5) days fully document the loss, destruction, or theft of equipment.

(e) Title. COUNTY reserves title to all equipment not fully consumed in the performance of this Agreement.

(f) Responsibility. CONTRACTOR shall exercise due care in the use, maintenance, protection, and preservation of equipment, and shall assume responsibility for the replacement or repair of equipment during the period of this Agreement and until CONTRACTOR has complied with all written instructions from COUNTY regarding the final disposition of the equipment.

(g) Final equipment inventory. In the event of CONTRACTOR's dissolution or upon termination of this Agreement, CONTRACTOR shall provide a final equipment inventory to COUNTY within sixty (60) days. In the event equipment no longer is needed for the use for which it was intended under this Agreement, COUNTY reserves the right to require CONTRACTOR to dispose of the equipment in accordance with subparagraph "d" above or to transfer the equipment to COUNTY or to another entity.

(h) Property use. CONTRACTOR shall use equipment during the term of this Agreement and during the remaining useful life of the equipment, if any, for the purpose for which it was intended under this Agreement. When equipment no longer is needed for such use, CONTRACTOR shall notify COUNTY's Community Services Agency-Special Programs Division and shall follow COUNTY's directions regarding disposition of the equipment.

(i) Return to County. If CONTRACTOR materially breaches this Agreement, any and all equipment that has a remaining useful life shall be returned to COUNTY, unless COUNTY authorizes other disposition as provided in subparagraph “d” above.

12. CONFLICT OF INTEREST

CONTRACTOR agrees and understands that COUNTY’s funds shall not be used by CONTRACTOR to pay or reimburse any staff person or consultant who is a member or officer of the Board of Directors, or other official governing body, of CONTRACTOR.

13. ACCESS AND RECORDS

- (a) Unless otherwise agreed in writing by COUNTY’s Community Services Agency-Special Programs Office or Board of Supervisors, CONTRACTOR shall maintain separate accounting records for all funds received from COUNTY under this Agreement. CONTRACTOR further agrees that all of its records, including those pertaining to County funds and all other funds received by CONTRACTOR, must be maintained in accordance with COUNTY’s Handbook of Reporting Procedures.
- (b) CONTRACTOR further agrees that within sixty (60) days after termination of this Agreement, CONTRACTOR shall submit, to COUNTY’s Community Services Agency-Special Programs, a final financial statement detailing all expenditures made and all income received during the effective period of this Agreement. CONTRACTOR further agrees to report on the intake and expenditure of any fees and donations during the term of this Agreement.
- (c) All accounting records and evidence pertaining to all costs of CONTRACTOR shall be kept available at CONTRACTOR’s office or place of business for the duration of this Agreement and thereafter for a period not less than five (5) years. Records which relate to (1) litigation or the settlement of claims arising out of the performance of this Agreement, or (2) costs and expenses of this Agreement to which COUNTY takes exception shall be retained beyond such five (5) year period, and until disposition of such appeals, litigation, claims, or exceptions.

- (d) CONTRACTOR shall make all of its records available to COUNTY upon request during regular business hours for the purpose of evaluation or auditing and shall furnish clerical-assistance for this purpose to COUNTY's Auditor as required. CONTRACTOR agrees to implement all recommendations made by COUNTY's Auditor or Community Services Agency-Special Programs Division.
- (e) In the event CONTRACTOR does not make its books and financial records available within the County of Orange, CONTRACTOR agrees to pay all necessary and reasonable expenses incurred by COUNTY in conducting any audit or evaluation at the location where said records and books of account are maintained.

14. INDEMNIFICATION

CONTRACTOR shall indemnify, hold harmless and defend COUNTY, its officers, agents and employees from and against any and all claims, demands, loss, liability, injury, death, suits or judgments arising out of or alleged to arise out of or in consequence of this Agreement. Transmittal to CONTRACTOR by COUNTY of any pleading served shall be deemed to be a request to defend.

15. INSURANCE

- (a) CONTRACTOR agrees to obtain and keep in force during the term of this Agreement the following insurance unless reduced or waived by the COUNTY's CEO/Risk Manager Division in writing:
 - (1) Comprehensive General Liability Insurance of \$1,000,000 per occurrence and \$1,000,000 aggregate, evidenced by a certificate of insurance and the following endorsements:
 - (aa) That the County of Orange, and its Board of Supervisors, officers, employees and agents are added as additional insureds, but only as respects the operations of Named Insured performed under contract with the County of Orange;
 - (bb) That such insurance shall not be cancelled, limited in scope or coverage, or non-renewed, until the insured has given thirty (30) days notice to the County of Orange Community Services Agency-Special Programs Division, at the address set forth in Section 24 of this agreement: and

- (cc) That any insurance which may be carried by the County of Orange or self insurance shall apply in excess of and not contribute with, said policy of Comprehensive General Liability Insurance purchased by CONTRACTOR
- (2) Auto liability insurance of \$1,000,000 (if any Agreement funds will be used for automotive uses e.g. staff driving, transportation of clients, etc.)
- (3) Workers' Compensation (if any employees are paid by CONTRACTOR)
- (4) Property Insurance (if any property or equipment is purchased under this Agreement)
- (b) Unless provided for in the BUDGET SCHEDULE, CONTRACTOR shall absorb all costs and premiums of all insurance.
- (c) Certificates and endorsements evidencing the required insurance coverage must be submitted to the COUNTY's Community Services Agency-Special Programs within sixty (60) days after this Agreement is executed.

16. CORPORATE STATUS

If CONTRACTOR is a non-profit or public benefit corporation, it must at all times be listed as being in good standing, without suspension, by the California Secretary of State, Franchise Tax Board and Internal Revenue Service. Any change in such corporate status, or any suspension, shall be reported immediately to COUNTY's Community Services Agency-Special Programs.

17. INDEPENDENT CONTRACTOR

CONTRACTOR agrees that services performed hereunder are rendered in its capacity as an independent contractor and that it is in no way an agent of COUNTY nor shall its employees be entitled to any personnel benefits of COUNTY whatsoever.

18. SUBCONTRACTS

None of the work to be performed by CONTRACTOR under this Agreement shall be subcontracted to any agency, consultant, or person without the prior written consent of COUNTY's Community Services Agency-Special Programs Division or Board of Supervisors, and CONTRACTOR must submit any and all subcontracts, agreements and leases, which relate to this Agreement, to COUNTY's Community Services Agency-Special Programs Division for review and approval.

19. NON-DISCRIMINATION

No person shall, on the grounds of race, color, ethnic group identification, national origin or sex be excluded from participation in, or be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or part with funds made available under this Agreement. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, as amended, or other applicable Federal or State law or regulation, or with respect to any otherwise qualified disabled individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, or the Americans with Disabilities Act, or other applicable Federal or State law or regulation, also shall apply to any such program or activity. Any prohibition against discrimination on the basis of religion or any exemption from such prohibition as provided in the Civil Rights Act of 1964 or Title VIII of the Civil Rights Act of 1968, or other applicable Federal or State law or regulation, also shall apply to any such program or activity.

In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee or applicant for employment on the basis of race, sex, color, ethnic group identification, religion, ancestry, national origin, age or an otherwise qualified disabled individual. This prohibition shall pertain to employment: upgrading: demotion or transfer: recruitment advertising; layoff or termination; rates of pay and other forms of compensation; selection for training, including apprenticeship; and any other action or inaction pertaining to employment matters.

20. PROHIBITION AGAINST LOBBYING

CONTRACTOR will not use any part of the funds received under this Agreement for the purpose of lobbying or for other activities intended to influence any legislation or the outcome of any election.

21. BREACH-SANCTIONS

If, though any cause, CONTRACTOR fails to fulfill in a timely and proper manner any of its obligations under this Agreement, or if CONTRACTOR violates any of the terms and conditions of this Agreement or any prior Agreement whereby COUNTY funds were received by CONTRACTOR, or if CONTRACTOR reports inaccurately, or if an Audit Report makes disallowances, CONTRACTOR shall promptly remedy its acts or omission or repay COUNTY all amounts spent in violation thereof. For any

such failures or violations, COUNTY shall have the right, at the discretion of COUNTY, to:

- (a) Discontinue program support until such time as CONTRACTOR fulfills its obligations under this Agreement or any prior Agreement or remedies all violations of this Agreement or any prior Agreement:
- (b) Collect such outstanding amounts as are determined by COUNTY's Community Services Agency-Special Programs Division to be due COUNTY from CONTRACTOR, by offsetting or debiting from current claims or invoices, if, after thirty (30) days' written notice, CONTRACTOR has failed to repay same or a repayment schedule has not been made; or
- (c) Terminate this Agreement by giving written notice to CONTRACTOR of such termination and specifying the effective date of thereof.

A discontinuance of program support for sixty (60) days or less may be taken by COUNTY's Community Services Agency-Special Programs Division or Board of Supervisors. A discontinuance of program support for more than sixty (60) days or a termination of this Agreement on behalf of COUNTY may only be taken by action of the COUNTY's Board of Supervisors. Staff from the COUNTY's Community Services Agency-Special Programs Division and/or Auditor Controller shall advise and consult with CONTRACTOR's governing board or staff regarding administrative and fiscal procedures and proposed action to be taken pursuant to this Section. CONTRACTOR shall be afforded the opportunity to present relevant information to the Community Services Agency-Special Programs Division.

22. SOLE AGREEMENT

This Agreement together with attachments hereto, expresses all the understandings of the parties concerning all matters covered. No addition to or alteration of this terms of this Agreement shall be valid unless made in the form of a written Amendment to this Agreement formally approved by the parties hereto.

23. SPECIAL CONDITIONS

The Contracts and/or contract extensions proposed in this agenda item contain language, which permits reduction or termination of contracts with (30) days notice. This contract is filling a critical service need.

24. NOTICES

All notices prescribed by this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, and addressed to:

COUNTY:

Community Services Agency

Special Programs Division

1300 South Grand Avenue, Bldg. "B"

Santa Ana, CA 92705

and

CONTRACTOR:

Placentia Library Foundation

25. STATE AUDIT

Pursuant to Government Code Section 8546.7, if this Agreement provides for the expenditure or more than \$10,000 of public funds, CONTRACTOR and COUNTY shall be subject to examination and audit by the State Auditor for a period of three (3) years after final payment by COUNTY to CONTRACTOR under this agreement.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained here in and have duly authorized and caused this Community Social Programs Agreement to be executed as of the date first above written.

COUNTY OF ORANGE, a political sub-
Division of the State of California

By _____
Chairman, Board of Supervisors

SIGN AND CERTIFIED THAT A
COPY OF THIS DOCUMENT HAS
BEEN DELIVERED TO THE CHAIR-
MAN OF THE BOARD

Contractor/Organization Name

Placentia Library Foundation

Darlene J. Bloom
Clerk of the Board of Supervisors

(1) Gaeten M. Wood
By: Gaeten M. Wood
Title: President

“CONTRACTOR”

(2) Jean A. Lasley
By: Jean A. Lasley
Title: Planned Giving

“CONTRACTOR”

APPROVED AS TO FORM:
County Counsel

By _____
Karen Prather, Deputy

Dated: _____

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained here in and have duly authorized and caused this Community Social Programs Agreement to be executed as of the date first above written.

COUNTY OF ORANGE, a political sub-
Division of the State of California

By _____
Chairman, Board of Supervisors

SIGN AND CERTIFIED THAT A
COPY OF THIS DOCUMENT HAS
BEEN DELIVERED TO THE CHAIR-
MAN OF THE BOARD

Contractor/Organization Name

Darlene J. Bloom
Clerk of the Board of Supervisors

Placentia Library Foundation

(1) Gaeten M. Wood

By: Gaeten M Wood

Title: President

“CONTRACTOR”

(2) Jean A. Lasley

By: Jean A. Lasley

Title: Planned Giving

“CONTRACTOR”

APPROVED AS TO FORM:
County Counsel

By _____
Karen Prather, Deputy

Dated: _____

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By: Jean A. Pasley
Title: Plan Giving

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Title: President

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By: Jean A. Lasley

Title: Planned Giving

“CONTRACTOR”

APPROVED AS TO FORM:
County Counsel

By _____
Karen Prather, Deputy

Dated: _____

**COUNTY OF ORANGE
COMMUNITY SOCIAL PROGRAMS
INVOICE**

Placentia Library Foundation Date 6/17/03

411 E. Chapman Ave ~~Eleanor Rankin~~ Gaeten Wood
Street Address Contact Person

Placentia, CA 92870-6198 714-528-1925 x202
City, State, Zip Phone Number

Enclosed is the Expenditure Report for our Community Social Programs grant for the period of _____ to _____, 20 ____ for the _____ program.

Please reimburse us \$ 5,000 for the following expenses:

<u>operating costs</u>	\$ <u>5,000</u>
Description of expenses	Amount
_____	\$ _____
Description of expenses	Amount
_____	\$ _____
Description of expenses	Amount

We further make the following statements and representations:

1. To the best of our knowledge, there have been no civil rights filed, adjudicated, or pending against our organization.
2. Community Social Programs funds have been used only for the purpose intended and in accordance with the Agreement with the County of any subsequent revisions.
3. Community Social Programs funds have been used only for ordinary and necessary maintenance and operating expenses and/or capital expenditures for the project.

Gaeten W. Wood 6/17/03 President
Signature Date Title

Mail to:

Cynthia Aguirre
CSA/Special Programs Division
1300 S. Grand Ave., Bldg B, 3rd Fl.
Santa Ana, CA 92705

FISCAL USE ONLY						
Approved _____						
FUND	AGCY	ORG	ACTV	OBJECT	SUBOBJ	AMOUNT
136	136		CSP1	3100		

May 29, 2003

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

**SPECIAL DISTRICT
RISK MANAGEMENT
AUTHORITY**

1481 River Park Dr, Ste 110
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

NOTICE OF PROPOSED BYLAW AMENDMENTS

Dear Elizabeth D. Minter:

In November 2002, the members of Special District Risk Management Authority (SDRMA) and Special Districts Workers Compensation Authority (SDWCA) were notified of changes to the Joint Powers Agreement (JPA) that proposed combining the property/liability and workers' compensation programs. *The Boards of Directors of SDRMA and SDWCA are very pleased to announce that the proposal to merge the two programs and make the required JPA amendments received approvals of significantly more than the required two-thirds (2/3) of the membership. The merger will become effective July 1, 2003.*

Changes to the Bylaws will also be necessary in order for the language to be consistent with the Fifth Amended JPA, and to reflect the combined new organizational structure and operation. The Board of Directors will be considering approval of the amended Bylaws on July 1, 2003.

Section IX of the Bylaws states, "The Bylaws may be amended at any time by majority vote of the Board of Directors following a 30-day written notice to all participating members." The attached proposed Bylaws are being provided for information purposes. **No action is required on your part.** However, the SDRMA Board of Directors would appreciate and will consider comments or recommendations from the members regarding the proposed Bylaw amendments. The proposed changes are generally consistent with those prior Bylaws, except in the following sections:

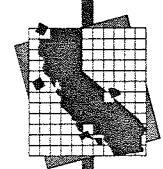
- Page 2, Article II, Section 1, Part (2), wherein SDRMA's Board is accepting the assets, obligations, and liabilities of SDWCA (Note that there will be NO co-mingling of assets of the two pools).
- Page 3, Article II, Sections 2 and 3, these sections have been modified to reflect that CSDA no longer "appoints" Board members and all Board members are elected from the membership. These sections were also modified to reflect the changes necessitated by combining the elected Board members of both pools, to address future elections and to provide a remedy if Board members do not attend meetings.
- Page 6, Article III, Section 2, this section was added to establish two standing committees, one for the property/liability program and one for the workers' compensation program.

City of
1481 River Park Dr
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

CSDA Finance
Department
1481 River Park Dr
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

Special Districts
Workers Compensation
Authority
1481 River Park Dr, Ste 110
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

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



- Page 9, Article VI, Section 3, although an annual budget was prepared each year, it is now required by the Bylaws.
- Page 9, Article VI, Section 4, although contributions were already modified for sound risk management, this section was added to formally recognize an existing practice.
- Page 10, Article VI, Section 8, specifically states that funds for individual programs will NOT be co-mingled, will be accounted for separately and there will be NO loans between the two programs.
- Page 10, Article VI, Sections 9 and 10. Both are new sections.
- Page 12, Article VIII, Sections 1(b) and (c) added to reflect the addition of the workers compensation program and states what would happen to the assets of the pool in the event of termination.

The proposed Bylaw amendments are scheduled to be considered for approval at the July 1, 2003 Board Meeting. The meeting will be held at:

Special District Risk Management Authority
1481 River Park Drive, Suite 110
Sacramento, California

Time: 10:00 A.M.

If you have any questions or comments, please contact our Chief Executive Officer, Jim Towns at (800) 537-7790.

Sincerely,



David Aranda, President
Board of Directors

Proposed to be effective July 1, 2003

BYLAWS
OF
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

THESE BYLAWS are for the regulation of Special District Risk Management Authority (the "Authority"). The definitions of terms used in these Bylaws shall be those definitions contained in the Fifth Amended and Restated Joint Powers Agreement relating to the Authority (the "Agreement"), supplements to such Agreement, and subsequent amendments to such Agreement, unless the context requires otherwise.

ARTICLE I
MEMBERSHIP

1. Eligibility

Any district, public agency, or public entity organized under the laws of the State of California, which is a member of the California Special Districts Association ("CSDA") is eligible for membership in the Authority upon approval by the Board of Directors of the Authority.

2. Participating Member

A "Member," as that term is used herein, is any public entity described in Section 1 above in the State of California whose participation in the Authority has been approved by the Board of Directors, and which (a) has executed the Joint Powers Agreement or successor document pursuant to which these Bylaws are adopted, and (b) which participates in a Joint Protection Program or other Program. Absent specific approval of the Board of Directors, all members shall at all times be a participant in at least one program established by the Authority.

3. Successor Member Entity

Should any Member reorganize in accordance with the statutes of the State of California, the successor in interest, or successors in interest, if a member of CSDA, may be substituted as a Member upon approval by the Board of Directors of the Authority.

4. Annual Membership Meeting

An annual meeting of the members of the Authority shall be held at a time and place to be determined by the Board of Directors. The annual meeting shall be conducted in accordance with policies established by the Board of Directors. Each and every entity that is a Member of the Authority shall be mailed, no less than thirty (30) calendar days

prior to such meeting, written notice of the time, place and tentative agenda of the meeting, in the manner provided by the Ralph M. Brown Act (California Government Code Section 54950 *et seq.*) (the "Brown Act"). The notice shall include:

- (a) Those matters which are intended to be presented for action by the Board of Directors;
- (b) The general nature of any proposal to be presented for action; and
- (c) Such other matters, if any, as may be expressly required by statute or by the Agreement.

ARTICLE II

BOARD OF DIRECTORS

1. Powers

Under the Agreement or successor document, the Authority is empowered to carry out all of its powers and functions through a Board of Directors. The Board of Directors shall have the powers set forth as follows, or as otherwise provided in the Agreement:

- (1) to make and enter into contracts, including the power to accept the assignment of contracts or other obligations which relate to the purposes of the Authority, or which were entered into by a Member or Former Member prior to joining the Authority, and to make claims, acquire assets and incur liabilities;
- (2) to accept an assignment from SDWCA of all its assets, obligations and liabilities prior to the dissolution of SDWCA (including claims and contracts in existence prior to such dissolution) in order to benefit the Members or Former Members participating in the SDWCA workers compensation program; provided, that except for the fair and equitable allocation of administrative and overhead expenses, funds from such assignment shall not be co-mingled and shall be separately accounted for as provided for in this Agreement and the Bylaws.
- (3) to incur debts, liabilities, or other obligations, including those which are not debts, liabilities or obligations of the Members or Former Members, or any of them;
- (4) to charge and collect Contributions and Assessments from Members or Former Members for participation in Programs;
- (5) to receive grants and donations of property, funds, services and other forms of assistance from persons, firms, corporations and governmental entities;

- (6) to acquire, hold, lease or dispose of property, contributions and donations of property and other forms of assistance from persons, firms, corporations and governmental entities
- (7) to acquire, hold or dispose of funds, services, donations and other forms of assistance from persons, firms, corporations and governmental entities;
- (8) to employ agents and employees, and/or to contract for such services;
- (9) to incur debts, liabilities or other obligations to finance the Programs and any other powers available to the Authority under Article 2 or Article 4 of the Act;
- (10) to enter into agreements for the creation of separate public entities and agencies pursuant to the Act;
- (11) to sue and be sued in its own name; and
- (12) to exercise all powers necessary and proper to carry out the terms and provisions of this Agreement (including the provision of all other appropriate ancillary coverages for the benefit of the Members or Former Members), or otherwise authorized by law or the Act.

2. **Nomination of Directors**

Members may nominate candidates to the Board of Directors in the following manner:

- (a) A Member may place into nomination its candidate for any open position on the Board of Directors in accordance with election guidelines established by the Board of Directors.
- (b) Each candidate for election as a director must be a member of the board of directors or a management employee of a Member (as determined by the Member's governing board). Only one representative from any Member may serve on the Board of Directors at the same time.
- (c) Nominating forms must be completed and received by the Authority at least fifty (50) days before the date the election will occur.
- (d) This nomination process shall be the sole method for placing candidates into nomination for the Board of Directors.

3. **Terms of Directors**

The composition of the Board shall be as set forth in the Agreement. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate odd-numbered year.

With respect to the election to be held in 2005, the terms of all nine members of the initial Board of Directors (following adoption of the Agreement) shall terminate upon the certification of the election results. In such election, the seven candidates receiving the most votes will be elected to the board, with the four (4) directors receiving the most votes elected to 4-year terms, and the remaining three (3) directors elected to a 2-year term that will terminate December 31, 2007. Prior to December 31, 2007, an election will be held to fill the positions terminating on that date, which positions shall thereafter automatically and permanently become four-year positions. In the event of a tie, the election to the Board, and/or the designation of a 4-year or 2-year position, shall be determined by a coin flip to be conducted by the Chief Executive Officer.

The failure of a director to attend three (3) consecutive regular meetings of the Board (provided such meetings shall occur in a period of not less than three (3) successive months), except when prevented by sickness, or except when absent from the State with the prior consent of the Board, as provided by Government Code, Section 1770 shall cause such director's remaining term in office to be considered vacant. A successor director shall be selected for the duration of such director's term as set forth in Section 5 hereof.

4. Election of Directors

Members may vote for directors either at the Annual Meeting or by mail-in (absentee) ballot, in accordance with the balloting process guidelines established herein or as otherwise established by policy of the Board of Directors. Each Member shall have one vote in the election per elected position.

The Board of Directors shall have the option to conduct the election of directors to serve on the Board of Directors by all-mail ballot. In the event the Board of Directors decides to conduct the election of directors to serve on the Board of Directors by all-mail ballot, written notice of the use of an all-mail ballot for election to the Board of Directors shall be sent by certified mail to each Member no later than ninety (90) days prior to the date scheduled for such election. Said notice shall (i) inform each Member of the positions to be filled on the Board of Directors at such election; and (ii) inform each Member of its right to nominate candidates for any office to be filled at the election to Article II, Section 2 of the Bylaws. A form of mail ballot containing all mailed nominations accepted for any office to be filled at the election shall be mailed by certified mail, return receipt requested, to each Member no later than forty (40) days prior to the date scheduled for such election. Said mailed ballot shall indicate that each Member may return the ballot by certified mail to the principal business address of the Authority and that only those ballots received prior to the close of business on the date designated for the election shall be considered valid and counted.

5. Vacancy

Upon the death or resignation of any member of the elected Board of Directors, or the determination such member's remaining term is vacant pursuant to Section 3 hereof, the

vacancy shall be filled for the balance of the unexpired term by appointment in accordance with policy established by the Board of Directors.

6. **Meetings**

The business of the Board of Directors shall be conducted and exercised only at a regular or special meeting of the Board of Directors held in accordance with law. Written notice of each meeting shall be given to each director of the Board by mail or other means of written communication, in the manner provided by the Brown Act. Such notice shall specify the place, the date, and the hour of such meeting.

Special meetings of the Board of Directors, for the purpose of taking any action permitted by statute and the Agreement, may be called at any time by the President, or by the Vice President in the absence or disability of the President, or by a majority of the members of the Board.

Any annual regular or special Board of Directors' meeting, whether or not a quorum is present, may be adjourned from time to time, as provided by the Brown Act.

Minutes of any and all open meetings shall be available to Members upon request and distributed by mail, electronically, or available on the Authority's web site.

7. **Quorum and Required Vote**

A quorum of the Board of Directors shall be a majority of the total number of directors. A quorum must be present at any meeting before the business of the Board of Directors can be transacted. The vote of a majority of the Board of Directors shall be required for any act or decision of the Board of Directors, except as otherwise specifically provided by law or the Agreement. The directors present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal from the meeting of enough directors to leave less than a quorum.

8. **Expenses**

Board members shall be reimbursed by the Authority in accordance with policy approved by the Board of Directors for all reasonable and necessary travel expenses when required or incurred by any director in connection with attendance at a meeting of the Board of Directors or a committee thereof and for such other expenses as are approved by the Board. These expenses shall include, but shall not be limited to, all charges for meals, lodging, airfare, and the costs of travel by automobile at a rate per mile established by the Board of Directors.

ARTICLE III
OFFICERS AND EMPLOYEES

1. President, Vice President and Secretary

There shall be three officers of the Board: a president, a vice president and a secretary, who shall be members of the Board of Directors.

Election of officers shall be held at the first meeting following January 1 of each year, and each officer's term shall begin immediately thereafter, and shall end following adjournment of the first meeting following January 1 of the next year, or as soon thereafter as a successor is elected.

In the event the president, vice president or secretary so elected ceases to be a member of the Board of Directors, the resulting vacancy in the office shall be filled by election at the next regular meeting of the Board of Directors after such vacancy occurs. The president or vice president may be removed, without cause, by the Board of Directors at any regular or special meeting thereof, by a two-thirds vote of the voting members of the Board.

The president shall preside at and conduct all meetings of the Board of Directors, and shall carry out the resolutions and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe. The president shall be ex-officio a member of all standing committees, if any. In the absence of the president, the vice president shall carry out the duties of the president. The secretary shall keep, or cause to be kept, minutes of all meetings, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

2. Board Committees

Committees of the Board may be appointed in accordance with policy established by the Board of Directors, and membership on such committees may be open to non-members of the Board of Directors. A minimum of one (1) standing committee for the Workers Compensation Program and one (1) standing committee for the Property/Liability Program shall be appointed. Committees shall include at least one (1) member of the Board of Directors, but may not include a majority of the Board of Directors.

3. Chief Executive Officer/Risk Manager

The Board shall appoint a Chief Executive Officer/Risk Manager who shall have general administrative responsibility for the activities of the Authority. The Chief Executive Officer/Risk Manager shall be paid by the Authority.

The Chief Executive Officer/Risk Manager shall record or cause to be recorded, and shall keep or cause to be kept, at the principal executive office or such other place as the Executive Committee may order, a book of minutes of actions taken at all meetings of the Board of Directors, whether regular or special (and, if special, how authorized), the

notice thereof given, the names of those present at the meetings, and the proceedings thereof. The Chief Executive Officer/Risk Manager shall keep, or cause to be kept, at the principal executive office of the Authority a list of all designated representatives and alternates of each Member. The Chief Executive Officer/Risk Manager shall give, or cause to be given, notice of all the meetings of the Board of Directors required by the Bylaws or by statute to be given, and shall have such other powers and perform such other duties as may be prescribed by the Board, the Agreement or the Bylaws.

The Chief Executive Officer/Risk Manager shall have the duty of administering the Programs of the Authority, as provided for in the Agreement, shall have direct supervisory control of and responsibility for the operation of the Authority including appointment of necessary employees thereof, subject to the approved budget and prior authorization of each position by the Board, and such other related duties as may be prescribed by the Board or elsewhere in these Bylaws or the Agreement.

4. Execution of Contracts

The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Authority, and such authorization may be general or confined to specific instances except as otherwise provided by these Bylaws or the Agreement. Unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the Authority by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

5. Resignation

Any officer may resign at any time by giving written notice to the president or to the Chief Executive Officer of the Authority, without prejudice, however, to the rights, if any, of the Authority under any contract to which such officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IV
DESIGNATED ENTITY

The Lewiston Community Services District is hereby designated as the applicable entity for defining the restrictions upon the manner of exercising power as set forth in the California Government Code Section 6509, and as provided for in the Agreement of which these Bylaws are a part.

Should the Lewiston Community Services District terminate its membership or be involuntarily terminated in accordance with provisions of these Bylaws, the Board of Directors shall, by resolution, name a successor Member as the “designated entity” until such time as this Article can be amended.

ARTICLE V
JOINT PROTECTION PROGRAMS

1. Implementation of Joint Protection Programs

The Board of Directors may, at any time, offer such Programs as it may deem desirable. Such Program or Programs shall be offered on such terms and conditions as the Board of Directors may determine. Members must participate in at least one Joint Protection Program, but participation in any additional Programs or plans will be optional. Those Programs currently include: Property/Liability, Workers Compensation and various optional ancillary coverages. The Board of Directors shall establish the amount of Contributions, Estimated Contributions and Assessments, determine the amount of loss reserves, provide for the handling of claims, determine the amount of excess insurance to be purchased, and otherwise establish the policies and procedures necessary to provide a particular Program for Members. As soon as feasible after development of the details of a Program, the specific rules and regulations for the implementation of such Program shall be adopted by the Board, which shall cause them to be set forth in written form in a policy and procedures manual prepared by the Authority for the Members.

2. Method of Calculating Contributions

The Board of Directors shall establish the method of calculating contributions for Members in each Program or plan annually.

ARTICLE VI
FINANCIAL AFFAIRS

1. Accounts and Records

The Authority shall establish and maintain such bank accounts and maintain such books and records as determined by the Board of Directors and as required by good accounting practice. Books and records of the Authority shall be open to inspection at all reasonable times by authorized representatives of Members. Periodically, but not less often than annually, financial reports shall be made available to all Members.

As provided in the Agreement, the funds, reserves and accounts of each Program shall not be commingled and shall be separately accounted for; provided, however, that administration and overhead expenses of the Authority not related to a specific Program or Programs may be allocated among Programs as determined by the Board of Directors.

2. Audit

The Authority shall obtain an annual audit of its financial statements, which audit shall be made by an independent certified public accountant and shall conform to generally accepted auditing standards. A copy of said audit report shall be available, upon request, to each of the Members. Such audit report shall be obtained and filed within six months after the end of the fiscal year under examination.

3. **Annual Budget**

Prior to the beginning of each Fiscal Year (or Program Year, as appropriate) the Board shall annually approve an operating budget for the Authority, including a budget for each Joint Protection Program.

4. **Risk Sharing**

Except as otherwise determined by the Board, all Programs established and/or operated under the Agreement or these Bylaws are intended to be risk-sharing programs. Notwithstanding this intention, and upon findings by the Board of Directors of the Authority that confirm the value thereof, the Board of Directors may recognize sound risk management and loss control by the members through contribution modifications.

5. **Distribution of Retained Earnings**

Any Retained Earnings from the operation of any Program, in such amounts and under such terms and conditions as may be determined by the Board of Directors, may be distributed to the Members in such Program. Any distribution of such funds shall be made on a pro rata basis in relation to net contributions paid to that Program and shall be made only to those Members which participated in the Program during the Program Year in which the Retained Earnings were generated. Such distributions may be made to Members based on the Program Year(s) during which the Member participated, even if the Member is not a Member at the time of the distribution.

6. **Assessments**

- (a) If, in the opinion of the Board of Directors, claims against Members in any particular Program or plan for any particular Program Year are of such a magnitude as to endanger the ability of the Authority to continue to meet its obligations for that Program for that Program Year, each Member who has participated in that particular Program or plan of the Authority during the applicable Program Year shall be assessed a pro rata share of the additional amount determined necessary by the Board of Directors to restore the ability of the Authority to continue to meet its obligations for the applicable Program Year.
- (b) Each Member's pro rata share of the total Assessment shall be in the same proportion as that Member's gross contributions paid during or due for the applicable Program Year bears to the total gross Contributions paid by or due from all Members during the applicable Program Year. In calculating these amounts, the Assessment shall not be included in gross Contributions.
- (c) Failure of any Member to pay any regular Contribution or Assessment when due shall be cause for the involuntary termination of that entity's membership in the Authority. Such Assessment shall be a debt due by all Members who have participated in the applicable Program or plan during the applicable Program Year, and shall not be discharged by termination of membership.

7. **Fiscal Year**

The Authority shall operate on a fiscal year commencing on July 1 and ending on the following June 30. Such fiscal year shall also be the Program Year for any Member in any Joint Protection Program.

8. **Agency Funds; No Loans**

All funds received within a Joint Protection Program, as determined by the Board, for the purposes of the Authority shall be utilized solely for the purposes of such Joint Protection Program, and all expenditures of funds shall be made only upon signatures authorized by the Board of Directors, which shall establish the necessary procedures for doing so. Any funds not required for the immediate need of the Authority, as determined by the Board of Directors, may be invested in any manner authorized by law for the investment of funds of a special district.

Except for the allocation of administrative and overhead expenses, and for investment purposes as set forth in the Agreement, Program funds shall not be co-mingled and shall be separately accounted for.

The Board may not approve loans between Programs.

9. **Grants and Donations**

Without in any way limiting the powers otherwise provided for in the Agreement, these Bylaws, or by statute, the Authority shall have the power and authority to receive, accept, and utilize the services of personnel offered by any Member, or their representatives or agents; to receive, accept, and utilize property, real or personal, from any Member or its agents or representatives; and to receive, accept, expend, and disburse funds by contract or otherwise, for purposes consistent with the provisions of the Agreement, which funds may be provided by any Member, their agents, or representatives.

10. **Subrogation**

In the event of any payment by the Authority, the Authority shall be subrogated to all rights of recovery therefor of the participating Member against any person or organization, and the participating Member shall execute and deliver such instruments and papers, shall do whatever else is necessary, to secure such subrogation rights in the Authority, and shall do nothing to impair such rights.

ARTICLE VII
WITHDRAWALS; TERMINATION OF MEMBERSHIP

1. **Withdrawal from Programs**

A Member may voluntarily withdraw from any particular Program only in accordance with the applicable provision of the Agreement or any successor document thereto. A

Member may withdraw from a Program without withdrawing from the Agreement if it is a participant in another Joint Protection Program of the Authority. Notice of intention to withdraw from a Program must be given to the Authority at least ninety (90) days prior to the end of the Program Year. No withdrawal shall become effective until the end of the applicable Program Year.

2. Involuntary Termination

A Member may be involuntarily terminated from a Program or the Agreement for any one of the following reasons:

- (a) Failure to pay any contribution, deposit, contribution to loss reserve, or assessment when due.
- (b) Failure to comply with the Bylaws or with the policies and procedures established by the Authority.
- (c) Failure to maintain membership in CSDA.
- (d) Based on a Member's loss experience where the Authority Board of Directors has determined it to be detrimental to the stability of the pool, and as set forth in the policies and procedures.
- (e) Dissolution of a Member.

3. Voluntary Withdrawal from Agreement

A Member may withdraw voluntarily only as provided in the Agreement. Notice of intention to withdraw from the Agreement must be given to the Authority at least 90 days prior to the end of the Program Year of any Program in which the Member participates at the time of the notice.

4. Payment Upon Termination of Membership

In the event of a termination of the membership of any Member by involuntary or voluntary termination, said Member shall thereafter be entitled to receive its pro rata share of any distribution of Retained Earnings declared by the Board of Directors that pertains to a coverage year during which the terminated Member participated in any particular Program for which such distribution is made. Such payment shall be in full settlement and satisfaction of any and all claims that said terminated Member may have against the Authority.

5. Continued Liability

Upon withdrawal or involuntary termination of a Member, that Member shall continue to be responsible for any unpaid Contributions and for any Assessment(s) levied in accordance with the provisions of the Agreement or these Bylaws.

ARTICLE VIII
TERMINATION OF THE AUTHORITY; TERMINATION OF PROGRAMS

1. After having made proper provision for the winding up of the affairs of the Authority and each of the Programs operated by the Authority, the Authority shall distribute the net assets of the Authority as follows:
 - (a) The net assets of the General Liability and Property Damage Joint Protection Program shall be paid on a pro rata share basis to each Member who is a member of said Joint Protection Program at the time of termination of the Authority. A Member's pro rata share shall be in the same proportion as the total Contributions and Assessments paid by that Member to said Joint Protection Program or its predecessor in interest from its inception of 1986 and continuing throughout said Members period of participation bears to the total Contributions and Assessments paid to said Joint Protection Program and its predecessor in interest during its period of operation by all members of said Joint Protection Program at the time of termination.
 - (b) The Authority shall pay to each Member who is a member of the Workers' Compensation Coverage Joint Protection Program at the time of termination its pro rata share of the net remaining assets of said Joint Protection Program. A member's pro rata share shall be in the same proportion as the total Contributions and Assessments paid by that Member to said Joint Protection Program and its predecessor in interest offered by SDWCA, from its inception to 1982 and continuing throughout that Members participation, bears to the total Contributions and Assessments paid to said Joint Protection Program and its predecessor in interest offered by SDWCA, during its period of operation by all members of said Joint Protection Program at the time of termination.
 - (c) The Authority shall pay to each Member who is a member of any additional Program operated by the Authority at the time of termination its pro rata share of the remaining assets of said Program. A Member's pro rata share shall be in the same proportion as the total Contributions and Assessments paid by that Member to such Program during its period of participation bears to the total Contributions and Assessments paid to that Program during its entire period of operation by all Members of that Program at the time of termination.
2. The Board of Directors is also vested with the power to terminate individual Programs operated by the Authority without terminating the Agreement or terminating the Authority. In the event of termination of a Program operated by the Authority, said Program shall continue to exist for the purpose of paying or making provision for the payment of all known claims arising within said Program; for insuring, reinsuring or making other provision for the payment of any and all unknown claims covered by such Program; for the payment of all debts, liabilities, administrative expenses, and obligations of that Program out of the assets of that Program; and to perform all other functions necessary to wind up the business affairs of that Program. After having made proper provisions for the winding up the business affairs of a terminated Program, the Authority shall pay to each Member who is a member of that Program at the time of termination its

pro rata share of remaining assets of that Program. A Member's pro rata share of the assets of each such terminated Program shall be computed as set forth in paragraph (1) above.

3. In lieu of terminating this Agreement, the Board, with the written consent of two-thirds of the existing Members, may elect to assign and transfer all of the Authority's rights, assets, claims, liabilities and obligations to a successor joint powers authority created under the Act.

ARTICLE IX **PROVISIONS RELATING TO CSDA**

1. Board of Directors; Officers

In the event the MOU has been terminated or the Authority has withdrawn from the MOU, two (2) additional directors to be appointed by CSDA shall increase the composition of the Board of Directors. So long as the Authority is a participant in the MOU, the Board shall appoint four members of the Board to serve as members of the Alliance Executive Council.

CSDA is authorized to appoint two directors as provided in the Agreement, the terms of such appointed directors will end on December 31 of the alternate odd-numbered year to coincide with SDRMA's election of the minority number of directors.

Upon the death or resignation of a member of the Board of Directors appointed by CSDA, the vacancy shall be filled for the balance of the unexpired term by appointment by CSDA.

ARTICLE X **AMENDMENTS; EFFECTIVE DATE**

These Bylaws may be amended at any time by majority vote of the Board of Directors following a 30-day written notice to all Members as to the amendment(s) proposed to be adopted, except that these Bylaws cannot be amended in any way that would conflict with the terms and provisions of the Agreement or successor document and any amendment thereof. Said written notice provided to members shall include notification of the Board meeting date, time and location that action will be taken by the Board on the proposed amendments. The Bylaws dated as of July 1, 2003 shall not be effective until the Board of Directors of SDWCA have voted to dissolve SDWCA.

ARTICLE XI **PRIOR BYLAWS REVOKED**

When approved by the Board of Directors these Bylaws, upon coming effective pursuant to Article X will supersede and replace all prior bylaws.

* * * * *

Approved:

_____, President - Board of Directors
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Date

Attested:

AYES:

NOES:

ABSTAINED:

ABSENT:

James W. Towns, ARM, Chief Executive Officer
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Mayor
SCOTT P. BRADY

City Administrator
ROBERT D'AMATO



Councilmembers:
JUDY A. DICKINSON
NORMAN Z. ECKENRODE
CHRIS LOWE
CONSTANCE UNDERHILL

401 East Chapman Avenue - Placentia, California 92870

May 27, 2003

Placentia District Library Board
Al Shkoler, President
411 E. Chapman Ave.
Placentia, Ca. 92870

Dear Mr. Al Shkoler:

We are writing to the Library Board to provide an update on the progress of our Spanish Literacy Collaborative and to thank you for your support. On Tuesday, April 22, 2003, the Spanish Literacy class held its graduation, where 25 students were recognized for their efforts and commitment to the class. At the graduation, the offices of Senator Bob Margette and Assemblywoman, Lynn Daucher provided certificates of accomplishment to each student. It was certainly a proud moment for the students, as well as staff, and served as another significant milestone for our humble program.

In 1998, Human Services found that there were very few Spanish literacy classes available to the large, local population of Hispanics who are illiterate in their native language. So, in 1999, Human Services established a course curriculum and offered its first class using a \$500 grant awarded by Altrussa International. The goal of the Spanish Literacy class is to teach the students basic skills in reading and writing in their native language and help ease the transition to ESL classes. In addition, these classes help to reduce illiteracy in our community and help promote financial self-sufficiency and cultural identity for this population. This pilot effort was a great success and led to the formation of a collaborative between Human Services, Placentia Head Start, and the Placentia Public Library.

The collaboration between our three agencies has been very beneficial thus far and has continued to allow us to provide these valuable classes to our community. Jim Roberts from the Placentia Library and Paul Salazar, Head Start Director have helped to facilitate the coordination of the program and have been instrumental to the continued growth of this effort. The Collaborative is now scheduling the start of new class sessions in September 2003 with the locations to be determined at a later time. We look forward to the continued success of these classes and thank you again for the help and support that you so graciously provide to this valuable effort. Should you have any questions about this program or the other services we provide, please feel free to contact me at 986-2338.

Sincerely,



Marisa Cordova, Manager
Placentia Human Services

cc: Steve Pischel, Community Services Director
Elizabeth Minter, Placentia Library Executive Director
Vera Martinez, O. C. Head Start, Inc. Executive Director

**LOCAL AGENCY FORMATION COMMISSION
ORANGE COUNTY**

12 Civic Center Plaza, Room 235
Santa Ana, California 92701
(714) 834-2556, FAX (714) 834-2643

REGULAR MEETING AGENDA

**Wednesday, May 14, 2003, 9 a.m.
Planning Commission Hearing Room, Hall of Administration
10 Civic Center Plaza, Santa Ana**

(Any member of the public may request to speak on any agenda item at the time that item is being considered by the Commission.)

1. **CALL THE MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE – BY CHAIR ARLENE SCHAFFER**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES:**
 - a.) April 9, 2003 – Regular Commission Meeting
5. **PUBLIC COMMENT**

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.
6. **CONSENT CALENDAR**
 - a.) **Legislative Report**

The Commission will receive a report on legislation of interest to LAFCO.
7. **PUBLIC HEARING**
 - a.) **Adoption of Final LAFCO Budget for FY 2003-2004**

The Commission will consider adoption of the Final LAFCO Budget for FY 2003-2004.
 - b.) **TRA Annexation to the Orange County Vector Control District (DA 03-02)**

The Commission will consider a continuation of the proposed annexation of approximately 113 acres, consisting of two tax rate areas (03-002 and 03-079), to the Orange County Vector Control District until July 9, 2003.

8. COMMISSION DISCUSSION

a.) Selection of LAFCO Fiscal Consultant

The Commission will consider the Executive Officer's recommendation to contract with Economic & Planning Systems, Inc. (EPS) for fiscal analysis of the City of Irvine's annexation of MCAS El Toro.

b.) Update on Sphere of Influence Amendment and Annexation Applications for West Santa Ana Heights

The Commission will receive an update regarding the SOI amendment and annexation applications for West Santa Ana Heights.

c.) Adoption of Updated CEQA Guidelines

The Commission will consider the adoption of updated local CEQA Guidelines prepared by Best Best & Krieger.

9. COMMISSIONER COMMENTS

This is an opportunity for commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.

10. INFORMATIONAL ITEMS

None

11. CLOSED SESSION

None

12. ADJOURNMENT

NOTICE: State law requires that a participant in a LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.



LAFCO agendas are available on the Internet at <http://orange.lafco.ca.gov/agenda/index.htm>

2003 LAFCO CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Boxed dates are regular LAFCO meeting dates

Regular LAFCO meetings are held in the Planning Commission Hearing Room at 10 Civic Center Plaza at 9 a.m.

-  2003 Orange County Leadership Symposium is January 23rd through January 26th.
-  2003 LAFCO Strategic Planning Session is January 31st.

LAFCO

Orange County

Local Agency Formation Commission

May 14, 2003

CHAIR
ARLENE SCHAFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

VICE CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

THOMAS W. WILSON
SUPERVISOR
FIFTH DISTRICT

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

TO: Local Agency Formation Commission

FROM: Executive Officer
Assistant Executive Officer

SUBJECT: LAFCO Budget for Fiscal Year 2003-2004

Background

On April 9, 2003, your Commission adopted a proposed budget for all LAFCO operations for FY 2003-2004. A copy of the April 9, 2003 staff report is attached for your review (Attachment 1). It includes a copy of the proposed operating and Unincorporated Islands Program budgets, a summary of LAFCO budget expenditure categories, and a detailed list of individual city and special district cost allocations. A final budget is required to be adopted by your Commission no later than June 15, 2003.

The proposed budget for FY 2003-2004 is static for our funding agencies, with expenditures (less revenues) totaling \$930,920. Per Government Code Section 56381, the County, cities and special districts are required to equally divide this cost, each paying \$310,306. This amount is equivalent to the funding agencies' contributions for both FY 2001-2002 and FY 2002-2003.

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

Comments

On April 14, 2003, the proposed LAFCO budget for FY 2003-2004 was distributed to the Board of Supervisors, each city and each independent special district. Only two comment letters, discussed below, were received by staff. They are included as Attachments 2 and 3 to this staff report for your review.

May 14, 2003
LAFCO Budget for FY 2003-2004
Page 2

County of Orange

The April 29, 2003 memo clarifies several points in the April 14, 2003 budget staff report. Most importantly, it should be noted that the projected Unincorporated Islands Program Budget fund balance for FY 2002-2003 of \$139,915 will be used to supplement the Islands budget is *both* FY 2003-2004 (\$81,285) and FY 2004-2005 (\$58,630). While the budget spreadsheet in the April 14, 2003 staff report accurately reflected the proposed use of the fund balance, the accompanying staff report incorrectly indicated that the fund balance would only be used to supplement FY 2003-2004.

Midway City Sanitary District

Although this April 25, 2003 letter was not mailed directly to LAFCO staff, a copy has been attached for your review.

Conclusion

The proposed LAFCO budget for FY 2003-2004 has undergone extensive review by the County, cities and special districts. The proposed budget is consistent with the guiding principles outlined by the Executive Committee by maintaining level funding contributions for our funding agencies.

Recommendation

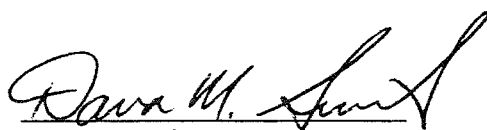
The Executive Officer recommends that the Commission:

1. Adopt the Final Fiscal Year 2003-2004 Local Agency Formation Commission Budget.
2. Direct the Executive Officer to distribute the final budget to the Board of Supervisors, each city, each independent special district and the County Auditor.

Attachments:

- (1) April 9, 2003 LAFCO Budget Staff Report
- (2) April 29, 2003 Comment Letter – County of Orange
- (3) April 25, 2003 Comment Letter – Midway City Sanitary District

Respectfully submitted,


DANA M. SMITH


BOB ALDRICH

ATTACHMENT 1

(April 9, 2003 LAFCO Staff Report -
Proposed LAFCO Budget for FY 03-04)

LAFCO

Orange County

Local Agency Formation Commission

April 9, 2003

CHAIR
ARLENE SCHAFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

TO: Local Agency Formation Commission

VICE CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

FROM: Executive Officer
Assistant Executive Officer

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

SUBJECT: Proposed Budget for Fiscal Year 2003-2004

PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

THOMAS W. WILSON
SUPERVISOR
FIFTH DISTRICT

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

Background

Government Code Section 56381(a) requires the Commission to adopt a proposed budget for all LAFCO operations by May 1st of each year. Following adoption, the proposed budget is distributed for review and comment to the Board of Supervisors, each city, the city selection committee, each independent special district and the independent special district selection committee. The final budget is required to be adopted by the Commission no later than June 15, 2003.

For your Commission's consideration, the proposed LAFCO budget for FY 2003-2004 is included as Exhibit A. A separate proposed Unincorporated Islands Program budget is included as Exhibit B. LAFCO's Executive Committee (Chair Schafer, Vice Chair Smith and Past Chair Herzog) has reviewed the budget and provided suggestions which were incorporated into the proposed FY 2003-2004 budget.

Increasing LAFCO Costs/Challenges for FY 2003-2004

FY 2003-2004 will be the third year that LAFCO has operated as a completely independent agency. Since July 2001, the Commission has been solely responsible for approving a budget for all LAFCO operations. Funding for LAFCO is provided in equal proportion by cities, special districts and the County. Prior to July 2001, the County provided all funding for LAFCO operations.

FY 2003-2004 brings a number of significant challenges to LAFCO. The Commission faces increasing health care and retirement costs for staff, higher liability insurance costs for Commissioners and an increased project work load due to additional programs mandated by the State. These challenges come at a time when LAFCO is scheduled to lose two Policy Analysts, both of which are two-year, limited-term positions funded by the County to assist LAFCO staff with the Unincorporated Islands Program.

April 9, 2003
Proposed FY 2003-2004 LAFCO Budget
Page 2

Rising Costs for Health Care, Retirement and Insurance

The chart, below, provides your Commission with a comparison of rising health care, retirement and liability insurance costs for Fiscal Years 2001-2002, 2002-2003 and 2003-2004. The increase in retirement costs is largely due to a change in County policy last year in which a significant portion of administrative management employees' retirement contributions was shifted from the employee to the employer. Increasing costs for employee health care and liability/crime insurance coverage for staff and Commissioners are largely due to overall cost increases within the health care and insurance industries.

	<i>FY 01-02</i>	<i>FY 02-03</i>	<i>FY 03-04</i>
Retirement	\$12,739	\$54,636	\$60,682
Benefits/Insurance	\$48,711	\$50,350	\$65,449
Liability/Crime	\$16,266	\$26,518	\$41,190

Additional State-Mandated Programs for LAFCO

As your Commission is aware, on January 1, 2001, the laws governing LAFCOs were comprehensively rewritten as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.). One of the most significant changes to LAFCO's enabling act is a new statutory mandate that LAFCO:

- Update spheres of influence for all agencies every five years; and
- Conduct a "service review" of the municipal services provided in the county for purposes of conducting sphere updates.

At your Commission's March 12, 2003 regular meeting, contracts with two professional consulting firms, Moore Iacofano Goltsman, Inc. and The Keith Companies, were approved for Phase One of the Municipal Service Review ("MSR") program. Phase One of the MSR program will consist of a series of interviews with public and private stakeholders in Orange County to gather information on municipal service and infrastructure issues related to growth and development. Findings and analysis from the stakeholder interviews will serve as the basis for implementation of two initial MSR "prototypes" in Phase Two of the MSR Program. The proposed FY 03-04 budget includes \$100,000 for completion of the first two municipal service reviews.

Unincorporated Islands Program – LAFCO to Fund Third Year of Program

On June 14, 2000, LAFCO approved a three-year work program and resource plan for the annexation of 50 small islands. The Unincorporated Islands Program has consistently been identified by your Commission as one its highest priority projects. Now in its third year, the Unincorporated Islands Program has resulted in the successful annexation of nine small islands

April 9, 2003
Proposed FY 2003-2004 LAFCO Budget
Page 3

with an additional 15 island annexations scheduled for completion by the summer of 2003. The original Islands work program and resource plan, developed in concert with the County, requires that the initial two years of the Islands Program be funded by the County. The Commission is obligated to fund the third year of the Program.

Fiscal Year 2003-2004 Proposed Budget Overview

Agency Contributions Stable for FY 2003-2004

Despite the increased costs and responsibilities outlined above, the proposed FY 2003-2004 LAFCO budget is static for our funding agencies, with expenditures (less revenues) totaling \$930,920. The County, cities and special districts will equally divide this cost, each paying \$310,306. This is equivalent to the funding agencies' contributions to LAFCO for both FY 2001-2002 and FY 2002-2003. It is also consistent with the Executive Committee's direction to staff to not increase funding agency contributions for FY 2003-2004 above current year levels.

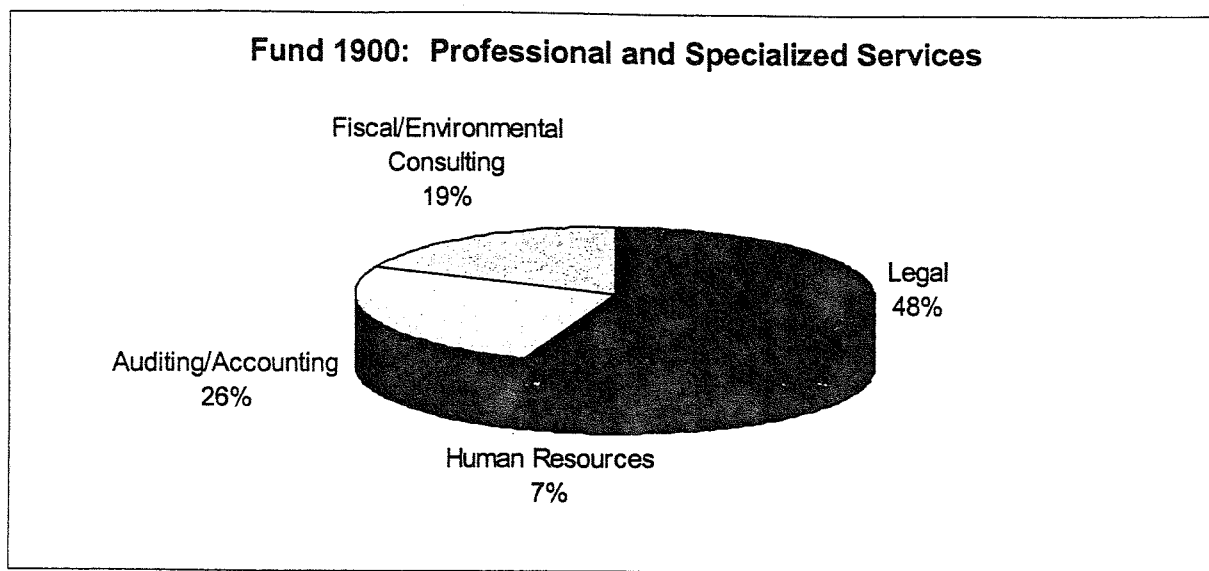
Individual city and special district contributions for the proposed FY 2003-2004 have been calculated by staff using the distribution formulas previously adopted by the Independent Special Districts of Orange County and the City Selection Committee. City and special district contribution summaries are included as Exhibits D and E, respectively.

Staff developed a budget which is static for our funding agencies for the third consecutive fiscal year despite higher costs and additional State mandated programs required for FY 2003-2004. This is possible due to revenues from FY 02-03, specifically moneys from the Talega annexation trust account. The Talega trust account was set up by the project proponent to reimburse LAFCO staff for extraordinary staff time and costs in processing a series of annexations to the City of San Clemente over the last three years. That project will close out by the end of the fiscal year.

Professional and Specialized Services Costs

The "Professional and Specialized Services" category is the largest fund in the services and supply account totaling \$136,200. It includes bookkeeping and accounting/auditing services, and contracted services for legal counsel, human resources, facilitation and fiscal/environmental analysis. The percentage and distribution of these costs are depicted on the chart below:

April 9, 2003
Proposed FY 2003-2004 LAFCO Budget
Page 4



Additional Policy Analyst Position Funded

Sufficient funds have been included in the proposed FY 2003-2004 budget to continue to fund one additional policy analyst position. One-half of this position is proposed to be funded out of the regular LAFCO operating budget, with the remaining portion proposed to be funded out of the Islands Program budget. This position will partially offset the scheduled lost of two LAFCO policy analyst positions.

Unincorporated Islands Program Proposed Budget

The proposed Unincorporated Islands Program budget is included as Exhibit B. As discussed previously, staff anticipates completing annexation proceedings for 24 small islands by the end of summer 2003. The remaining 26 small islands, however, present some of the most challenging issues for LAFCO, County and city staffs. In many cases, these islands have significant infrastructure deficiencies and/or unique land use considerations which will require increased staff time and additional legal and fiscal analysis.

Realistically, the Islands Program will likely need to be extended beyond FY 2003-2004. Fortunately, through conservative spending by LAFCO staff and the prudent use of consultant services, staff was able to maintain a projected Islands fund balance for FY 2002-2003 of \$149,915. The proposed FY 03-04 Islands Budget utilizes \$122,579 from the FY 2002-2003 Islands fund balance to supplement third year funding for the Islands Program. The remaining portion of the FY 02-03 Islands fund balance has been reserved for future FY 2004-2005 Islands costs if needed.

April 9, 2003
Proposed FY 2003-2004 LAFCO Budget
Page 5

Conclusion

The proposed LAFCO budget for FY 2003-2004 is consistent with the guiding principles outlined by the Executive Committee. The proposed budget is static in its funding demands by maintaining level funding contributions for our funding agencies and addresses new State-mandated work programs.

Recommendation

The Executive Officer recommends that the Commission:

1. Adopt the Proposed FY 2003-2004 Local Agency Formation Commission budget, and direct the Executive Officer to distribute the proposed budget for review and comment to the Board of Supervisors, each city, the city selection committee, each independent special district and the independent special district selection committee.

Respectfully submitted,


DANA M. SMITH


BOB ALDRICH

Exhibits:

- A - Proposed FY 2003/04 LAFCO Budget
- B - Proposed Unincorporated Islands Budget
- C - LAFCO Expenditure Categories
- D - Projected City Contributions
- E - Projected Special District Contributions

Local Agency Formation Commission
Proposed Budget
Fiscal Year 2003/2004

EXHIBIT A

FY 01/02 \$52,000
FY 02/03 \$68,000
Trust Acct \$26,000
Total = \$136,000

	FY 02/03 Approved Budget	FY 02/03 Projected Actual	FY 03/04 Proposed Budget	
Revenues:				
Prior year's unspent budget	\$ -	-	35,395	Did not start Orange, Irvine, and Seal Beach service reviews
7590 LAFCO Apportionment	930,920	930,920	930,920	
7580 Application Fees	38,000	14,689	20,000	Revenues from Telega
7670 Miscellaneous Revenues	6,500	7,053	87,000	
6610 Interest	15,000	20,247	20,000	
Total Revenues	990,420	972,909	1,093,315	Assumes 7% for budgeting purposes + 1/2 new employee
Expenditures:				
Salaries	479,650	463,266	524,031	34% total increase (largest increase in health insurance)
Retirement Benefits	47,033	54,636	60,682	
Benefits and Insurance	48,711	50,350	65,449	
0700 Communications	22,000	18,558	18,400	Cost projected by Risk Management
1000 Household Expense	-	7,212	8,000	
1100 Insurance	16,266	26,518	41,143	
1300 Maint-Equipment	3,860	-	-	
1400 Maint-Building	2,500	3,308	1,800	Attorney \$65,000 HR Consultants \$5,000 Accounting \$35,000 Audit \$6,200 Pub Finance \$25,000
1402 Minor Alterations	5,000	-	-	
1600 Membership	2,000	2,070	2,070	
1701 Service Reviews	40,000	36,000	100,000	
1800 Office Expense	75,000	23,114	25,000	
1900 Professional Srvs	159,000	138,716	136,200	Commissioner Stipends \$20,000 Mapping \$10,000 Training \$5,000
1912 Investment Admin Fees	-	1,238	1,240	
2000 Public Noticing	4,000	3,222	18,000	
2100 Rents & Leases	4,500	2,701	6,800	
2400 Special Dept Exp	50,000	48,568	35,000	
2405 Optional Benefit Plan	-	-	13,500	Benefit plan costs tied to County administrative management positions
2600 Transportation	17,900	10,259	11,000	
2700 Travel - Meetings	13,000	6,250	15,000	
2800 Utilities	-	8,483	10,000	
Subtotal Services & Supplies	415,026	336,217	443,153	
Total Expenditures	990,420	904,469	1,093,315	
Revenues over expenditures	\$ -	68,440	-	

**Local Agency Formation Commission
Proposed Islands Budget
Fiscal Year 2003/2004**

EXHIBIT B

	FY 02/03 Approved Budget	FY 02/03 Projected Actual	FY 03/04 Proposed Budget	FY 04/05 Estimated Budget
Expenditures:				
Salaries	99,240	63,537	35,605	38,097
Retirement Benefits	-	6,252	3,645	4,374
Benefits and Insurance	3,462	9,236	5,035	6,042
0700 Communications	5,000	5,000	2,000	-
1800 Office Expense	3,500	-	-	-
1900 Professional Svcs	12,000	554	20,000	5,000
2000 Publications	3,000	5,000	5,000	3,000
2400 Special Dept Exp	23,000	43,000	10,000	2,117
2600 Transportation	100	-	-	-
Subtotal Services & Supplies	46,600	53,554	37,000	10,117
Total Expenditures	149,302	132,579	81,285	58,630
Revenues over expenditures	(149,302)	(132,579)	(81,285)	(58,630)
Beginning Fund Balance	191,074	197,959	139,915	58,630
LAFCO Transfer	74,535	74,535	-	-
Ending Fund Balance	116,307	139,915	58,630	0

Islands Newsletter
Fiscal Analysis
Update \$12,000
BBK \$8,000

EXHIBIT C

LAFCO Budget Expenditure Categories

The following summarizes the expenditure categories used in the proposed FY 2003-2004 LAFCO Budget:

Salaries, Retirement and Employee Benefits

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

Communications (0700)

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

Insurance (1100)

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

Maintenance/Equipment (1300)

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

Memberships (1600)

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

Office Expense (1800)

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

Professional/Specialized Services (1900)

This category covers the costs for LAFCO legal counsel through the law offices of Best, Best & Krieger (BB&K), human resources administration through Alcock & McFadden, Inc., and bookkeeping and accounting services through Conrad Business Services, Inc. This account also pays for a certified public accounting firm to conduct mandated

annual audits of LAFCO's financial statements project and miscellaneous Commission support services including map review and preparation through the County Surveyor.

Publications/Legal (2000)

This category covers the cost of legal noticing.

Rents/Leases Equipment (2100)

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

Special Department Expense (2400)

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

Transportation & Travel - General (2600)

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

Transportation & Travel - Meetings (2700)

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

Utilities (2800)

This account is used to pay for electricity and heating/cooling costs of the LAFCO offices.

DRAFT LAFCO (FY 2003-2004) City Cost Allocations **Exhibit D**

City	Jan. 1, 2001		Area		2/3rd Allocation		1/3rd Allocation		Combined	
	Population 1	Population 2	Sq. Miles 1	Sq. Miles 2	Based on Population	Based on Sq. Miles	%	%	City Allocation	%
Aliso Viejo	40,166	40,166	6.9	6.9	2,964.60	1,458.94	1.43%	1.42%	\$	1.42%
Anaheim	334,666	334,666	49.8	49.8	24,701.25	10,529.77	11.88%	10.28%	\$	10.28%
Brea	36,857	36,857	10.9	10.9	2,720.37	2,304.71	1.31%	2.25%	\$	2.25%
Buena Park	79,753	79,753	10.1	10.1	5,886.46	2,135.56	2.83%	2.09%	\$	2.09%
Costa Mesa	110,720	110,720	15.5	15.5	8,172.09	3,277.34	3.93%	3.20%	\$	3.20%
Cypress	47,263	47,263	6.9	6.9	3,488.42	1,458.94	1.68%	1.42%	\$	1.42%
Dana Point	35,990	35,990	6.4	6.4	2,656.37	1,353.22	1.28%	1.32%	\$	1.32%
Fountain Valley	55,886	55,886	9.6	9.6	4,124.87	2,029.84	1.98%	1.98%	\$	1.98%
Fullerton	129,317	129,317	22.4	22.4	9,544.71	4,736.28	4.59%	4.63%	\$	4.63%
Garden Grove	168,642	168,642	17.9	17.9	12,447.24	5,772.35	5.99%	3.70%	\$	3.70%
Huntington Beach	194,584	194,584	27.3	27.3	14,361.98	9,789.73	6.91%	5.64%	\$	5.64%
Irvine	157,499	157,499	46.3	46.3	11,624.79	5,772.35	5.59%	9.56%	\$	9.56%
Laguna Beach	24,313	24,313	7.8	7.8	1,794.51	1,649.24	0.86%	1.61%	\$	1.61%
Laguna Hills	33,811	33,811	6.6	6.6	2,495.54	1,395.51	1.20%	1.36%	\$	1.36%
Laguna Niguel	63,541	63,541	14.7	14.7	4,689.88	3,108.19	2.26%	3.04%	\$	3.04%
Laguna Woods	16,725	16,725	3.0	3.0	1,234.45	634.32	0.59%	0.62%	\$	0.62%
La Habra	60,702	60,702	7.3	7.3	4,480.33	1,543.52	2.15%	1.51%	\$	1.51%
Lake Forest	76,596	76,596	16.8	16.8	5,653.45	3,552.21	2.72%	3.47%	\$	3.47%
La Palma	15,845	15,845	2.0	2.0	1,169.50	422.88	0.56%	0.41%	\$	0.41%
Los Alamitos	11,718	11,718	4.3	4.3	864.89	909.20	0.42%	0.89%	\$	0.89%
Mission Viejo	98,268	98,268	17.4	17.4	7,253.03	3,679.08	3.49%	3.59%	\$	3.59%
Newport Beach	72,522	72,522	15.6	15.6	5,352.75	3,298.48	2.57%	3.22%	\$	3.22%
Orange	132,947	132,947	23.3	23.3	9,812.64	4,926.58	4.72%	4.81%	\$	4.81%
Placentia	48,319	48,319	6.6	6.6	3,566.36	1,395.51	1.72%	1.36%	\$	1.36%
Rancho Santa Margarita	48,336	48,336	13.1	13.1	3,567.61	2,769.88	1.72%	2.70%	\$	2.70%
San Clemente	54,919	54,919	17.4	17.4	4,053.50	3,679.08	1.95%	3.59%	\$	3.59%
San Juan Capistrano	34,708	34,708	14.1	14.1	2,561.75	2,981.32	1.23%	2.91%	\$	2.91%
Santa Ana	343,707	343,707	27.3	27.3	25,368.55	5,772.35	12.20%	5.64%	\$	5.64%
Seal Beach	24,675	24,675	10.7	10.7	1,821.23	2,262.42	0.88%	2.21%	\$	2.21%
Stanton	38,085	38,085	3.1	3.1	2,811.00	655.47	1.35%	0.64%	\$	0.64%
Tustin	69,078	69,078	11.0	11.0	5,098.55	2,325.85	2.45%	2.27%	\$	2.27%
Villa Park	6,164	6,164	2.1	2.1	454.96	444.03	0.22%	0.43%	\$	0.43%
Westminster	89,683	89,683	10.2	10.2	6,619.38	2,156.70	3.18%	2.11%	\$	2.11%
Yorba Linda	60,806	60,806	19.9	19.9	4,488.01	4,207.68	2.16%	4.11%	\$	4.11%
TOTALS	2,816,811	2,816,811	484.3	484.3	207,905.02	102,400.98	100.00%	100.00%	\$	100.00%
										\$ 310,306.00

1&2 2002 Progress Report, Center for Demographic Research at Cal State Univ. Fullerton

**DRAFT LAFCO (FY 2003-2004)
Independent Special District Cost Allocations**

Exhibit E

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

ATTACHMENT 2

(County of Orange Comment Letter)



County of Orange

MEMO

RECEIVED
APR 30 2003

LOCAL AGENCY FORMATION COMMISSION

April 29, 2003

TO: Bob Aldrich, Assistant Executive Officer, LAFCO
FROM: *SD* Steve Dunivent, Manager, County Budget Office
SUBJECT: Proposed LAFCO Budget for FY 2003-04

My staff has reviewed LAFCO's Proposed Budget submittal dated April 14, 2002. We have some comments/questions which we wish for you to consider prior to the Commission's adoption of the budget on June 15th.

Regarding the Unincorporated Islands Program Proposed Budget (Page 4, last paragraph), the amounts stated in this paragraph do not equal the corresponding amounts in the Islands budget on Exhibit B. Fund balance available (FBA) on Exhibit B is \$139,915 and in the letter it is \$149,915. More importantly, please clarify the sentence, "The proposed FY 03-04 Islands Budget utilizes \$122,579 from the FY 2002-03 Islands fund balance to supplement third year funding for the Islands." The FY 03-04 Islands budget shows an amount of \$81,285 not \$122,579. Please explain the difference.

Exhibit A shows a Revenue over Expenditures amount of \$68,440 projected for FY 02-03. This FBA, however, appears not to have been fully carried over for financing the FY 03-04 budget. Only \$35,395 is shown as prior year's unspent budget. Upon inquiry, the County was informed that the remaining \$33,045 is being allocated to the FY 04-05 budget. Disclosure of that fact should be part of your budget letter.

The County appreciates LAFCO being able to again present a static budget with the County's FY 03-04 contribution remaining at \$310,306.

Cc: Astrid Gritton, County Budget Office

ATTACHMENT 3

(Midway City Sanitary District Comment Letter)

Board of Directors

Grace P. Epperson
James V. Evans
Joy L. Neugebauer
Russell C. Paris
Margie L. Rice



April 25, 2003

RECEIVED
APR 28 2003

General Manager

Ron Briles

Member Districts of the Independent
Special Districts of Orange County

LOCAL AGENCY FORMATION COMMISSION

Attn: President and Board of Directors

Re: Proposed Local Agency Formation Commission Budget for FY 2003-04

Dear Member Districts:

The Board of Directors of the Midway City Sanitary District requests that ISDOC study the current method of allocating costs to the independent special districts to fund the LAFCO budget. For the second year, our District opposes the funding required of special districts.

We urge ISDOC members to support our request prior to the commission's adoption of the final budget due by June 15, 2003.

Sincerely,

James V. Evans
James V. Evans *ml*
Board President

cc: Local Agency Formation Commission
CALAFCO
State Legislators

Prior to submitting the inquiry, we ask that you check to make sure you are satisfied with the information. If you wish to make changes, Click the BACK button. If everything is satisfactory, please print a copy now for your records and then click on the SUBMIT button. Please note that RGK Foundation will not be able to respond to your Letter of Inquiry if you do not provide a functioning email address.

Revisions to previously submitted Letter of Inquiry	No
Previous funding from RGK Foundation	No
Organization Name	Placentia Library Foundation
Contact Name	Ann-Margaret Webb
Contact Email	awebb@placentialibrary.org
Contact Title	ELLI Coordinator
Phone Number	714.524.8408, ext. 213
Fax Number	714.528.8236
Address	411 East Chapman Avenue Placentia, CA 92807-6198
Web site address	www.placentialibrary.org
Organization's Purpose	The Placentia Library Foundation is a non-profit tax exempt organization incorporated in the State of California in 1995. Its mission is to "ensure the future of Placentia's public library."
Year Established	1995
Organization's Programs and Activities	The Placentia Library Foundation has a strong commitment to building literacy through an easy to access neighborhood-oriented service structure. For example, we offer a variety of programs to the community in addition to ELLI which also stresses literacy. For adults with limited English, the Library also offers one-on-one tutoring. In addition, we provide beginning, intermediate, and advance English classes that emphasize English grammar, writing and conversation. The Library also provides free citizenship services. The services include tutoring on subjects necessary to pass the U.S. citizenship exam. The Library also partners with the Placentia-Yorba Linda Unified School District and the Rotary Club of Placentia in a high school tutoring program called Placentia Rotary Reading Enrichment Program (PRREP).
Current annual operating budget	139,807
Fiscal year beginning	September 1, 2003
Fiscal year ending	August 30, 2003
Project title	English Language and Literacy Intensive (ELLI) Program
	The English Language and Literacy Intensive (ELLI) Program makes many new friends for the Library in our community. This proven, role-model program

Project Description	<p>recruits volunteer tutors from neighboring Fullerton College, Western State University College of Law, Cal State Fullerton, and the University of Phoenix and trains them to assist at-risk children and their parents at six (6) targeted low-performing elementary schools in our local jurisdiction. We work closely with the schools to ensure complementary, rather than duplicative efforts with the children. Though a major goal of ELLI is to increase the STAR results for participating children, our program is not "teaching to the test" or duplicating the curriculum focus of the schools. Due to state budget cutbacks, the Placentia Library Foundation's ELLI Program is now the only remaining provider of library-connected free literacy tutoring for the children in the cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda. The Placentia Library is located in southwest Placentia, a predominantly Hispanic area. The demand for our services is great. At nearby Ruby Drive Elementary School, for example, fewer than 10% of the children entering kindergarten had been able to attend preschool, and the majority of these lack basic school readiness skills. In classrooms with 20-30 students, children are unable to receive as much individualized help as they need. Our skilled tutors encourage the children to aim high, plan for college and explore all their options while respecting and valuing the cultures they come from. Early tutoring represents one of the very best social investments our nation can make in our future. Each student we assist is entered into the Literacy Pro computer database so that we can document increases in their Stanford 9 and STAR test scores. In April, 2002, MGT of America was retained to collect and analyze state-wide data about ELLI's impact on participating students and family members. Their Second Interim Report (November 14, 2002), provides a baseline analysis of how ELLI students in grades 2 through 8 compare to all English language Learners (EL students) in the same grades and schools, as measured by SAT-9 performance. The report is available in full at the following website: www.mgtamer.com. Go to "Research & Reports;" ELLI is among the latest studies listed. Our goal is to introduce pilot programs in neighboring schools in the 2003-2004 school year.</p>
Purpose of the grant	<p>The English Language and Literacy Intensive (ELLI) Program recruits volunteer tutors from neighboring Fullerton College, Western State University College of Law, Cal State Fullerton, and the University of Phoenix and trains them to assist at-risk children and their parents at six (6) targeted low-performing elementary schools in our local jurisdiction.</p>
Use of funds	<p>expand existing programs and services</p>

Total Project Budget	\$139,807
Amount requested	\$25,000
Percentage of total project budget	18%
Amount of funding committed to date	39,807
Geographic region served	North Orange County
Target population served	Latino elementary school children
Date project will begin	September 1, 2003
Date project will end	June 30, 2004
Type of Support Requested	Program or Project

[Submit](#)

[Back](#)

Thank you for completing the Letter of Inquiry. Your information is now being reviewed by staff. You should expect to receive e-mail notification within 4 weeks of our interest in receiving a full proposal.

[Back to RGK Homepage](#)

*Letter of Inquiry to the Public Welfare Foundation
from the Placentia Library Foundation*

Cover Sheet

Organization: Placentia Library Foundation

Address: 411 East Chapman Avenue
Placentia, CA 92807-6198

President: Gaeten M. Wood

Project Director: Ann-Margaret Webb, ELLI Coordinator

Telephone: 714.524.8408, ext. 213 Fax: 714.528.8236

E- mail: awebb@placentialibrary.org

Summary of Organization's Mission

The Placentia Library Foundation is a non-profit tax exempt organization incorporated in the State of California in 1995. Its mission is to "ensure the future of Placentia's public library." To fulfill this mission, it raises money through an annual giving campaign, grant-writing, major gifts and bequests. It funds Library-related community service and capital projects in the City of Placentia. The Foundation is managed by a Board of Directors that consists of two members of the Placentia Library District Board of Trustees, one member of the Friends of Placentia Library Board of Directors, and seven members appointed to two-year terms by the Foundation Board of Directors.

Summary of the Purpose of the Request

The English Language and Literacy Intensive (ELLI) Program makes many new friends for the Library in our community. This proven, role-model program recruits volunteer tutors from neighboring Western State University College of Law, Cal State Fullerton, and the University of Phoenix and sets them to work assisting at-risk children in three local elementary schools. Due to state budget cutbacks, the ELLI program is now the only remaining provider of library-connected free literacy tutoring for the children in the cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda.¹ The Placentia Library is located in southwest Placentia, a predominantly Hispanic area. The demand for our services is great. At nearby Ruby Drive Elementary School, for example, fewer than 10% of the children entering kindergarten had been able to attend preschool, and the

¹ We just received notice that the sole remaining library literacy program, Anaheim Literacy Services, will be closing its doors in the Spring of 2003.

*Letter of Inquiry to the Public Welfare Foundation
from the Placentia Library Foundation*

majority of these lack basic school readiness skills. In classrooms with 10-30 other students, these children are unable to receive as much individualized help as they need. Our skilled tutors encourage the children to aim high, plan for college and explore all are options while respecting in valuing the cultures they come from. Early tutoring represents one of the very best social investments our nation can make in our future.² Each student we assist is entered into the Literacy Pro computer database so that we can document increases in their Stanford 9 and Star test scores. Current reports indicate that our students are holding their own in school despite significant disadvantages.

Relationship of Request to the Organization's Mission

The Placentia Library Foundation has a strong commitment to building literacy through an easy to access neighborhood-oriented service structure. For example, we offer a variety of programs to the community in addition to ELLI which also stresses literacy. For adults with limited English, the Library also offers one-on-one tutoring. In addition, we provide beginning, intermediate, and advance English classes that emphasize English grammar, writing and conversation. The Library also provides free citizenship services. The services include tutoring on subjects necessary to pass the U.S. citizenship exam. The Library also partners with the Placentia-Yorba Linda Unified School District and the Rotary Clubs of Placentia and Yorba Linda in a high school tutoring program called the Rotary Reading Assistance Program (RRAP).

Total Organization Budget FY2003:	\$5,000,000
Total ELLI Project Budget:	\$139,807
Amount Requested from Public Welfare Foundation:	\$50,000
Total Committed from Other Sources to ELLI Program:	\$49,807
Time Frame:	July 1, 2003 – June 30, 2004
Tax Exempt Status:	501 (c) 3 non-profit organization
Organization's 9-digit Federal Identification Number:	95-5122060

² For discussion of the techniques for performing cost-effectiveness analysis and cost-benefit analysis and education, mental health and other human services, Brian T. Yates, *Analyzing Costs, Procedures, Processes, and Outcomes In Human Services: An Introduction*, Series: Applied Social Research Methods, Volume 42, (Newbury Park, CA: Sage Publications, Inc., 1996), pp. 46-48.

*Letter of Inquiry to the Public Welfare Foundation
from the Placentia Library Foundation*

Narrative

The Purpose of the Request

Our ELLI Program recruits minority youth who are already in college or graduate school to apply their required internships by serving as tutors at local elementary schools. We provide the tutors with training, and access to a severely impacted childhood population. Our tutors encourage the children to aim high, planned for college and explore all are options while respecting in valuing the cultures they come from. This is a proven, role-model program because we know that early tutoring represents one of the very best social investments our nation can make in our future.¹ Each student we assist is entered into the Literacy Pro computer database so that we can document increases in their Stanford 9 and Star test scores. Current reports indicate that our students are holding their own in school despite significant disadvantages.

The Problem or Need Being Addressed

The Placentia Library is located in southwest Placentia, a predominantly Latino area with many new immigrant, English-learning families. Without early intervention, the elementary school children from these families are in danger of falling behind in their efforts to master the language and gain grade-level reading skills. Since their parents are often unable to read themselves, the children cannot benefit from the traditional, in-home reading practice implemented in mainstream families. The result is a tremendously large group of children who are not prepared to excel in school. At nearby Ruby Drive Elementary School, for example, fewer than 10 percent of the children entering kindergarten had been able to attend preschool, and the majority of these lack basic school readiness skills. In classrooms with 20-30 other students, these children are unable to receive as much individualized help as they need. Our ELLI Program is the first and only existing library-connected service provider among all the libraries in Anaheim, Brea, Fullerton, Placentia, and Yorba Linda.

The Population or Community Service by Your Program and How it is Involved in the Design and Implementation of Your Work

Placentia is part of the Placentia-Yorba Linda unified school district (P. Y. L. U. S. D.), a district that also includes part of Anaheim, Braille in Fullerton. The district has a K-12 grade enrollment of 27,004 the 2001-2002 school year. Of those children 29.7 percent

¹ For discussion of the techniques for performing cost-effectiveness analysis and cost-benefit analysis and education, mental health and other human services, Brian T. Yates, *Analyzing Costs, Procedures, Processes, and Outcomes In Human Services: An Introduction*, Series: Applied Social Research Methods, Volume 42, (Newbury Park, CA: Sage Publications, Inc., 1996), pp. 46-48.

*Letter of Inquiry to the Public Welfare Foundation
from the Placentia Library Foundation*

are Hispanic, an increase of almost 4 percent from the previous year; 8 percent are Asian; 1.7 percent are African-American and 1.2 percent come from other minority groups. Of the 28.7 percent of students to Indy P. Y. L. U. S. D. who are Hispanic, it is estimated at 5 percent have limited English skills. At Ruby Drive elementary, 45 percent of students are classified as English language learners; 53 percent are classified as English language learners at John Pines elementary. We serve a 95% Latino population of English-learning immigrant families. We involve stakeholders, including the children themselves, in the design and implementation of the project through quarterly stakeholder meetings.

How You Will Address the Problem or Need You Have Identified

The ELLI program for 2003-2004 will be very similar to the 2002-2003 program. Tutors will work one-on-one or in small groups with K-3/6-grade students identified by teachers and administrators as needing additional help acquiring English reading, writing and speaking skills. Tutors will work with the students in the classroom, and after school programs, and in enrichment programs. Tutors utilize the books, homework assignments, and projects already assigned to the children, as well as bring educational games in books from the Placentia library.

All tutors will be trained at the library by the Literacy Coordinator and the ELLI Coordinator. The program will commence at the schools this is a open-end August, and continue throughout the school year. The ELLI coordinator and a bilingual intern will visit the adult students enrolled in classes this summer in throughout the school year to update them on their children's progress and what the program has to offer. During the school year ELLI staff will participate in Family Reading Nights and similar events of the elementary schools. The ELLI Coordinator will continue to serve on PTA and other community-based literacy endeavors. Last year, the specific activities were carried out and we achieved all of our objectives.

How Your Work Promotes Systemic Change

If the children served by our tutoring program fall behind in their reading they will be permanently disadvantaged in all areas of their lives.

An important component of the E. L. L. I. is mentoring. Building the self-esteem of the students is crucial. Some have had their confidence shaken due to early difficulties mastering reading and writing and have become discouraged; others are struggled on their own without help. Having a tutor who never gives up on them reassures these children that they can succeed. Many of the students want to excel but need adults to help them set goals and model the behavior and study habits needed to achieve these goals. E. L. L. I. tutors do just that area a one-to-one interaction between tutor in students is as important to the success of the E. L. L. I. as the books and materials the library provides to the students. The E. L. L. I. staff stress the importance of building self-esteem and respecting the culture and language the student already possesses an art tutor

*Letter of Inquiry to the Public Welfare Foundation
from the Placentia Library Foundation*

training sessions. The training also insists that tutors have high expectations of their students. Ensuring that are tutors reflected diversity found in our students helps to ensure that the bond between the tutor and student will be respectful insensitive. When students see tutors of Hispanic, Asian and African-American heritage, they're given in contra vertebral evidence that they too can achieve their goals. The majority of tutors in the E.L.L.I. program will be federal work-study students from Western College of Law and Cal State Fullerton.

The E. L. L. I. program represents an innovative form of service in the tutors go into the community and work with children and their parents and institutions these families are familiar with and can get too easily. Many these families face enormous challenges with transportation, as they do not own cars in the public transportation system is extremely limited. They also need encouragement to get them to use existing public services such as library's. The E. L. L. I. staff have dedicated themselves to going to these underserved communities and providing special orientations to encourage use of all library programs. Our community partners have input in the books and materials used in the E. L. L. I. program, and have come to view E. L. L. I. staff is truly committed to serving the diverse communities found in Placentia and the surrounding communities.

Another former systematic change produced by V. L. L. I. program is that it dovetails with other efforts at the library to promote American citizenship. The library provides free citizenship services. The services include tutoring on subjects necessary to pass the U.S. citizenship exam. To better prepare non-English speakers who are illiterate and their native language for their first English class, the library partners with the City of Placentia Human Services to offer Spanish literacy classes. All on all, the E. L. L. I. program is highly focused on drawing together existing community's strengths and combining them to meet the most pressing challenges of our community. By providing new immigrants with the most basic reading and language skills, the E. L. L. I. program is making a big difference for these children and their families for years to come.

*Letter of Inquiry to the Public Welfare Foundation
from the Placentia Library Foundation*

Expenses	
Salaries and Fees	\$74,000
Fringe Benefits	11,026
Consultants	3,000
Printing/Publications	6,000
Media Costs	12,500
Telephone	250
Supplies	22,611
Postage	3,500
Indirect Costs	5,920
Mileage	1,000
Total Expenses	\$139,807
Revenue	
Grant request from PWF	50,000
Other Foundations	50,000
Public Agencies	20,000
Corporations	15,000
Individuals	4,300
Operating Income Contributed by Applicant	507
Total Income	\$139,807

BANK OF AMERICA FOUNDATION

- ⊗ Capital campaign requests are discouraged

Please complete all fields and questions. Attach separate sheets as necessary.
Application must be completed by an authorized officer of the nonprofit organization.

What to enclose with your application:

- Copy of your organization's IRS 501(c)(3) notification letter
- Current list of board members, with affiliations
- Your organization's overall project and operating budget
- Financial information for the previous two years, with an audited financial statement, if available

1

Does your grant application fall within Bank of America Foundation's funding focus areas listed below?

- Yes No

If yes, please check the focus area(s) that are most closely associated with this grant:

Educational Opportunities

- Early childhood education/school readiness Financial literacy
 Teacher enhancement/preparation

Community Revitalization

- Affordable housing Workforce development

2

Date submitted: **March 31, 2003**

Name of your organization: **Placentia Library Foundation**

Date organization was founded: **6/7/1995**

Street Address: **411 East Chapman Avenue**

City **Placentia** State **CA** Zip: **92807-6198**

Mailing Address (if different):

Agency contact, with title: **Ann-Margaret Webb, ELLI Coordinator**

Contact telephone number: **714.524.8408, ext. 213**

Contact e-mail address: **awebb@placentialibrary.org**

Tax ID number (EIN number): **73-0635140**

Dollar amount your organization is requesting: **\$ 25,000**

What percentage of your organization's overall annual budget would this grant fulfill? **18%**

3

BANK OF AMERICA FOUNDATION

Please provide your organization's mission statement, and a brief summary of your organization's key initiatives and accomplishments as related to this grant request.

The Placentia Library Foundation is a non-profit tax exempt organization incorporated in the State of California in 1995. Its mission is to "ensure the future of Placentia's public library." To fulfill this mission, it raises money through an annual giving campaign, grant-writing, major gifts and bequests. It funds Library-related community service and capital projects in the City of Placentia. The Foundation is managed by a Board of Directors that consists of two members of the Placentia Library District Board of Trustees, one member of the Friends of Placentia Library Board of Directors, and seven members appointed to two-year terms by the Foundation Board of Directors.

4

What is the purpose for which this grant is being requested?

Please be specific, detailing the ways that the project will be innovative and will fit the criteria outlined in the Bank of America Foundation's funding focus areas.

The English Language and Literacy Intensive (ELLI) Program makes many new friends for the Library in our community. This proven, role-model program recruits volunteer tutors from neighboring Western State University College of Law, Cal State Fullerton, and the University of Phoenix and sets them to work assisting at-risk children in three local elementary schools.

Due to state budget cutbacks, the ELLI program is now the only remaining provider of library-connected free literacy tutoring for the children in the cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda.¹

The Placentia Library is located in southwest Placentia, a predominantly Hispanic area. The demand for our services is great. At nearby Ruby Drive Elementary School, for example, fewer than 10% of the children entering kindergarten had been able to attend preschool, and the majority of these lack basic school readiness skills. In classrooms with 10-30 other students, these children are unable to receive as much individualized help as they need. Our skilled tutors encourage the children to aim high, plan for college and explore all are options while respecting in valuing the cultures they come from. Early tutoring represents one of the very best social investments our nation can make in our future.² Each student we assist is entered into the Literacy Pro computer database so that we can document increases in their Stanford 9 and Star test scores. Current reports indicate that our students are holding their own in school despite significant disadvantages.

5

¹ We just received notice that the sole remaining library literacy program, Anaheim Literacy Services, will be closing its doors in the Spring of 2003.

² For discussion of the techniques for performing cost-effectiveness analysis and cost-benefit analysis and education, mental health and other human services, Brian T. Yates, *Analyzing Costs, Procedures, Processes, and Outcomes In Human Services: An Introduction*, Series: Applied Social Research Methods, Volume 42, (Newbury Park, CA: Sage Publications, Inc., 1996), pp. 46-48.

BANK OF AMERICA FOUNDATION

What are the specific outcomes your organization hopes to achieve with this grant?

Please describe a) how your organization will evaluate and measure these outcomes, b) how and when the organization will track and report results back to the Bank of America Foundation, and c) who will be responsible for reporting those results.

A.

Evaluation and Measurement of Program Outcomes: The specific outcomes for the ELLI program include the following measurable process and evaluation outcomes:

Outcome 1.1: At Rio Vista Elementary School, ELLI will tutor 75 kindergarten and first grade students identified as needing the most help by June 30, 2004.

Outcome 1.2: At John Tynes Elementary School, ELLI will tutor 25 children whose parents are enrolled in CBET and 50 at-risk children in the classroom by June 30, 2004.

Outcome 1.3: At Ruby Drive Elementary School, ELLI will tutor 25 children enrolled in the kindergarten to extended day program (KED), and tutor the former KED students who graduated to the first and second grades by June 30, 2004.

Outcome 1.4: At Ruby Drive Elementary School, ELLI will also tutor 50 children in the third grade who are emerging English learners, as well as students whose parents are enrolled in CBET by June 30, 2004.

Outcome 2.1: We will recruit and train at least ten (10) tutors who are Federal Work-study students from Western College of Law, Cal State Fullerton or Fullerton College by June 30, 2004.³

Outcome 2.2: We will recruit and train at least five (5) tutors who are interns from the University of Phoenix or volunteers with the Placentia Rotary Reading Enrichment Program (PRREP) by October 1st 2003.

Outcome 2.3: We will recruit and train at least five (5) tutors who are service learners⁴ from the ethnic studies program at Fullerton College by October 1st 2003.

Outcome 3.1: During the school year, ELLI staff will participate in at least five (5) Family Reading Nights and similar events at the elementary schools by June 30, 2004.

Outcome 4.1: The ELLI Coordinator or the Library Assistant will register each of the 285 students in the Literacy Pro database used to track all students in the program and obtain their Stanford 9 and Star test scores (for 2nd Grade and above students only) from the schools so that we can measure the impact of this program by July 31, 2004.

Outcome 4.2: The ELLI Coordinator or the Library Assistant will distribute and collect a survey evaluating the effectiveness of each of our 15 tutors and aggregate these results in a database so that we can measure the skill level of all the tutors by July 31, 2004.

³ We will be adding federal work study students from Fullerton College in the Spring of 2004.

⁴ Service learners are similar to interns. Service learners usually are required to give fewer hours than interns. Almost all of our interns, service learners, and federal work study students are Latino, Asian, or African American.

BANK OF AMERICA FOUNDATION

Outcome 4.3: As a client impact measure, we want to see that 85 percent of the at-risk students who work with our tutors a minimum all of 20 sessions will read at grade level by June 30, 2004.

B.

We will report the results of the program, including our progress on all of these outcomes to the Bank of America Foundation by mailing them a copy of our annual project report card.

C.

The individual responsible for informing the Bank of America Foundation about our project will be the project coordinator Ann-Margaret Webb.

6

How will your organization publicize the grant and its results?

To maintain full use of the program, we want to produce 10,000 brochures at an estimated cost of 60 cents each. We also want to promote the program by launching a series of radio, television, and billboard ads with the total value of \$12,500. Bank of America Foundation's contribution will be recognized in all promotional materials if this is consistent with the Foundation's policy guidelines and wishes.

7

Please list the sources and amounts of all other funding obtained, pledged or requested a) for this project and b) for overall support of your organization.

Revenue estimates are based on the assumption that we will receive a grant of \$25,000 from the Coca-Cola Foundation. In addition to this funding, we believe we will receive \$75,000 in funding from other foundations which share our excitement about the positive impact of early reading tutoring programs for this school age population. Public agencies have already invested at least \$20,000 in this project, and we anticipate that this funding will continue in the year ahead despite significant challenges facing the State of California budget. We anticipate that we will, once again, receive at least \$15,000 in corporate support by renewing support from existing corporate funders. We estimate modest individual donations will come in at between \$4,000 and \$5,000 per year. Operating income contributed by the applicant to the program is modest and estimated to be \$507 for the upcoming school year. Revenue estimates are based on the assumption that we will receive a grant of \$25,000 from the Coca-Cola Foundation. In addition to this funding, we believe we will receive \$75,000 in funding from other foundations which share our excitement about the positive impact of early reading tutoring programs for this school age population. Public agencies have already invested at least \$20,000 in this project, and we anticipate that this funding will continue in the year ahead despite significant challenges facing the State of California budget. We anticipate that we will, once again, receive at least \$15,000 in corporate support by renewing support from existing corporate funders. We estimate modest individual donations will come in at between \$4,000 and \$5,000 per year. Operating income

BANK OF AMERICA FOUNDATION

contributed by the applicant to the program is modest and estimated to be \$507 for the upcoming school year.

8

Has your organization received funding from the Bank of America Foundation in the past five years?

Yes

No

If yes, a) please list by date, and b) detail the impact of your organization's previously funded activities, c) the sustainability of those activities, and d) if applicable, how a new grant would expand those activities.

BANK OF AMERICA FOUNDATION

9

Has your organization received other financial support from Bank of America in the past, i.e. sponsorships, events, etc?

Yes No

If yes, please summarize.

10

Does your organization receive funding from United Way?

Yes No

If yes, what percentage of your annual funding is received from United Way? %

11

What age group(s) will be served by the project for which you are requesting funding?

(Select more than one age group if applicable.)

Pre-K Grades K-5 Grades 6-12 College
 Adult Elderly All

12

What geographic area will be served by the project for which you are requesting funding?

Please be specific in detailing how far the project or program for which funding is being requested extends throughout a given area, such as a state, region or city.

Due to state budget cutbacks, the ELLI program is now the only remaining provider of library-connected free literacy tutoring for the children in the cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda.

13

What ethnic groups will be served by the project for which you are requesting funding?

(Please provide complete breakdown.)

African American	1	Caucasian	5
Hispanic	90	Native American	1
Asian	3	Multi-racial/Ethnic	0

BANK OF AMERICA FOUNDATION

14

What is the primary population served by the project for which you are requesting funding?

(Select more than one if applicable.)

- Women/Girls Men/Boys
 Gays/Lesbians HIV AIDS General Public
 Disabled Rural Other

15

Are 51% or more of those to be served by this grant low-to-moderate income (annual earnings at 80% of median income or less)?

- Yes No

Please check the area that best describes the purposes of this grant:

- Affordable Housing — organization's activities promote affordable housing for low-to-moderate income individuals or families (including multi-family rental housing).
 Community Services — organization's community service (i.e. provides free child care, job training, tutoring programs) targeted to low-to-moderate income individuals or families.
 Economic Development — organization's efforts promote economic development by financing businesses or small farms that meet the size eligibility standards or have gross annual revenues of \$1 million or less.
 Revitalize/Stabilize — organization's activities to revitalize or stabilize low-to-moderate income neighborhoods or geographies.

Please describe organization's clients (i.e., low-to-moderate income children).

Our organization's clients are the children of English-learning Latino immigrant families.

For internal Community Development Bank use

16

Name and title of person completing this application (please print):

Name Ann-Margaret Webb

Title ELLI Program Coordinator

Signature

For further information, please visit our Website at

To have your program considered for a Foundation grant, please submit this application form along with the program description to:

The Coca-Cola Foundation, Grants Administration
P.O. Box 1734, Atlanta, Georgia 30301, USA

Program category applying for: Higher Education Classroom Teaching and Learning Global Education

Placentia Library Foundation

Legal Name of Organization as Listed with IRS Section 501(c)(3)

Name of Organization (if different from above)

Has your organization previously requested funding from us? Yes No

411 East Chapman Avenue

Mailing Address

Placentia, CA 92870-6198

Street Address

City, State, ZIP Code

Gaeten M. Wood, President

Chief Executive Officer of Organization

\$25,000

Amount Requested (please complete)

English Language and Literacy Intensive (ELLI) Program

Program Name

Ann-Margaret Webb, ELLI Coordinator

Name and Title of Contact Person at Organization for Program

(714) 524-8408, Ext. 213

Office Telephone Numbers of Contact Person

(714) 528-8236

Fax Number

Signature/Date

EXPENSES:

Saleries and Fees	ELLI Coordinator \$45K x 1 FTE Library Assistant \$29K x 1 FTE	\$	74,000 11,026
Fringe Benefits	14.9% x \$74,000	\$	3,000
Consultants		\$	
Printing/Publications	Brochures @ \$0.60 x 10,000	\$	6,000
Media Costs	Radio, television, and billboards.	\$	12,500
Telephone		\$	250
Supplies	Books, Leap Frog audio books, Art supplies, educational games.	\$	22,611
Postage		\$	3,500
Other	Overhead @ 8% of \$74,000 Mileage for ELLI Coordinator	\$	5,920 1,000
Total Expenses		\$	139,807

REVENUE:

Grant Request from The Coca Cola Foundation	\$	25,000
Other Foundations*	\$	75,000
Public Agencies*	\$	20,000
Corporations*	\$	15,000
Individuals*	\$	4,300
Operating Income Contributed by Applicant to the Program	\$	507
Total Income	\$	139,807

*Identify individually in the budget narrative. Additional sources of revenue are encouraged but not required. Please indicate only revenues that are fully committed and allocated specifically for the purposes of this program.

1. ORGANIZATIONAL MISSION STATEMENT

The Placentia Library Foundation is a non-profit tax exempt organization incorporated in the State of California in 1995. Its mission is to "ensure the future of Placentia's public library."

To fulfill this mission, it raises money through an annual giving campaign, grant-writing, major gifts and bequests. It funds Library-related community service and capital projects in the City of Placentia. The Foundation is managed by a Board of Directors that consists of two members of the Placentia Library District Board of Trustees, one member of the Friends of Placentia Library Board of Directors, and seven members appointed to two-year terms by the Foundation Board of Directors. The Placentia Library District was established in 1919 by area voters and the Orange County Board of Supervisors. The District provides educational, informational, recreational and cultural reading, listening, and viewing materials for the residents of Placentia and other eligible clients.

2. GENERAL PROGRAM DESCRIPTION

The English Language and Literacy Intensive (ELLI) Program makes many new friends for the Library in our community. This proven, role-model program recruits volunteer tutors from neighboring Western State University College of Law, Cal State Fullerton, and the University of Phoenix and sets them to work assisting at-risk children in three local elementary schools. Due to state budget cutbacks, the ELLI program is now the only remaining provider of library-connected free literacy tutoring for the children in the cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda.¹

The Placentia Library is located in southwest Placentia, a predominantly Hispanic area. The demand for our services is great. At nearby Ruby Drive Elementary School, for example, fewer than 10% of the children entering kindergarten had been able to attend preschool, and the majority of these lack basic school readiness skills. In classrooms with 10-30 other students, these children are unable to receive as much individualized help as they need.

Our skilled tutors encourage the children to aim high, plan for college and explore all are options while respecting in valuing the cultures they come from. Early tutoring represents one of the very best social investments our nation can make in our future.² Each student we assist is entered into the Literacy Pro computer database so that we can document increases in their Stanford 9 and Star test scores. Current reports indicate that our students are holding their own in school despite significant disadvantages.

¹ We just received notice that the sole remaining library literacy program, Anaheim Literacy Services, will be closing its doors in the Spring of 2003.

² For discussion of the techniques for performing cost-effectiveness analysis and cost-benefit analysis and education, mental health and other human services, Brian T. Yates, *Analyzing Costs, Procedures, Processes, and Outcomes In Human Services: An Introduction*, Series: Applied Social Research Methods, Volume 42, (Newbury Park, CA: Sage Publications, Inc., 1996), pp. 46-48.

Application to The Coca-Cola Foundation
From the Placentia Library Foundation

3. PROGRAM DETAIL

3.1 Goals and Purpose of the Program: The ELLI program was established in the Fall of 2001. For the 2003-2004 school year, our primary goal is to continue to serve all three (3) elementary schools currently in the program, and to add one (1) CBET program at Kramer elementary school. The purpose of this program will be to provide one-on-one tutoring to at least 284 school age children.

3.2 Relation to Foundation Mission: We believe that this program relates to the mission of the Coca-Cola Foundation because it “aims to provide youth with educational opportunities and support systems they need to become knowledgeable and productive citizens.” The ELLI Program provides extra one-on-one attention for children who are struggling with reading so that they can reach their full potential. By recruiting and training volunteer tutors to assist these schoolchildren, the ELLI Program is effectively addressing our community’s greatest educational challenges.

3.3 Measurable Program Objectives: The specific objectives for the ELLI program include the following measurable process and outcome objectives:

Objective 1.1: At Rio Vista Elementary School, ELLI will tutor 75 kindergarten and first grade students identified as needing the most help by June 30, 2004.

Objective 1.2: At John Tynes Elementary School, ELLI will tutor 25 children whose parents are enrolled in CBET and 50 at-risk children in the classroom by June 30, 2004.

Objective 1.3: At Ruby Drive Elementary School, ELLI will tutor 25 children enrolled in the kindergarten to extended day program (KED), and tutor the former KED students who graduated to the first and second grades by June 30, 2004.

Objective 1.4: At Ruby Drive Elementary School, ELLI will also tutor 50 children in the third grade who are emerging English learners, as well as students whose parents are enrolled in CBET by June 30, 2004.

Objective 2.1: We will recruit and train at least ten (10) tutors who are Federal Work-study students from Western College of Law, Cal State Fullerton or Fullerton College by June 30, 2004.³

Objective 2.2: We will recruit and train at least five (5) tutors who are interns from the University of Phoenix or volunteers with the Placentia Rotary Reading Enrichment Program (PRREP) by October 1st 2003.

Objective 2.3: We will recruit and train at least five (5) tutors who are service learners⁴ from the ethnic studies program at Fullerton College by October 1st 2003.

³ We will be adding federal work study students from Fullerton College in the Spring of 2004.

Application to The Coca-Cola Foundation

From the Placentia Library Foundation

Objective 3.1: During the school year, ELLI staff will participate in at least five (5) Family Reading Nights and similar events at the elementary schools by June 30, 2004.

Objective 4.1: The ELLI Coordinator or the Library Assistant will register each of the 285 students in the Literacy Pro database used to track all students in the program and obtain their Stanford 9 and Star test scores (for 2nd Grade and above students only) from the schools so that we can measure the impact of this program by July 31, 2004.

Objective 4.2: The ELLI Coordinator or the Library Assistant will distribute and collect a survey evaluating the effectiveness of each of our 15 tutors and aggregate these results in a database so that we can measure the skill level of all the tutors by July 31, 2004.

Objective 4.3: As a client impact measure, we want to see that 85 percent of the at-risk students who work with our tutors a minimum all of 20 sessions will read at grade level by June 30, 2004.

3.4 Specific Activities: The ELLI program for 2003-2004 will be very similar to the 2002-2003 program. Tutors will work one-on-one or in small groups with K-3/6-grade students identified by teachers and administrators as needing additional help acquiring English reading, writing and speaking skills. Tutors will work with the students in the classroom, and after school programs, and in enrichment programs. Tutors utilize the books, homework assignments, and projects already assigned to the children, as well as bring educational games in books from the Placentia Library.

All tutors will be trained at the Library by the Literacy Coordinator and the ELLI Coordinator. The program will commence at the schools this is an open-end August, and continue throughout the school year. The ELLI Coordinator and a bilingual intern will visit the adult students enrolled in classes this summer in throughout the school year to update them on their children's progress and what the program has to offer. During the school year ELLI staff will participate in Family Reading Nights and similar events of the elementary schools. The ELLI Coordinator will continue to serve on PTA and other community-based literacy endeavors. Last year, the specific activities were carried out and we achieved all of our objectives. We are on schedule.

3.5 Staff Members: Current staff who would be responsible for successfully implementing the ELLI Program are Ann-Margaret Webb - ELLI Coordinator, and Jim Roberts - Public Services Manager

3.6 Experience and Qualifications of Staff: Ms. Webb joined the Placentia Library in 2000 to coordinate and implement the very first small ELLI grant. She has a Master's degree and several years of experience working with minority communities. Jim Roberts has served as literacy coordinator since 2000. Previously, he ran the Literacy Department

⁴ Service learners are similar to interns. Service learners usually are required to give fewer hours than interns. Almost all of our interns, service learners, and federal work study students are Latino, Asian, or African American.

Application to The Coca-Cola Foundation
From the Placentia Library Foundation

at Monterey Park Public Library for 10 years. He possesses a Master's degree in Education from Pepperdine University.

3.6 Relationship to Organization's Overall Mission: The ELLI Program is part of a larger literacy program at the Placentia Library, and reflects the ongoing commitment of the Library to serve the community.

For example, we offer a variety of programs to the community in addition to ELLI which also stresses literacy. For adults with limited English, Placentia Library District also offers one-on-one tutoring. In addition, we provide beginning, intermediate, and advance English classes that emphasize English grammar, writing and conversation.

The Placentia Library also provides free citizenship services. The services include tutoring on subjects necessary to pass the U.S. citizenship exam. The Placentia Library also partners with the Placentia-Yorba Linda Unified School District and the Rotary Clubs of Placentia and Yorba Linda in a high school tutoring program called the Rotary Reading Assistance Program (RRAP).

4. PROGRAM BUDGET AND NARRATIVE

In this section, we present a budget summary as outlined on the last page of the Coca-Cola Foundation's application form. We will also had a narrative description and include an explanation of each line item in the budget (direct and indirect costs) and how the cost was determined.

Expenses:	
Salaries and Fees	\$74,000
Fringe Benefits	11,026
Consultants	3,000
Printing/Publications	6,000
Media Costs	12,500
Telephone	250
Supplies	22,611
Postage	3,500
Indirect Costs	5,920
Mileage	1,000
Total Expenses	\$139,807
Revenue:	
Grant request from The Coca-Cola Foundation	\$25,000
Other Foundations	75,000
Public Agencies	20,000
Corporations	15,000
Individuals	4,300
Operating Income Contributed by Applicant	507
Total Income	\$139,807

Application to The Coca-Cola Foundation*From the Placentia Library Foundation*

For program expenses, we envisioned that the ELLI Coordinator will be paid at the rate of \$45,000 per year and that this will be a 1.0 FTE position. The Library Assistant will be paid at the rate of \$29,000 per year and this will be a 1.0 FTE position. Fringe benefits are calculated by multiplying the addition of these two salaries by 14.9 percent. In order to provide evidence of the effectiveness of this program, for our target client population, we will hire an evaluation consultant to double check our case records and to calculate relevant statistics and to prepare a report on the results of the program. We estimate that this job will require 40 hours of work at \$75 per hour.

To maintain full use of the program, we want to produce 10,000 brochures at an estimated cost of 60 cents each. We also want to promote the program by launching a series of radio, television, and billboard ads with the total value of \$12,500. Telephone use is estimated to be approximately \$21 a month. One of the most significant expenditures by this program will be the provision of instructional resources. Instructional resources include books, *Leap Frog* audio books, art supplies, educational games, language arts resource materials, and training materials for the volunteer tutors. In this budget category, we include actual office supplies, subscriptions, books and other materials used by staff to maintain their expertise in this important field of service.

Postage costs are estimated at \$3,500 to cover the cost of mailing the brochure, mailing out notice of meetings and trainings, and maintaining communications with our neighborhood school districts, voluntary organizations, and highly committed community members. Indirect costs are calculated as 8 percent of total staff salaries. Mileage costs will be \$1,000 to cover the mileage costs for the ELLI Coordinator.

Revenue estimates are based on the assumption that we will receive a grant of \$25,000 from the Coca-Cola Foundation. In addition to this funding, we believe we will receive \$75,000 in funding from other foundations which share our excitement about the positive impact of early reading tutoring programs for this school age population. Public agencies have already invested at least \$20,000 in this project, and we anticipate that this funding will continue in the year ahead despite significant challenges facing the State of California budget. We anticipate that we will, once again, receive at least \$15,000 in corporate support by renewing support from existing corporate funders. We estimate modest individual donations will come in at between \$4,000 and \$5,000 per year. Operating income contributed by the applicant to the program is modest and estimated to be \$507 for the upcoming school year.

5. ADDITIONAL INFORMATION

We have appended to this application our pertinent legal and tax documentation, and a brief statement, signed and dated on the Placentia Library Foundation's letterhead that there has been no change in the purpose, character, or organizational structure subsequent to the issuance of the IRS(s) letter.



PLACENTIA LIBRARY FOUNDATION

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

Board of Directors

Gaeten Wood
President
M. A. McHenry, CPA
Secretary
Geoff Braun
Treasurer
William Dooley
Michael Ebenhoch, CFM
Jim Fenstermaker
Jean Lasley, CLU
Kathy Paddock
Eleanor Rankin
Elizabeth D. Minter, MLS
Ex Officio

March 26, 2003

Ms. Ingrid Saunders Jones
Chair
The Coca-Cola Foundation, Inc.
P.O. Drawer 1734
Atlanta, GA 30301

Dear Ms. Saunders Jones,

On behalf of the Placentia Library Foundation, I'm writing to indicate that there has been no change in our purpose, character, or organizational structure subsequent to the issuance of the attached IRS determination letter. If you need any additional information, please do not hesitate to give me a call.

Sincerely,

James Roberts
Literacy Coordinator

MIGHTY DUCKS CARE COVER PAGE

Please provide the following information. You may either use a typewriter to fill out this Cover Page for submission, or you may recreate this page on your computer, using the same headings listed below. Please be sure to number the pages in your application.

Organization Name: Placentia Library Foundation

DBA (Doing Business As): Not applicable.

Address: 411 East Chapman Avenue
Placentia, CA 92807-6198

Telephone: 714.524.8408, ext. 213 **Fax:** 714.528.8236

Email address: awebb@placentialibrary.org

Chief Executive Officer/Title: Elizabeth Minter/Executive Director

Contact Person/Title: Ann-Margaret Webb, ELLI Coordinator

Amount Requested: \$25,000

Geographic Area Served: Cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda with a combined population of 594,833 according to the 2000 U.S. Census.

Type of Support: Program

Program Name: English Language and Literacy Intensive (ELLI) Program

Organization Budget: \$139,807

Program Budget, if applicable: \$139,807

For office use only. Do not write below this line. Be sure to include this information if you recreate this form.

Fund:

Recommended amount:

Site visit:

Guideline fit:

Event Partnership:

Background

The Placentia Library Foundation is a non-profit tax exempt organization incorporated in the State of California in 1995. Its mission is to "ensure the future of Placentia's public library." The English Language and Literacy Intensive (ELLI) Program makes many new friends for the Library in our community. This proven, role-model program recruits volunteer tutors from neighboring Western State University College of Law, Cal State Fullerton, and the University of Phoenix and sets them to work assisting at-risk children in three local elementary schools. Due to state budget cutbacks, the ELLI program is now the only remaining provider of library-connected free literacy tutoring for the children in the cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda. The ELLI program serves approximately 284 children and parents per year.

Proposal

The English Language and Literacy Intensive (ELLI) Program makes many new friends for the Library in our community. This proven, role-model program recruits volunteer tutors from neighboring Western State University College of Law, Cal State Fullerton, and the University of Phoenix and sets them to work assisting at-risk children in three local elementary schools. Due to state budget cutbacks, the ELLI program is now the only remaining provider of library-connected free literacy tutoring for the children in the cities of Anaheim, Brea, Fullerton, Placentia, and Yorba Linda.¹ The Placentia Library is located in southwest Placentia, a predominantly Hispanic area. The demand for our services is great. At nearby Ruby Drive Elementary School, for example, fewer than 10% of the children entering kindergarten had been able to attend preschool, and the majority of these lack basic school readiness skills. In classrooms with 10-30 other students, these children are unable to receive as much individualized help as they need. Our skilled tutors encourage the children to aim high, plan for college and explore all are options while respecting in valuing the cultures they come from. Early tutoring represents one of the very best social investments our nation can make in our future.² Each student we assist is entered into the Literacy Pro computer database so that we can document increases in their Stanford 9 and Star test scores. Current reports indicate that our students are holding their own in school despite significant disadvantages.

Placentia is part of the Placentia-Yorba Linda Unified School District (PYLUSD), a district that also includes Placentia and Yorba Linda and parts of Anaheim, Brea and Fullerton. The district had a K-12 grade enrollment of 27,004 for the 2001-2002 school

¹ We just received notice that the sole remaining library literacy program, Anaheim Literacy Services, will be closing its doors in the Spring of 2003.

² For discussion of the techniques for performing cost-effectiveness analysis and cost-benefit analysis and education, mental health and other human services, Brian T. Yates, *Analyzing Costs, Procedures, Processes, and Outcomes In Human Services: An Introduction*, Series: Applied Social Research Methods, Volume 42, (Newbury Park, CA: Sage Publications, Inc., 1996), pp. 46-48.

year. Of those children, 29.7 percent are Hispanic, an increase of almost 4 percent from the previous year; 8 percent are Asian/Pacific Islander; 1.7 percent are African-American and 1.2 percent come from other minority groups. Of the 28.7 percent of students in the PYLUSD who are Hispanic, it is estimated that 5 percent have limited English skills. At Ruby Drive Elementary, 45 percent of students are classified as English language learners, and at John Tynes Elementary School 53 percent are classified as English language learners. This client population maybe classified as low-income, and it is 65% male.

The ELLI program for 2003-2004 will be very similar to the 2002-2003 program. Tutors will work one-on-one or in small groups with K-6 grade students identified by teachers and administrators as needing additional help acquiring English reading, writing and speaking skills. Tutors will work with the students in the classroom, in after-school programs, and in enrichment programs. Tutors utilize the books, homework assignments, and projects already assigned to the children, as well as bring educational games and books from the Placentia Library.

All tutors will be trained at the Library by the Literacy Coordinator and the ELLI Coordinator.

We will be doing even more this year to promote the program among the teachers and parents in the area. The outreach program will commence at the schools beginning in September, and will continue throughout the school year. The ELLI Coordinator and her bilingual assistant will also visit the adult students enrolled in classes this summer (and throughout the school year) to update them on their children's progress and what the program has to offer. During the school year, ELLI staff will participate in Family Reading Nights and similar events of the elementary schools. The ELLI Coordinator will continue to serve on PTA and other community-based literacy endeavors.

Finances

Government Agencies	20,000
United Way	0
Corporations	15,000
Foundations	75,000
Individuals	4,300
Operating Income Contributed by Applicant	507
Total Income	\$114,807

Collaborations

The Placentia Library Foundation's ELLI Program does have a large amount of collaboration, particularly in terms of recruiting volunteer tutors for the program from neighboring Western State University College of Law, Cal State Fullerton, and the University of Phoenix and setting them to work assisting at-risk children in low-performing elementary schools including Ruby Drive Elementary School, Rio Vista Elementary School, and John Tynes Elementary School. We also collaboration with volunteers from the Placentia Rotary Reading Enrichment Program (PRREP).

Evaluation

The ELLI Coordinator or the Library Assistant will register each of the 285 students in the Literacy Pro database used to track all students in the program and obtain their Stanford 9 and Star test scores (for 2nd Grade and above students only) from the schools so that we can measure the impact of this program. Our program is also part of a state-wide data-collection system designed to measure the impact of this program on the client population. In April, 2002, MGT of America was retained to collect and analyze data about ELLI's impact on participating students and family members. Their *Second Interim Report* (November 14, 2002), provides a baseline analysis of how ELLI students in grades 2 through 8 compare to all English language Learners (EL students) in the same grades and schools, as measured by SAT-9 performance. The report is available in full at the following website: www.mgtamer.com. Go to "Research & Reports;" ELLI is among the latest studies listed.

Progress Report

Not Applicable.

Additional Information

On behalf of the Placentia Library, we are honored to present this application to you. After reviewing the guidelines, we believe that there is sufficient reason to think that the Mighty Ducks Care funding priorities and interests are compatible with the needs of our extremely important English Language Literacy Intensive (ELLI) Program.

The Placentia Library Foundation has a strong commitment to building literacy through an easy to access neighborhood-oriented service structure. For example, we offer a variety of programs to the community in addition to ELLI which also stresses literacy. For adults with limited English, the Library also offers one-on-one tutoring. In addition, we provide beginning, intermediate, and advance English classes that emphasize English grammar, writing and conversation. The Library also provides free citizenship services. The services include tutoring on subjects necessary to pass the U.S. citizenship exam. The Library also partners with the Placentia-Yorba Linda Unified School District and the Rotary Club of Placentia in a high school tutoring program called Placentia Rotary Reading Enrichment Program (PRREP).

Our ELLI program can be distinguished from other programs, which target English language learning children, by its focus on the whole family. By creating customized programs and strategies for children and their parents, we lay the foundation for a home environment where English can be learned, practiced and supported. Though a major goal of ELLI is to increase the STAR results for participating children, programs are not "teaching to the test" nor are they duplicating the curriculum focus of the schools. Instead, we provide enriching supplemental instruction and activities where English can be applied in a real-life setting.

The children served by our tutoring program fall behind in their reading they will be permanently disadvantaged in all areas of their lives.

An important component of the ELLI is mentoring. Building the self-esteem of the students is crucial. Some have had their confidence shaken due to early difficulties mastering reading and writing and have become discouraged; others have struggled on their own without help. Having a tutor who never gives up on them reassures these children that they can succeed. Many of the students want to excel but need adults to help them set goals and model the behavior and study habits needed to achieve these goals. ELLI tutors do just that. The one-to-one interaction between tutors and students is as important to the success of the ELLI Program as the books and materials the Library provides to the students. The ELLI staff stress the importance of building self-esteem and respecting the culture and language the student already possesses in the tutor training sessions. The staff also insists that tutors have high expectations of their students. Ensuring that our tutors reflect the diversity found in our students helps to ensure that the bond between the tutor and student will be respectful and sensitive. When students see tutors of Hispanic, Asian and African-American heritage, they're given incontrovertible evidence that they too can achieve their goals. The majority of tutors in the ELLI program will be federal work-study students and service learners from Fullerton College, Western College of Law, and Cal State Fullerton.

MATERIALS TO SUPPORT APPLICATION

Please include copies of the following documents with your completed application. Indicate that these documents are included in your application by checking the appropriate boxes below and returning this page with your application packet. **Applications submitted without these materials will be considered incomplete.**

- Certificate of Tax Exempt Status form (see page 5) completed by an officer of your organization indicating that your tax exempt status is current.
- Most recent IRS 501(c)(3) tax exempt determination letter.
- Most recent audited financial statements or IRS Form 990.
- Line-item budget for the organization for the year of the grant request. Also include a line-item program budget, if the proposal is for a specific program.
- If the proposal is for salary support, include a job description and, if available, the resume of the person who will fill the position.
- A list of members of the board of directors of the organization, including principal business or professional affiliation of each. This list should be condensed to **one side of one sheet of paper**. Addresses and phone numbers need not be included.
- A list of the five largest grants received from corporations and/or foundations **during the same fiscal year of the audit/990** included with this application. Include the dollar amount contributed by each corporation and foundation, and provide the total amount given by foundations and corporations at the end of the list. **Do not include** in-kind donations, or contributions made by individuals or government.
- Annual report, if available.

**CERTIFICATION OF TAX EXEMPT
STATUS OF GRANTEE ORGANIZATION**

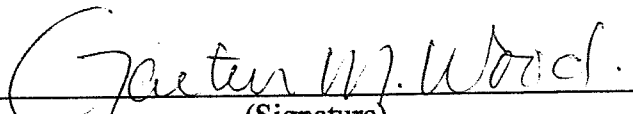
I, an Officer/Director of

Placentia Library Foundation

(Organization)

hereby certify that the organization has received a ruling from the Internal Revenue Service that it is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and that the organization is not a private foundation as defined in Section 509 (a) of the Internal Revenue Code.

I further certify that said exemption rulings from the Internal Revenue are still in effect and have not been revoked or amended.



(Signature)

President

(Title)

4-16-03

Date _____

INTERNAL REVENUE SERVICE
 DISTRICT DIRECTOR
 2 CUPANIA CIRCLE
 MONTEREY PARK, CA 91755-7405

DEPARTMENT OF THE TREASURY

Date: JUN 07 1995

PLACENTIA LIBRARY FOUNDATION
 411 EAST CHAPMAN AVENUE
 PLACENTIA, CA 92670

Employer Identification Number:
 33-0635140
 Case Number:
 955122060
 Contact Person:
 EARL KNIGHT
 Contact Telephone Number:
 (213) 733-6619
 Accounting Period Ending:
 December 31
 Form 990 Required:
 Yes
 Addendum Applies:
 No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a) (3).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2.

Letter 947 (DO/CG)

PLACENTIA LIBRARY FOUNDATION

on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

- 3 -

PLACENTIA LIBRARY FOUNDATION

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Richard R. Grosco". The signature is written in a cursive style with a long horizontal flourish at the end.

Richard R. Grosco
District Director

Form **990-EZ** **Short Form**
Return of Organization Exempt from Income Tax
Under Section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)
► For organizations with gross receipts less than \$100,000 and total assets less than \$250,000 at the end of the year.
► The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No. 1545-0045
2001
Open to Public Inspection

A For the 2001 calendar year, or tax year beginning 2001, and ending 2001

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return
 Amended return
 Application pending

C Please use IRS label or print or type. See specific instructions.
PLACENTIA LIBRARY FOUNDATION
411 E. CHAPMAN AVE.
PLACENTIA, CA 92870

D Employer identification number: **73-0635140**

E Telephone number: **714-528-1925**

F Enter 4-digit (GEN) 20

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting method: Cash Accrual
Other (specify) _____

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

I Web site: N/A

J Organization type (check only one) — 501(c) (3) (insert no.) 4947(a)(1) or 527

K Check if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS, but if the organization received a Form 990 Package in the mail, it should file a return without financial data. **Some states require a complete return.**

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts. If \$100,000 or more, file Form 990 instead of Form 990-EZ. **\$ 41,525.**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see instructions)

1	Contributions, gifts, grants, and similar amounts received	19,380.
2	Program service revenue including government fees and contracts	275.
3	Membership dues and assessments	
4	Investment income	7,486.
5a	Gross amount from sale of assets other than inventory	
5b	Less: cost or other basis and sales expenses	
5c	Gain or (loss) from sale of assets other than inventory (line 5a less line 5b) (attach schedule)	
6	Special events and activities (attach schedule):	
6a	Gross revenue (not including \$ _____ of contributions reported on line 1)	14,572.
6b	Less: direct expenses other than fundraising expenses	12,425.
6c	Net income or (loss) from special events and activities (line 6a less line 6b)	2,147.
7a	Gross sales of inventory, less returns and allowances	
7b	Less: cost of goods sold	
7c	Gross profit or (loss) from sales of inventory (line 7a less line 7b)	
8	Other revenue (describe ► <u>SEE STATEMENT 2</u>)	-188.
9	Total revenue (add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8)	29,100.
10	Grants and similar amounts paid (attach schedule)	
11	Benefits paid to or for members	
12	Salaries, other compensation, and employee benefits	
13	Professional fees and other payments to independent contractors	140.
14	Occupancy, rent, utilities, and maintenance	
15	Printing, publications, postage, and shipping	2,624.
16	Other expenses (describe ► <u>SEE STATEMENT 3</u>)	33,405.
17	Total expenses (add lines 10 through 16)	36,169.
18	Excess or (deficit) for the year (line 9 less line 17)	-7,069.
19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	106,049.
20	Other changes in net assets or fund balances (attach explanation)	
21	Net assets or fund balances at end of year (combine lines 18 through 20)	98,980.

Part II Balance Sheets — If total assets on line 25, column (B) are \$250,000 or more, file Form 990 instead of Form 990-EZ (See instructions)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	33,585.	29,926.
23 Land and buildings		
24 Other assets (describe ► <u>SEE STATEMENT 4</u>)	72,364.	69,053.
25 Total assets	106,049.	98,979.
26 Total liabilities (describe ► _____)	0.	0.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	106,049.	98,980.

Part III Statement of Program Service Accomplishments (See instructions)		Expenses	
What is the organization's primary exempt purpose? SUPPORT PLACENTIA PUBLIC LIBRARY		(Required for 501(c)(3) and (4) organizations and 4947(a)(1) trusts; optional for others.)	
Describe what was achieved in carrying out the organization's exempt purposes, in a clear and concise manner, describe the services provided, the number of persons benefited, or other relevant information for each program title.			
28	PROVIDE SUPPORT TO LIBRARY FOR BOOKS, PERIODICALS, AND VARIOUS SERVICES	(Grants \$) 28a	23,803.
29		(Grants \$) 29a	
30		(Grants \$) 30a	
31	Other program services (attach schedule)	(Grants \$) 31a	23,803.
32	Total program service expenses (add lines 28a through 31a)	32	

Part IV List of Officers, Directors, Trustees, and Key Employees (List each one even if not compensated. See instructions.)				
(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-)	(D) Contributions to employee benefit plans and deferred compensation	(E) Expense account and other allowances

Part V Other Information (Note the attachment requirement in the instructions)		SEE STATEMENT 5	Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? (If "Yes," attach a detailed description of each activity.)			X
34	Were any changes made to the organizing or governing documents but not reported to the IRS? (If "Yes," attach a conformed copy of the changes.)			X
35	If the organization had income from business activities, such as those reported on lines 2, 6, and 7 (among others), but not reported on Form 990-T, attach a statement explaining your reason for not reporting the income on Form 990-T.			X
	a Did the organization have unrelated business gross income of \$1,000 or more or 6032(a) notice, reporting, and proxy tax requirements?		N/A	
	b If "Yes," has it filed a tax return on Form 990-T for this year?			X
36	Was there a liquidation, dissolution, termination, or substantial contraction during the year? (If "Yes," attach a statement.)	37a	0.	
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions			X
	b Did the organization file Form 1120-POL for this year?			
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still unpaid at the start of the period covered by this return?	38b	N/A	X
	b If "Yes," attach the schedule specified in the line 38 instructions and enter the amount involved	39a	N/A	
39	501(c)(7) organizations. Enter: a. Initiation fees and capital contributions included on line 9	39b	N/A	
	b Gross receipts, included on line 9, for public use of club facilities			
40a	501(c)(3) organizations. Enter: Amount of tax imposed on the organization during the year under: Section 4911 ▶ 0.; Section 4912 ▶ 0.; Section 4955 ▶ 0.			
	b 501(c)(3) and (4) organizations. Did the organization engage in any Section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? (If "Yes," attach an explanation.)			X
	c Amount of tax imposed on organization managers or disqualified persons during the year under 4912, 4955, and 4958.			0.
	d Enter: Amount of tax on line 40c, above, reimbursed by the organization			0.
41	List the states with which a copy of this return is filed ▶ CALIFORNIA			
42	The books are in care of ▶ ELIZABETH MINTER Located at ▶ 411 E. CHAPMAN AVE., PLACENTIA, CA	Telephone no. ▶ 714-528-1925 EP - 4 ▶ 92870		
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here ▶ <input type="checkbox"/> N/A and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 N/A			

Please Sign Here

Signature of Officer: _____ Date: _____ Type or Print Name and Title: _____

CLIENT'S COPY

Paid Preparer's Use Only

Preparer's Signature: **MERRIALYCE MCHENRY, CPA** Date: **SEP 19 2002**
 Firm's name (if yours is self-employed, address, and ZIP): **MUNSON, CRONICK & ASSOC., LLP**
2501 E. CHAPMAN, #220
FULLERTON, CA 92631-3132
 EIN: **33-0611128**
 Phone no.: **(714) 449-9909**
 Check if self-employed: Preparer's SSN or PTIN (then General Instruction 10): **PG0077590**

BAA

TEEA0912 09/16/02 Form 990-EZ (2001)

Schedule A
(Form 990 or 990-EZ)

Organization Exempt Under
Section 501(c)(3)

OMB No. 1545-0047

(Except Private Foundation) and Section 501(a), 501(n), 501(k), 501(m), or Section 5247(a)(1)
Nonexempt Charitable Trust Supplementary Information - (See separate instructions.)

2001

Supplementary Information - (see separate instructions)

Must be completed by the above organizations and attached to their Form 990 or 990-EZ

Department of the Treasury
Internal Revenue Service

Name of the Organization

Employer Identification Number

PLACENTIA LIBRARY FOUNDATION

73-0635140

Part III Compensation of the Five Highest Paid Employees Other Than Officers, Directors, and Trustees
(See instructions. List each one. If there are none, enter None.)

(a) Name and address of each employee paid more than \$50,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to profit-sharing benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				
Total number of all other employees paid over \$50,000				

Part IV Compensation of the Five Highest Paid Independent Contractors for Professional Services
(See instructions. List each one (whether individuals or firms). If there are none, enter None.)

(a) Name and address of each independent contractor paid more than \$50,000	(b) Type of service	(c) Compensation
NONE		
Total number of others paid over \$50,000 for professional services		

BAA: For Paperwork Reduction Act Notice, see the Instructions for Form 990 and Form 990-EZ. Schedule A (Form 990 or 990-EZ) 2001

Part III Statements About Activities (See instructions.)

	Yes	No
1 During the year, has the organization attempted to influence national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum? If 'Yes,' enter the total expenses paid or incurred in connection with the lobbying activities ▶ \$ N/A (Must equal amounts on line 38, Part VI-A, or line i of Part VI-B.)		X
Organizations that made an election under section 501(h) by filing Form 5768 must complete Part VI-A. Other organizations checking 'Yes,' must complete Part VI-B and attach a statement giving a detailed description of the lobbying activities.		
2 During the year, has the organization, either directly or indirectly, engaged in any of the following acts with any substantial contributors, trustees, directors, officers, creators, key employees, or members of their families, or with any taxable organization with which any such person is affiliated as an officer, director, trustee, majority owner, or principal beneficiary? (If the answer to any question is 'Yes,' attach a detailed statement explaining the transactions.)		
a Sale, exchange, or leasing of property?		X
b Lending of money or other extension of credit?		X
c Furnishing of goods, services, or facilities?		X
d Payment of compensation (or payment or reimbursement of expenses if more than \$1,000)?		X
e Transfer of any part of its income or assets?		X
3 Does the organization make grants for scholarships, fellowships, student loans, etc? (See Note below.)		X
4 Do you have a section 403(b) annuity plan for your employees?		X

Note: Attach a statement to explain how the organization determines that individuals or organizations receiving grants or loans from it in furtherance of its charitable programs 'qualify' to receive payments.

Part IV Reason for Non-Private Foundation Status (See instructions.)

The organization is not a private foundation because it is (please check only **One** applicable box):

- 5 A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).
- 6 A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)
- 7 A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).
- 8 A federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).
- 9 A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iv). Enter the hospital's name, city, and state *
- 10 An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(vi). (Also complete the **Support Schedule** in Part IV-A.)
- 11a An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vii). (Also complete the **Support Schedule** in Part IV-A.)
- 11b A community trust. Section 170(b)(1)(A)(viii). (Also complete the **Support Schedule** in Part IV-A.)
- 12 An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its charitable, etc. functions — subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Also complete the **Support Schedule** in Part IV-A.)
- 13 An organization that is not controlled by any disqualified persons (other than foundation managers) and supports organizations described in (1) lines 5 through 12 above, or (2) section 501(c)(4), (5), or (6), if they meet the test of section 509(a)(2). (See section 509(a)(3).)

Provide the following information about the supported organizations. (See instructions.)

(a) Name(s) of supported organization(s)	(b) Line number from above

Private School Questionnaire (See instructions.)
(To be completed only by schools that checked the box on line 8 in Part IV)

		N/A	
		Yes	No
29	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?		
30	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?		
31	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. (If you need more space, attach a separate statement.)		
32	Does the organization maintain the following:		
	a. Records indicating the racial composition of the student body, faculty, and administrative staff?		
	b. Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?		
	c. Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?		
	d. Copies of all material used by the organization or on its behalf to solicit contributions? If you answered "No" to any of the above, please explain. (If you need more space, attach a separate statement.)		
33	Does the organization discriminate by race in any way with respect to:		
	a. Students' rights or privileges?		
	b. Admissions policies?		
	c. Employment of faculty or administrative staff?		
	d. Scholarships or other financial assistance?		
	e. Educational policies?		
	f. Use of facilities?		
	g. Athletic programs?		
	h. Other extracurricular activities? If you answered "Yes" to any of the above, please explain. (If you need more space, attach a separate statement.)		
34a	Does the organization receive any financial aid or assistance from a governmental agency?		
	b. Has the organization's right to such aid ever been revoked or suspended? If you answered "Yes" to either 34a or b, please explain on an attached statement.		
35	Does the organization certify that it has complied with the applicable requirements of Sections 4.01 through 4.05 of Rev. Proc. 75-50 (1975-2 C.B. 507) covering racial nondiscrimination? If "No," attach an explanation.		

Part VI-A Lobbying Expenditures by Electing Public Charities (See instructions.)
(To be completed **Only** by an eligible organization that filed Form 5768)

N/A

Check **a** if the organization belongs to an affiliated group. Check **b** if you checked 'a' and 'limited control' provisions apply

Limits on Lobbying Expenditures

(The term 'expenditures' means amounts paid or incurred.)

	(a) Affiliated group totals	(b) To be completed for all electing organizations
36 Total lobbying expenditures to influence public opinion (grassroots lobbying)	36	
37 Total lobbying expenditures to influence a legislative body (direct lobbying)	37	
38 Total lobbying expenditures (add lines 36 and 37)	38	
39 Other exempt purpose expenditures	39	
40 Total exempt purpose expenditures (add lines 38 and 39)	40	
41 Lobbying nontaxable amount. Enter the amount from the following table - If the amount on line 40 is - The lobbying nontaxable amount is -		
Not over \$500,000 20% of the amount on line 40		
Over \$500,000 but not over \$1,000,000 \$100,000 plus 15% of the excess over \$500,000		
Over \$1,000,000 but not over \$1,500,000 \$175,000 plus 10% of the excess over \$1,000,000	41	
Over \$1,500,000 but not over \$17,000,000 \$225,000 plus 5% of the excess over \$1,500,000		
Over \$17,000,000 \$1,000,000		
42 Grassroots nontaxable amount (enter 25% of line 41)	42	
43 Subtract line 42 from line 36. Enter -0- if line 42 is more than line 36	43	
44 Subtract line 41 from line 38. Enter -0- if line 41 is more than line 38	44	

Caution: If there is an amount on either line 43 or line 44, you must file Form 4720.

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.
See the instructions for lines 45 through 50.)

Lobbying Expenditures During 4-Year Averaging Period

Calendar year (or fiscal year beginning in) -	(a) 2001	(b) 2000	(c) 1999	(d) 1998	(e) Total
45 Lobbying nontaxable amount					
46 Lobbying ceiling amount (150% of line 45(a))					
47 Total lobbying expenditures					
48 Grassroots non-taxable amount					
49 Grassroots ceiling amount (150% of line 48(a))					
50 Grassroots lobbying expenditures					

Part VI-B Lobbying Activity by Nonelecting Public Charities

(For reporting only by organizations that did not complete Part VI-A) (See instructions.)

N/A

During the year, did the organization attempt to influence national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:

	Yes	No	Amount
a Volunteers			
b Paid staff or management (include compensation in expenses reported on lines c through h.)			
c Media advertisements			
d Mailings to members, legislators, or the public			
e Publications, or published or broadcast statements			
f Grants to other organizations for lobbying purposes			
g Direct contact with legislators, their staffs, government officials, or a legislative body			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means			
i Total lobbying expenditures (add lines c through h.)			

If 'Yes' to any of the above, also attach a statement giving a detailed description of the lobbying activities.

BAA

*Application to the Mighty Ducks Care
from the Placentia Library Foundation*

Expenses	
Salaries and Fees	\$74,000
Fringe Benefits	11,026
Consultants	3,000
Printing/Publications	6,000
Media Costs	12,500
Telephone	250
Supplies	22,611
Postage	3,500
Indirect Costs	5,920
Mileage	1,000
Total Expenses	\$139,807
Revenue	
Grant request from Angels Care	25,000
Other Foundations	75,000
Public Agencies	20,000
Corporations	15,000
Individuals	4,300
Operating Income Contributed by Applicant	507
Total Income	\$139,807

*Application to the Mighty Ducks Care
from the Placentia Library Foundation*

Job Description

Staff Responsibilities: ELLI Coordinator

The ELLI Coordinator is responsible for all aspects of the ELLI Program including: establishing partnerships with all of the community organizations involved in the project; meeting with the appropriate staff at each school to determine when, where and how tutors would work with the students; recruiting, assisting with training, scheduling and supervising tutors; developing and implementing activities for students; providing tutoring for a certain percentage of the students; conducting all outreach to publicize the program; and preparing all reports and correspondence related to the ELLI Program. The ELLI Coordinator also represents the Literacy Coordinator in their absence. (See attached resume for Ann-Margaret Webb.)

Ann Margaret Webb
903 East 1st Street. Apt.11
Long Beach, California 90802
H (562) 495-3156
C (310) 753-7105

Education

University of North Carolina, Wilmington, North Carolina, M.A. 1997
Area of concentration: American ethnic history; Honors: Phi Alpha Theta

University of North Carolina, Wilmington, North Carolina, B.A. in American History, 1987

Fashion Institute of Technology, State University of New York, New York City, A.A. 1985

Work Experience in the Field of Education

Rand

Santa Monica, California, July 2000-April 2001

Field Interviewer, Survey Research Group. Interviewed families in diverse neighborhoods throughout Los Angeles County on topics including education, employment and neighborhoods. Administered the Woodcock-Johnson educational assessments to children and parents. Was responsible for extensive record keeping, both computerized and hardcopy.

April 2001-present

Monitor, Survey Research Group. Responsible for ongoing feedback and training of all interviewers, as well as assisting with the training and testing of new interviewers. Responsible for the supervision of the telephone survey center and all projects and interviewers whenever needed. Prepare reports and spreadsheets related to projects for coordinators and supervisors; assist supervisors and coordinators in Washington, D.C. offices and in the Santa Monica office when necessary.

Japanese American National Museum

Los Angeles, California, September 1998-August 1999

Docent/Education Coordinator. Developed and implemented a training program for the Museum's docent program; supervised and scheduled docents; assisted education specialist with high school internship program and other educational programs; worked with K-12th grade students during visits to the museum; represented the museum at educational fairs and events; assisted education unit with short and long term planning and developed educational components for exhibits and special events.

Center for African American History and Culture, Smithsonian Institution

Washington, D.C., October 1996-July 1997

Developed educational aids for grade school teachers. Conducted research on a volunteer basis for an exhibit of jazz musician Milt Hinton's photographs.
Prepared information for press releases

University of North Carolina

Wilmington, North Carolina, January 1994-May 1996

Teaching assistant in undergraduate American, European, and Asian history classes. Prepared and gave lectures to students; graded all assignments, tutored students individually and in group sessions.

Work Experience in the Fields of Research and Writing

National Museum of American History, Smithsonian Institution

Washington, D.C. October 1997-May 1998

Conducted research on a volunteer basis for the associate director, Lonnie Bunch. Research included use of the Virginia State Archives, the Virginia Law Library, and the collections of Howard University. Additional research involved reviewing secondary sources for a proposed multicultural textbook.

National Building Museum

Washington, D.C., May-August 1997

Research assistant. Responsible for a local and nationwide artifact search for an exhibit on American tourism. Researched collections and archives at various museums, libraries, businesses, trade and recreational associations and nonprofit institutions.

National Museum of American History, Smithsonian Institution

Washington, D.C., May-August 1996

Internship with Fath Davis Ruffins, curator in the museum's Archives Center. Surveyed collections at the Folklife Center as well as the Archives Center for ethnic images. Surveyed ephemera collections and selected images for the Ethnic Imagery Project. Updated bibliography for project. Conducted additional research for a journal article by Ms. Ruffins.

Research assistant to Dr. M. Shaffer, Professor at the University of North Carolina

Washington, D.C., June-August 1996

Conducted research at a variety of archives for a book on tourism and the National Parks.

Cape Fear Museum

Wilmington, North Carolina, August-September 1995

Internship. Catalogued museum's toy collection. Ensured collection was properly stored and labeled. Made recommendations for deaccessioning and conservation of artifacts. Utilized Re*discovery system for data entry of artifacts.

Additional Experience

Throughout my college and post-graduate years, I financed my education and living expenses through various full-time and part-time positions, including long-term sales and supervisory positions, positions in art galleries, and a position in an optic fiber production facility.

I have experience with IBM and Mackintosh computers and Microsoft software, as well as experience with software used by museums and non-profit organizations.

*Application to the Mighty Ducks Care
from the Placentia Library Foundation*

Board List

The Foundation is managed by a Board of Directors that consists of two members of the Placentia Library District Board of Trustees, one member of the Friends of Placentia Library Board of Directors, and seven members appointed to two-year terms by the Foundation Board of Directors. The Placentia Library District was established in 1919 by area voters and the Orange County Board of Supervisors.

Gaeten Wood, President
Retired

M.A. McHenry, CPA, Secretary
Business Owner

Geoff Braun, Treasurer
Computer Consultant

William Dooley
Strategic Planning Consultant

Michael Ebenhock, CFM
Stockbroker

Jim Fenstermaker
Medical Management

Jean Lasley, CLU
College Professor

Kathy Paddock
Retired

Eleanor Rankin
Chamber of Commerce

Elizabeth D. Minter, MLS, Ex Officio

*Application to the Mighty Ducks Care
from the Placentia Library Foundation*

Five Largest Grants

Starbucks Coffee	10,000
Total:	\$10,000

California State Library
English Language and Literacy Intensive (ELLI) Program
FINAL REPORT: Part 1
2001/2002 FY

Submit in three (3) copies postmarked by Friday, August 9, 2002, 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: Tel. (909) 786-0455 or (916) 651-6980.

1. Library name: Placentia Library District
2. Program name: Placentia Literacy Expanded English Services (PLEES)
2. Contact person: Ann-Margaret Webb Phone: (714) 524-8408 ext. 213
 FAX: (714) 528-8236 E-mail: awebb@placentialibrary.org
3. District: Assembly 72 State Senate 33
4. Population: # of non-duplicated eligible ELLI children served 219*

of non-duplicated ELLI parents/guardians served 59

Describe your target population:

The target population for the Placentia Library Literacy Services' ELLI Program is kindergarten through 6th grade students who attend Ruby Drive, Rio Vista and John Tynes Elementary schools and their families. In particular the ELLI Program focuses on those children who are emerging English learners or who come from homes where English is spoken as a second language or not at all. Many of these children come from low income families with low literacy rates and limited formal education. The PLLS also focuses on reaching the parents of children attending the Placentia Child Development Center, a Head Start facility. These parents also have children attending the elementary schools in the ELLI Program, and represent an underserved population with limited English skills.

5. Primary Language of ELLI Children:

<i>Primary Language</i>	# of Children
Spanish	121
Vietnamese	0
Hmong	2
Other: English	91
Other: <u>Korean, Farsi, Hindi, Sinhalese,</u> <u>Punjabi</u>	5 (1 each)
TOTAL *	219

The number of ELLI children served in # 4. should match the primary language total in # 6.

6. Program Overview. Give a brief overview of your ELLI program. Please include a bullet point for each of these items: recruitment techniques, specific activities, the instructional model and curriculum used, scheduling details (sites and frequency of meetings), and staff responsibilities.
 - Recruitment. Once the ELLI Coordinator met with the administration at each school and established the partnership, students were selected by the administration and teachers at each school. Principals decided which group of students needed help the most (for example 1st graders, students in kindergarten extended day programs, emerging English learners). We then either worked with the entire group, or asked teachers to select specific students within the group who were behind or having the most difficulties. The exception to this was at John Tynes Elementary, where in addition to the students identified by the principal and teachers as needing help, ELLI staff chose to also work with children whose parent were attending CBET classes, as we knew they were a group at risk for problems speaking, reading and writing in English. The ELLI staff also obtained a list from the Placentia Child Development Center (Head Start) of students from their program who were attending each school. This list was submitted to each school's administration and ELLI staff indicated this was an at risk group of students who should be included in the program if possible. Working with the Director of the Placentia Child Development Center, the PLLS recruited parents for an ESL class that was taught at the nearby Whitten Community Center. In collaboration with CBET instructors, ELLI staff met with parents and recruited them for tutoring, library events, classes and workshops.
 - Specific Activities. ELLI tutors worked in existing programs and classrooms at all three schools. Activities varied at each school, depending upon when and where we were tutoring the students. At Rio Vista, all tutoring took place in the classroom, once or twice a week. Tutors were under the direction of individual teachers in each classroom. Each tutor at Rio Vista focused on bringing up the reading level of the students and utilized classroom materials and curriculum provided by the teacher. At John Tynes, tutors also worked in the classroom every week with students and used the materials and curriculum preferred by the teachers. Tutors who helped children whose parents were attending CBET classes at John Tynes read with students, using books from the Placentia Library and the school library, and assisted each child with his or her language arts homework. At Ruby Drive, tutors worked with the teachers of a kindergarten extended day program (KED). Activities included games that focused on learning the alphabet, shapes and colors in English; art activities that also involved spelling simple words; and singing with song books. Tutors also assisted students in writing workshops, read to them and listened to the students' first attempts to read. Tutors provided homework assistance in language arts and other subjects in an after school program called Project Casa at Ruby Drive. For the children whose parents were in CBET classes at Ruby Drive, tutors were able to provide homework assistance as well as a variety of fun, literacy based activities. These activities included word games, spelling bees, journal writing, story rounds, poetry reading, making scrapbooks and photography/essay projects. A limited number of students were also signed up by their parents to receive tutoring in the library. For the adult family members of these students, the ELLI Program provided books, language tapes and other educational materials. The ELLI Coordinator hosted the parents at the Library for a special tour, and visited the classroom to sign up

parents and children for different Library events. Adult family members of the ELLI students also signed up for one-to-one tutoring at the Library, and attended ESL classes.

- Instructional model and curriculum used. Tutors used materials students were using in class: textbooks, homework assignments and works of fiction available in each school. Tutors also used books from the Library, educational games from the PLLS and literacy based art activities developed by the ELLI Coordinator. Tutors worked one-to-one and in small groups with students. For adult students, ELLI tutors used the Challenger or Laubach series of workbooks as well as the Oxford Picture Dictionary.
- Scheduling details. Tutors met with students between once a week to four times a week, depending on the student, from the beginning of January through the beginning of June. Tutors met with students at the three elementary schools in the program and the Whitten Center. Students in the KED were rotated; 40 students participated from January through February and 40 more participated from March through the beginning of June. Student attendance fluctuated in the CBET Programs and in Project Casa. New students joined the program throughout the year, others attended Monday-Thursday and some came off and on throughout the school year.
- Staff Responsibilities. The ELLI Coordinator was responsible for all aspects of the PLLS's ELLI Program including: establishing partnerships with all of the community organizations involved in the project; meeting with the appropriate staff at each school to determine when, where and how tutors would work with the students; recruiting, assisting with training, scheduling and supervising tutors; developing and implementing activities for students; providing tutoring for a certain percentage of the students; conducting all outreach to publicize the program; and preparing all reports and correspondence related to the ELLI Program. The Literacy Coordinator/Public Services Manager was responsible for supervising the ELLI Coordinator, training tutors for the program and assisting with outreach activities. The Families for Literacy Coordinator provided 10 hours a week of tutoring at John Tynes Elementary School. There were six FWS students whose wages were paid entirely through the America Reads Program who were responsible for tutoring students. Two interns from Cal State Fullerton also tutored in the ELLI Program.

8. Program Goals. What goals did you set for yourself in your initial grant proposal and have you reached those goals?

The PLLS's overall goal was to increase literacy services to an underserved population in the community. Specifically, the PLLS wanted to provide tutors for 150-200 K-6th grade students at three elementary schools: Ruby Drive, Rio Vista and John Tynes. In addition to this goal the PLLS wanted to provide literacy and library services for family members of these children, and renovate its existing literacy area. All of these goals were achieved. Tutors were provided for over 200 K-6th grade students at these three schools. The parents of ELLI students were hosted at the Library, provided with books and educational materials, offered an ESL class and tutors at the Library. The literacy area was completely renovated, including the purchase of three new computers, a color printer, whiteboards and new tables and chairs, enabling the PLLS to implement the additional services offered to the ELLI families.

9. Outcomes Measures. Detail the results or outcomes that demonstrate how your ELLI program has had a positive impact on families and learning. Include results from any parent or teacher surveys, attendance and retention data, and any anecdotes that reflect increased English language literacy skills and improved self-esteem among your participants.

Since the ELLI Coordinator and ELLI tutors worked side by side with the teachers on a weekly basis in the schools, they had the opportunity to receive verbal feedback from the teachers regarding students' progress. In addition to verbal feedback, teachers were asked to fill out end of year surveys. The feedback was overwhelmingly positive. All of the teachers felt the ELLI tutors helped their students improve their ability to read, write and speak English. Specifically, teachers felt having ELLI tutors provided the extra "nudge" students needed to begin reading or become more proficient readers. Scores on spelling and grammar tests went up and reading comprehension improved. End of year testing of the KED students revealed significant improvements. Homework grades for 3rd-5th graders also improved after they began working with tutors. Teachers also felt that the ELLI tutors ability to work one to one with students benefited not only the neediest students but the entire class. Having tutors to focus on those students in need of extra help allowed teachers to work with the rest of the class. Students looked forward to the special time spent with their tutors, most of whom were college students. Many students began articulating plans for college after being mentored and encouraged by their tutors.

10. Successes. Describe those elements of your program that you feel have been most successful. What are the key factors that have contributed to their success?

Through the ELLI Program the library has been able to reach out to a previously underserved, diverse and bilingual community. The ELLI Program has established the Library's commitment to provide literacy and other library services to this community. This was accomplished through the strong partnerships formed with individual teachers at Ruby Drive; the principal of Ruby Drive; the Director of the Placentia Child Development Center; and with individual students and their families. This commitment has led to increased use of the library by this community as well as strong and enthusiastic participation in the ELLI Program. In particular, the ELLI Program's involvement in the KED program at Ruby Drive was successful. This KED Program primarily served children who were emerging English learners. Tutors were directed by the KED Program's two teachers, both of whom felt the tutors were instrumental in helping these children acquire the English skills they needed. Working with the children of CBET adult students was another strong component of the ELLI Program. These children were essentially being babysat while their parents took CBET classes until ELLI tutors started working with them. These children received homework assistance and help with reading; participated in literacy based arts and craft activities and bonded with their tutors.

11. Challenges. Describe the most difficult challenges your program has faced so far and what actions you have initiated to overcome them. Have these actions proved successful?

The biggest challenge faced was parental and family involvement in the ELLI Program. The majority of parents worked and had limited time, lacked transportation that would get them to the Library and needed childcare while they were at the Library. As often as possible, ELLI staff went offsite to accommodate the parents. Instead of having parents come to the Library to sign up for reading programs and events, the ELLI Coordinator went to the CBET classes. Materials from the PLLS Literacy Library were donated to the CBET classes so they could be used there. Parents were provided with library card applications ahead of time, and the Library opened early to accommodate

a tour and the processing of their applications. After repeated visits from the ELLI Coordinator, family members began signing up for one to one tutoring at the Library. By the end of the school year, families that had obtained library cards earlier began coming to the Library on Sundays. An ESL class was offered offsite at a community center near where many of the parents lived. Through a partnership with the Placentia Child Development Center babysitting was also provided. These steps took care of the problems of transportation and child care. Parent and family involvement in the ELLI Program continued to fluctuate due to changing work schedules and long hours at work. One additional challenge was staffing. Originally the ELLI Program was to be staffed primarily by volunteer teen tutors from the Rotary Reading Assistance Program (RRAP). However, upon meeting with each school administration it became apparent that tutors would be needed primarily during school hours, not after school. As a result of this, the ELLI Program utilized a much smaller group of Federal Work Study students in place of the high school RRAP tutors. The ELLI Coordinator also established an internship program with Cal State Fullerton, and accepted volunteers on a rotating, short term basis rather than the usual six month commitment required by the PLLS. The ELLI Coordinator also spent a considerable portion of her time working with the children as well. The combination of these efforts enabled the ELLI Coordinator to not only meet but exceed the original goal of serving between 150-200 students.

12. Changes. What changes (if any) have you made to your initial grant proposal and what necessitated those changes?

As stated before, fewer RRAP tutors were used, and there was more small group tutoring and less one-to-one tutoring due to a lack of tutors.

13. Community Partners. List any schools, agencies, or organizations that acted as community partners for your ELLI program and indicate with an "X" how they have assisted you. (If you have more than six community partners please copy this page.)

Partner Contributions	Ruby Drive Elementary School	Rio Vista Elementary School	John Tynes Elementary School
Supplemental funding			
Use of facilities	X	X	X
Staffing or volunteers			
Learning materials	X	X	X
Consultation or overall guidance	X		
Test scores for participating students	X		X
Referred students to program	X	X	X
Referred parents/families to program	X		
Other (please specify)			

--	--	--	--

Partner Contributions	Placentia Child Development Center (Head Start)		
Supplemental funding			
Use of facilities	X		
Staffing or volunteers	X		
Learning materials			
Consultation or overall guidance	X		
Test scores for participating students			
Referred students to program	X		
Referred parents/families to program	X		
Other (please specify)			

**ELLI Financial Report
2001/2002 FY**

Placentia Library District
Name of Library

*Signature of Representative of Fiscal Agent
or of Library Receiving Funds*

Date

Budget Categories	ELLI Budget 2001/2002	Other Budget 2001/2002	ELLI Budget Expended as of June 30, 2002	Other Budget Expended as of June 30, 2002	Unexpended ELLI Funds for Carryover to 2002/2003
1. Personnel	39,758	64,847	33,904	1,813	5,854
2. Operations	14,850	10,550	14,850	19,668	0
2a. Contract Services	13,600	1,000	13,600	17,428	0
2b. Travel	250	1,300	250	858	0
2c. Office Supplies	500	1,325	500	359	0
2d. Printing	250	2,625	250	900	0
2e. Instructional Resources	0	3,500	0	78	0
2f. Communications	250	800	250	15	0
2g. Other (food)	0	0	0	30	0
3. Equipment (over \$5,000)	5,142		5,142	858	0
4. Indirect (not to exceed					

10%)	250		250		0
6. TOTAL	60,000	79,397	54,146	22,339	5,854

If you are reporting any "Unexpended ELLI Funds for Carryover to 2002/2003" on the ELLI Financial Report, please answer Question 14.

14. Which of the following best reflect the reason(s) for your ELLI program's unspent funds?
Please check all that apply.

- Fewer participating students than expected.
- Fewer participating parents/guardians than expected.
- Supplemental funding from partner organizations.
- Overestimated program expenses.
- Other (please specify): Personnel for program year through August 2002

15. Please indicate the number of staff you employ and the number of volunteers who serve in your ELLI program:

Paid full-time		1
Paid part-time	4	7
Volunteer	2	6

15a. Please indicate the number of staff members who have 100% of their salaries and benefits paid for by ELLI funds.

Full-time	1
Part-time	0

15b. Please indicate the number of staff members who have between 50% and 99% of their salaries and benefits paid for by ELLI funds.

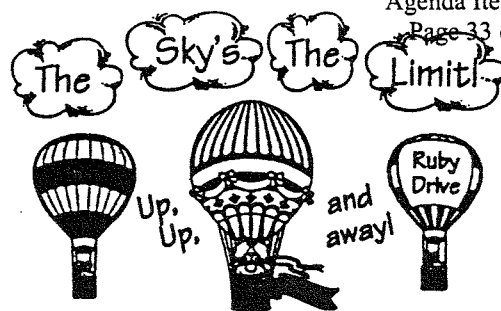
Full-time	0
Part-time	0

15c. Please indicate the number of staff members who have less than 50% of their salaries and benefits paid for by ELLI funds.

[REDACTED]	
Full-time	0
Part-time	1

Ruby Drive Elementary School

601 Ruby Drive - Placentia, CA 92870
(714) 996-1921



March 18, 2003

Dear Ms. Webb:

I am pleased to write a letter in support of the Placentia Library's ELLI program. As the principal of Ruby Drive Elementary School, I have been delighted with the quality of the trained tutors you have assigned to our school. In addition to the tutors, your program has also provided needed books and materials to our school.

Your tutors work four days per week in our extended day kindergarten. I attribute a great deal of the success of this program to your dedicated group of volunteers. Whenever I visit this program, a tutor is working with a student or small group of students on specific skills they need to master. The scores our children are posting as they exit this program are far higher in both academics and English acquisition than ever before!

Your tutors are also found in a number of our classrooms here at Ruby Drive as well as in the evenings in the adult Community Based English Tutoring Program. You have also given us some very motivational LeapFrog materials for classrooms and books for parents in the parent literacy classes.

I consider the Placentia Library to be a very effective community partner to our school. I am deeply appreciative of the wonderful services you have been able to allocate to our school and I support your efforts to maintain these outstanding services.

If I may provide additional information, please feel free to contact me.

Sincerely,

Dorie Staack
Principal

Placentia-Yorba Linda Unified School District

Dennis M. Smith, Ed.D.
Superintendent

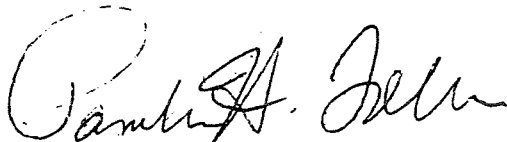
1301 E. Orangethorpe Avenue, Placentia, California 92870
Telephone (714) 996-2550 Fax (714) 524-3034

Board of Education
Carol Do
Karin Freeman
Judy Miner
Craig Olson, D.D.S.
Jan Wagner

March 18, 2003

To Whom It May Concern:

The Placentia Library Literacy Program has been supporting our School Readiness, Extended Kindergarten, and Childcare program that take place while parents are in our Community Based English Tutoring (CBET) classes. Our students have reaped the benefits of having tutors coming to the sites to help them with homework, reading, and general educational support. This has been taking place at three of our Title 1 schools. The students and teachers have seen the positive results that the tutoring has provided and encourage the Placentia Library to continue with their ELLI tutoring program. We see nothing but positive results and outcomes from such a beneficial program. Not only do the teachers and students see the benefits of the tutoring program, but our parents also see encouraging outcomes with their student. The ELLI program not only works, it is needed by our students who need reinforcement that their parents are not yet able to give them, as they learn English themselves.
Please continue to support this worthy program at the Placentia Library.

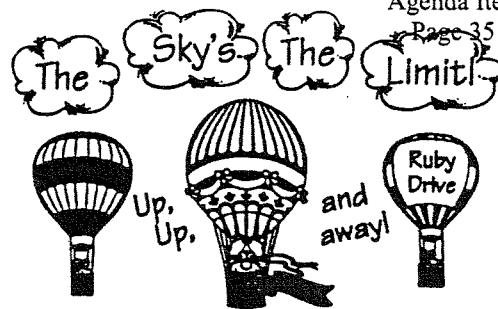


Pamela H. Talarico
School Readiness Coordinator
Placentia-Yorba Linda Unified School District



Ruby Drive Elementary School

601 Ruby Drive - Placentia, CA 92870
(714) 996-1921



March 21, 2003

To Whom It May Concern:

The students of Ruby Drive Elementary School and their families have received numerous benefits from participating in the Placentia Library's ELLI tutoring program. More than 50% of the Ruby Drive student population qualifies for Title I and free or reduced lunch, indicating that the majority of the Ruby Drive families live at or below the poverty level. In addition, more than 50% of the population is learning English as a second language. Many of Ruby Drive's students and their families are recent immigrants to the United States. Surveys of Ruby Drive parents indicate that, among those who do not speak English as a native language, the level of education is very low.

The ELLI program has assisted Ruby Drive to better meet the needs of the school's student population in the following ways:

- Individual tutors for students and parents in academics and/or English language
- Parent education seminars
- "Mommy and Me" sessions for mothers and children ages 3-5
- Educational and fun literacy events at the library
- Tours of the library introducing parents to and encouraging them to use library services
- Books and materials to encourage positive attitudes toward reading in the home

These services are essential to assist the staff at Ruby Drive to meet the needs of its student population. Ruby Drive teachers and staff know that, above all, their students need to have a positive attitude toward reading and books in order to be successful in school and ultimately "life long learners". The ELLI program services have helped immeasurably to promote these ideas and make progress toward achieving these goals.

Sincerely,

Laurel M. Estrada, School Readiness Facilitator
Ruby Drive Elementary School

School Mission: It is the mission of Ruby Drive School to provide a strong basic education for every student and to develop self-esteem and citizenship thereby enabling the student to be a successful life-long learner and a contributing member of a changing society.



FULLERTON
COLLEGE
Division of Social Sciences

March 25, 2003

Ms. Ann-Margaret Webb
Eli Coordinator/Asst. Literacy Coordinator
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870-6198

Dear Ann-Margaret

I am forwarding this letter of support in behalf of the many students from my classes that have participated in your Eli and Literacy programs over the last 2 semesters. They, as am I, are extremely grateful for the wonderful opportunities that have been extended to them to support their learning beyond the college classroom while also providing them with life-changing experiences. It is so empowering to these students to know that just one of them could make a difference in someone's life because they decided to spend an hour or two each week teaching someone how to read or sharing a special skill or talent with others.

Several of my college students have remained in service to the program as a testimony to the value they saw in it for those they served, as well as themselves. When the idea of "each one teach one, each one reach one" is realized for the students in my classes the spark of hope for a better tomorrow is re-kindled in all of us. I plan to continue to seek placements in your programs for my students in the future and to encourage other faculty at my campus to participate.

Please extend the heartfelt thanks of our Ethnic Studies Dept. to all in your staff who help to make the Service-Learning experiences of my students so valuable and memorable.

Sincerely,

A handwritten signature in cursive script that reads "Adela G. López".

Adela G. López
Dept. Chair, Ethnic Studies
Fullerton College

agl

cc: Dr. Michael Viera, President, Fullerton College
Karen Rose, Director of Special Programs, Fullerton College



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

Board of Trustees

Geoff Braun

Margaret V. Dinsmore

Betty Escobosa

Al Shkoler

Gaeten M. Wood

May 7, 2003

Wells Fargo Bank

Attn: Grants Department

The Placentia Library Foundation is requesting two grants for \$1,000.00 each for two community programs that the Foundation supports.

Last year thanks largely to a \$1,000.00 grant from Wells Fargo Bank, the Placentia Library Literacy Service, in collaboration with the City of Placentia and Placentia Head Start, continued Spanish literacy classes for an underserved, low-income population in the City of Placentia and surrounding areas. The Spanish literacy concept is to outreach to Spanish speakers who are illiterate in reading and writing Spanish. Once they are Spanish-literate, they are able to transfer into an English-as-a-second language program. This year, twenty-one students completed phase II of Spanish literacy, and all of them want to continue so that their fluency can increase. A Wells Fargo Bank grant of \$1,000.00 would go a long way to ensuring Spanish literacy classes continue.

The request for a second \$1,000 is to support the Placentia Rotary Reading Enrichment Program (PRREP). PRREP a collaboration among the Placentia Library Literacy Services, the Placentia Rotary Club, and the Placentia/Yorba Linda Unified School District. PRREP recruits local high school students to tutor grade school students in the Placentia Library. This school year, more than 80 PRREP tutors helped over 100 students with reading and homework assistance. A grant for \$1,000 would be used to purchase literacy materials for more than 100 PRREP students for school year 2003/04.

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

Respectfully,

Elizabeth D. Minter
Library Director

Encl: 501 (c) (3)

TARGET STORES 2003 COMMUNITY GIVING PROGRAM GRANT APPLICATION

Agenda Item 41

Page 1 of 4

Instructions: To apply, complete this official application in type or produce a document identical to the following format. Please complete the entire application without the use of "see attached."

Date of Application: 06 / 17 / 03

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

Address/City/State/ZIP: 411 E. Chapman Ave. Placentia, CA 92870

Telephone: (714) 524-8408x213 Fax: (714) 528-8236 E-mail: jroberts@placentialibrary.org

Executive Director Name: Jim Roberts Telephone: (714) 524-8408, ext 213

Grant Contact Name: Jim Roberts Telephone: Same

Program Title: Families for Literacy Program Date(s): FY 2003-04 Amount Requested: \$5,000

Previous Target Grants: 2002: \$ NA 2001: \$ NA 2000: \$ NA

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

Which Target store are you applying to: Target #293

FOCUS AREA

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

- Arts Education Family Violence Prevention

COMMUNITIES SERVED INFORMATION

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

AGE GROUP: (check all that apply)

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

ETHNICITY: (check up to three)

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

GENDER: (check primary group)

- Females only Males only Both genders

PRIMARY POPULATION SERVED: (check up to three)

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

TARGET

ORGANIZATION DESCRIPTION

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

The Families for Literacy (FFL) program is a major component in the Placentia Library Literacy Services (PLLS). PLLS is a major department of the Placentia Library District, and is the only library literacy program providing FFL services in North Orange County. The object of FFL is to reach under-served and often limited English families with at least one pre-school age child and to provide one-to-one tutoring to the entire family.

PROJECT DESCRIPTION

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

One of the primary goals of the FFL Program is to make the parent the first teacher of the child. Providing one-to-one tutoring to both the parent and the child, demonstrates to the child the importance of reading in English at a very formative age. Another important part of the FFL Program is to provide at least one free book to each child every month, encouraging the family to have an English book collection at home. We also invite the entire FFL Program to participate in monthly programs, ranging from parenting to arts and crafts. In FY 2002-03, 31 families participated in the FFL Program, and more than 80 percent of them were Hispanic.

VOLUNTEERS

Are there any opportunities for volunteer involvement in association with this grant/project? Please describe.

The FFL Program is based on volunteer involvement. We recruit both adults and teens to volunteer in the program and we ask them to make a six-month commitment. Volunteers are required to attend a three-hour tutor training workshop, and then an additional one-hour orientation with the FFL Coordinator. Volunteers are asked to tutor a minimum of once a week for 1-2 hours depending on the age of the student. In FY 2002-03, 41 volunteer tutors participated in the FFL Program.

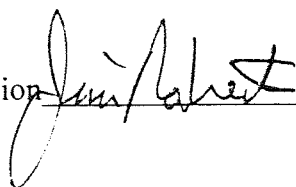
SUBMITTING THE APPLICATION

The following attachments must be submitted with this application:

- A project or program detailing expenses and anticipated income sources
- A current list of business and foundation donors with their contribution levels
- A current annual operating budget with income and expenses
- A list of your organization's Board of Directors, including names, titles, & affiliations

AUTHORIZATION

Signature of person submitting this application



Date 6-17-03

TARGET
Grant Application (continued)
Placentia Library Literacy Services

Attachment 1

A project or detailing expenses and anticipated income sources.

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

Anticipated expenses:

20 hours a week part-time FFL Coordinator	\$15,000
Free book and other material for FFL children	5,000
FFL programming	2,000
Total	\$22,000

Anticipated funding:

California State Library	\$10,000
Total	\$10,000

TARGET
Grant Application (continued)
Placentia Library Literacy Services

Attachment 2

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

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

Anticipated donors:

Starbucks	\$ 5,000
Wells Fargo Bank	1,000
Placentia Rotary Club	1,000
Total	\$ 7,000

Anticipated donors and funding:

California State Library	\$10,000
Donors	7,000
Total	\$17,000

May 6, 2003

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



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

Dear Elizabeth Minter,

This letter is to clarify that your funding for the English Language and Literacy Intensive (ELLI) program will be available for expenditure through April 30, 2005. That is, ELLI funds do not have to be expended by June 30, 2003 as had been previously required. Any funds that you spend after this fiscal year should be directed toward fulfilling the mission, scope and purpose of the ELLI program. ELLI funds that are not fully expended/liiquidated by April 30, 2005, will revert back to the State.

Of course, as long as you have ELLI funds you will still need to report to the State Library. As per your original grant, semi-annual reports are required. A fiscal report and final narrative report will be due within 30 days after the close of the project.

The first part of the ELLI Final Report for this fiscal year will be due to the State Library on August 8th, 2003. It will include narrative and budget information. The second part of the Final Report will be due on August 30th, 2003 to MGT of America, the outside evaluators of ELLI. This report will request a wide variety of data, including STAR scores, for your participants.

I' m hoping your ELLI staff is planning to attend one of the regional meetings that has been planned to discuss reporting procedures and prospects for the future of this program. Those meetings are scheduled as follows:

- Southern California ELLI Meeting – Tuesday, May 20th, Ayres Suites, Ontario
- Northern California ELLI Meeting – Wednesday, May 28th, Embassy Suites, Sacramento

Your ELLI staff has already been apprised of the details on these meetings via the ELLI listserv.

Please contact State Library Consultant Valerie Reinke, telephone (909) 786-0455, or our Literacy Programs Administrator, Cindy Tackett, telephone (916) 653-7172 should you have any further questions.

Sincerely yours,


A handwritten signature in black ink that reads "Kevin Starr". The signature is written in a cursive, flowing style.

Dr. Kevin Starr
State Librarian of California

cc: Ann-Margaret Webb

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

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

DATE: June 30, 2003

BACKGROUND

The Legislative action thus far has had minimal impact on funding for Placentia Library District with the exception of the Literacy program. The State Librarian has officially informed the Library community that there will be no ELLI funds for Fiscal Year 2003-2004 although Libraries may carry forward unspent ELLI funds from Fiscal Year 2002-2003.

The Board will review any addition information received after the posting of the Agenda at the Library Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Staff Survey – Finalize Content and Schedule
DATE: June 30, 2003

BACKGROUND:

At its meeting on May 13, 2003 the Library Board received a copy of the revised Staff Survey prepared by Trustee Wood. This document is Attachment A.

Library Director Minter recommended that the survey be administered in August or September.

The Board requested that the Library managers review the document and present their recommendations at the June Board Meeting. This document is Attachment B.

RECOMMENDATION:

1. Revise and approve the Survey document.
2. Establish a schedule for submitting the Survey to the Staff.

**PLACENTIA LIBRARY DISTRICT
EMPLOYEE OPINION SURVEY – 1999**

Please take a few minutes to complete this opinion survey. The survey serves as a tool to gather feedback from you that will help us improve working conditions, customer service, enhance supervision and training and choose the best selection and placement practices possible.

This opinion survey is anonymous. Your responses will not be divulged to anyone. The Board of Trustees will tally responses for results only to be presented to management for review and consideration. You are not required to answer the questions on this survey, however your input is valuable and appreciated.

Once completed, please mail the survey back to Al Shkoler, in the enclosed envelope.

SURVEY RESPONSE DEADLINE: JUNE 11, 1999

Please check where you work.
Each department will be provided
a tabulation of the results.

How long have you worked for the
Placentia Library?

_____ Librarians, Library Assistants,
and Administrative Assistant

_____ Less than 1 year

_____ Library Clerks & Aides

_____ 1 – 5 years

_____ 6 – 10 years

_____ 11 – 20 years

_____ 21+ years

YOUR JOB

The following questions are about the job to which you are presently assigned.

1. I generally have the tools, equipment and material I need to do my job.

- _____ A. Strongly Agree
- _____ B. Agree
- _____ C. Disagree
- _____ D. Strongly Disagree

2. Is your work load usually:

- _____ A. Too great
- _____ B. Too light
- _____ C. About right
- _____ D. Varied

3. I like my present job:

- _____ A. Very much

- B. It's okay
- C. Could be better
- D. Not at all

4. I get a great deal of personal satisfaction from my job.

- A. All the time
- B. Most of the time
- C. Sometimes
- D. Seldom

5. Of the work assigned to me, ____% falls outside of my job classification.

- A. None
- B. Less than 10%
- C. Less than 25%
- D. More than 50%

6. On a scale of 1 to 10, rate your level of stress on an average day at work by circling the appropriate number.

1 2 3 4 5 6 7 8 9 10

LOW

MODERATE

HIGH

YOUR SUPERVISOR

The following questions are about your immediate supervisor – the person who usually assigns your work.

7. My supervisor keeps me informed about what is happening in the department.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

8. Does your supervisor let you know what is expected of you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

9. Does your supervisor effectively utilize your abilities?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

10. Does your supervisor plan and schedule work assignments effectively?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

11. Does your supervisor provide adequate guidance?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

12. Does your supervisor provide adequate training?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

13. Does your supervisor discuss your performance with you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

14. Does your supervisor give fair and constructive reviews?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

15. Does your supervisor discuss your reviews with you?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

16. Does your supervisor take into account your suggestions?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

17. I am allowed to participate in decision-making on matters relating to my work.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

18. One of the strengths of my supervisor is his/her ability to motivate employees to want to do the best possible job.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

19. My supervisor can be counted on to support me when I have a problem.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

20. If I have a complaint about my job, the chances of getting a fair hearing with my supervisor are:

- A. Very good
- B. Good
- C. Not too good
- D. Very poor

21. When I first came to the library, my duties and responsibilities were will explained to me.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

22. My supervisor has done an adequate job in keeping the work area safe and in seeing that I am instructed about accident prevention.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

23. My supervisor gives employees the recognition and praise they deserve.

- A. Always

- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

24. My supervisor does a good job of explaining new projects he/she assigns to me.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

25. My supervisor keeps me informed about what is happening in the library.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

YOUR DEPARTMENT

The following questions are about your department.

26. How would you rate communication in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

27. How would you rate cooperation within your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

28. How would you rate cooperation with other departments?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

29. How would you rate the level of customer service provided in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

30. How would you rate on-the-job training in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

31. How would you rate equipment provided in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

32. How would you rate the physical working conditions in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

33. How would you rate the emphasis on safety in your department?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

34. In my department there is:

- A. Quite a bit of favoritism
- B. Some favoritism
- C. Little favoritism
- D. No favoritism

35. Does your department exercise ethical practices?

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

36. I am satisfied with the results of my department's work.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

37. My department operates efficiently.

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't know

38. When there are going to be changes in my department, employees are briefed on the changes before they happen.

- A. Always
- B. Usually
- C. Sometimes
- D. Seldom
- E. Never

39. In my department, each employee understands what his/her duties and responsibilities are.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

40. Promotions within my department are fairly made with the most qualified people being selected.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

41. In my department, emphasis is placed on providing a high level of customer service.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

42. I am encouraged to seek additional education and training.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

43. Appropriate deadlines are given in my department for the workload.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

44. I think my department is currently managed:

- A. Very well
- B. Well

- C. Fair
- D. Poorly

THE LIBRARY

The following questions are about the library as a whole.

45. There is an opportunity for me to be promoted within the Placentia Library.

- A. Agree
- B. Disagree
- C. Strongly disagree
- D. Don't care

46. I think the library is currently managed:

- A. Very well
- B. Well
- C. Fair
- D. Poorly

47. Administration/Management is credible.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

§. I believe that the overall morale of the library employees at this time is:

- A. Very high
- B. Average
- C. Not good
- D. Poor

49. I feel I am part of the team in this organization.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

50. I am informed regarding the library budget.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

51. When someone asks me where I work, I am proud to say the Placentia Library.

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

52. How would you rate the library's rate of pay for your classification?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

53. How would you rate the library's vacation benefits?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

54. How would you rate the library's holiday benefits?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

55. How would you rate the library's sick leave benefits?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

56. How would you rate the library's retirement plan?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

57. How would you rate the library's life insurance?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

58. How would you rate the library's disability insurance?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

59. How would you rate the library's medical insurance program?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

60. How would you rate the library's dental insurance program?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

61. How would you rate the library's vision insurance program?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

62. How would you rate the library's policies and procedures?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

63. How would you rate the library's recruitment process?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

64. How would you rate the library's training opportunities?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

65. How would you rate the library's orientation process?

- A. Excellent
- B. Good
- C. Fair
- D. Poor

66. As an employee, I believe the citizens understand the purpose and value of my job.

- A. Strongly agree

- B. Agree
- C. Disagree
- D. Strongly disagree

57. If the opportunity arose, I would resign and accept a similar job for the same pay or only slight salary increase.

- A. Yes, definitely
- B. Would seriously consider it
- C. Probably not
- D. Definitely not

68. Since the retreat have we been supported by the Director while resolving a customer conflict?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

69. Since the retreat have we observed more clarity in direction?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

70. Since the retreat have we had an opportunity to express ourselves to the Director? were we listened to?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

71. Since the retreat have we observed a more professional attitude?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

72. Since the retreat have we examined ways to make our environment safer?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

73. Since the retreat have we observed a more fair/consistent work environment?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

74. Since the retreat have we noticed more concern or understanding being expressed?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

75. Since the retreat have we experienced more accessibility to the Director?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

76. Since the retreat have we been given more authority without interference?

- A. Strongly agree
- B. Agree
- C. Disagree
- D. Strongly disagree

77. Since the retreat have we dealt with problems quickly?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

78. Since the retreat have we been able to give criticism? Was it asked for? describe the response?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

79. Since the retreat have we quietly made things run smoothly?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

80. Since the retreat have we actively engaged in more cross-training? Describe.

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

81. Since the retreat have we created a more consistent environment while interacting with each other?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

82. Since the retreat have we communicated with each other more effectively? with management?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

83. Since the retreat have we become more result oriented? doing our job more effectively with positive results?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

84. Since the retreat have we shown more dependability, responsibility, capability?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

85. Since the retreat have we allowed ourselves to be open to evaluation and constructive criticism?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

86. Since the retreat have we shown more respect toward our peers? shown integrity in our work principles?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

87. Since the retreat have we performed our tasks in a more timely manner?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

88. Since the retreat have we taken an opportunity to know our job better? challenged ourselves?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

89. Since the retreat have we solved problems at an appropriate level of management when possible?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree


90. Since the retreat have we expressed ourselves?

___ A. Strongly agree ___ B. Agree ___ C. Disagree ___ D. Strongly disagree

Additional comments/suggestions: _____

THANK YOU FOR YOUR VALUABLE INPUT. IT IS GREATLY APPRECIATED.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Jim Roberts, Public Services Manager 
SUBJECT: Staff Survey- Finalize Content and Schedule
DATE: June 26, 2003

BACKGROUND:

The Public Services Manager and the Technical Services Manager reviewed the proposed survey with the following recommendation:

1. Change ___ Librarian library assistants, and Administrative Assistants
To ___ Librarians and professional staff
2. Delete section "How long have you worked for the Placentia Library?"
3. Beginning after survey question #67 insert the following:

Since the workshop with Susan Berk: then begin survey question #68 and delete all references from the rest of the survey questions to the "retreat."

RECOMMENDATION:

1. Revise and approve the Survey document.
2. Establish a schedule for submitting the Survey to the Staff.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Motion to Continue the Spending Authorization of the Fiscal Year 2002-2003 Budget until August 31, 2003, pending adoption of the State Budget and the availability of the Orange County Property Tax estimates**
DATE: June 30, 2003

BACKGROUND:

At its May 13, 2003 Regular Meeting the Library Board reviewed the preliminary revenue budget for Fiscal Year 2003-2004.

Despite the modest anticipated growth in the property tax revenues the status of State Library subsidies continues to be uncertain.

The news from Sacramento is that the State Budget will not be in place by July 1. Since there are several items in the State Library budget that may significantly impact Placentia's revenue I recommend that the District Budget not be finalized until the State Budget is adopted. The Orange County Property Tax estimates are usually available by mid-July.

RECOMMENDATIONS:

Motion to Continue the Spending Authorization of the Fiscal Year 2002-2003 Budget until August 31, 2003.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Authorize and Set Date and Time for Staff Appreciation Dinner *EDM*
DATE: June 30, 2003

BACKGROUND:

The 2002 Staff Appreciation Dinner was held at the home of Trustee Sandra Stark on Thursday, August 8, 2002 at 6:30 P.M. It was a wonderful meal featuring salmon and steak.

Forty-two staff members, Library Trustees, Friends Board Members, Foundation Board members and guests attended.

The cost was \$628.73. There were four paid guests. The cost for the Library Board and Friends was \$548.73 or \$274.37 per organization.

For the past several years the staff has indicated that a Thursday evening at 6:30 P.M is its preferred time.

The Friends of Placentia Library approved a budget for the 2003 dinner at 50% of the actual cost not to exceed \$400.

At the Library Board Meeting on May 22, 2002 Trustee Stark extended an invitation to have the Staff Appreciation Dinner at her home this year.

RECOMMENDATION:

Authorize a budget and set date and time for the Staff Appreciation Dinner

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Determine level of liability limits for Special District Risk Management Authority (SDRMA) insurance renewal
DATE: June 30, 2003

BACKGROUND:

Each year SDRMA gives its members an opportunity to review and change their coverage limits. In Fiscal Year 2002-2003 the District selected the \$5.0 million limit. I am recommending continuation of this coverage. The proposal from SDRMA is Attachment A.

The difference in costs is outlined below:

Limits	Policy Amount	Increase over cost for \$2.5 Million
\$ 2.5 Million	\$ 8,485.98	-0-
\$ 5.0 Million	\$ 9,985.98	\$ 1,500.00
\$10.0 Million	\$13,735.98	\$ 5,250.00

Placentia Library District qualified for the maximum amount of discount available through the Credit Incentive Program. This is due in large part to the ongoing work of the Safety Committee and the diligence of the Administrative Assistant in compiling and filing the application.

RECOMMENDATIONS:

Authorize renewal of SDRMA liability insurance policy with \$5.0 million limits for General Liability, Automobile Liability and Errors and Omissions coverages.

June 6, 2003

Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870-6198

RE: Special District Risk Management Authority - 2003-2004 Invoice

Our goal is to provide our members with the highest quality service and coverage at the lowest possible cost. You have our sincere appreciation for your continued support and confidence with our property, liability and workers' compensation programs.

For the last two years we have advised our members that insurance market trends were "hardening", resulting in higher insurance costs and limitations on the availability of policy limits and coverages. In fact, industry analysts project these trends will continue for the next 18-24 months.

Special District Risk Management Authority Board of Directors remains committed to our mission of providing renewable, efficiently priced coverages. We have taken steps to minimize the effects of the hardening market on our members' rates, including using reserves to help offset rising costs and the increase in member rates. However, in spite of the Board's efforts, rates will increase for the upcoming 2003-2004 program year. This increase is a result of market conditions and the cost of reinsurance. The Package Program continues to include broad coverages and limits. In addition, it includes boiler and machinery, personal liability for board members, and public officials errors' and omissions' at no additional cost.

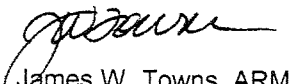
Enclosed is the invoice for **Placentia Library District**, for the 2003-2004 program year beginning July 1, 2003. We apologize for the delay in mailing this invoice. This delay is the result of continuing instability and conditions in the insurance market. In prior years, member payments were due by July 15; **due to the delay the payment date has been extended to August 8.**

Your 2003-2004 invoice includes the total contributions for both the Package Program and other optional coverages selected by your agency, such as Comp/Collision. Optional higher limits for excess coverage layers will be offered again this year. When the market was "soft" we encouraged our members to take advantage of the extremely low excess liability rates and increase their coverage limits. **However, with the significant increase in excess liability rates, one way your agency can minimize the effects of the rate increase is to reconsider whether the higher limits are necessary.**

On the enclosed invoice please select the coverage limits desired. To ensure the efficient and timely processing of your coverages, please return the blue copy of the invoice along with your payment on or before August 8, 2003. Please note, late payments received after August 23, 2003 will accrue interest. Certificates of Coverage will be forwarded to your district after receiving your payment. Your coverage document binder, including policies, will be mailed during the first week in August. Please do not hesitate to call Nicole Rushing at (800) 537-7790 or (916) 641-2773, should you have any questions about your invoice or the coverages.

On behalf of the Board of Directors and our entire risk management team, we thank you for the opportunity to continue serving **Placentia Library District.**

Sincerely,


James W. Towns, ARM
Chief Executive Officer

Enclosure: 2003-04 contribution invoice

**SPECIAL DISTRICT
RISK MANAGEMENT
AUTHORITY**

1481 River Park Dr. Ste 110
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

**California
Special Districts
Association**

1215 K Street, Ste 939
Sacramento, CA 95814
Tel: 916.442.7887
Fax: 916.442.7889
www.csdanet

**CSDA Finance
Corporation**

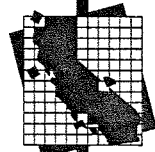
1215 K Street, Ste 930
Sacramento, CA 95814
Tel: 916.442.7887
Fax: 916.442.7589

**Special Districts
Workers Compensation
Authority**

1481 River Park Dr. Ste 110
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

Toll-Free Numbers

General: 1.877.924.CSDA
SDRMA/SDWCA Claims &
Coverages: 1.800.537.7790



CREDIT INCENTIVE PROGRAM

2003-2004 Program Year (earned in the 2002-2003 program year)

Placentia Library District

1.	Attendance at Safety/Claims Workshops (maximum 2 points)	2
2.	Attendance at Education Day (maximum 2 points)	2
3.	Qualified Safety Committee meeting and follow-up (maximum 2 points)	2
4.	Conduct regular safety inspections (maximum 2 points)	2
5.	Develop, adopt and follow personnel policies (maximum 3 points)	3
6.	Develop, adopt and follow Board policy manual (maximum 1 point)	1
7.	Timely and accurate filing of 2003-2004 Renewal Questionnaire (RQ) (maximum 1 point)	1
	BONUS: Additional 1 point if your RQ was postmarked on or before March 31, 2003.	1
8.	Attendance at certain educational seminars (maximum 2 points)	2
9.	Having and enforcing an ordinance, plan or policy to reduce third party claims against the district. (maximum 1 point)	1
	Total Points Earned (maximum 17 points)	17

Total Percentage Credit Applied (each point = 1.0%)	17
--	-----------

The Board of Directors would like to thank you for participating in the Credit Incentive Program. Your participation helps reduce your contribution and ensures that SDRMA is successful in minimizing the cost to all members. **Please note that the CIP percentage above is only applied to the contribution for general liability and auto liability amounts on the billing statement, less charges for Third Party Certificates of Coverage, to determine the total of your CIP refund.**

Renewal Contribution Invoice 2003-2004 Program Year



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

Saturday, June 07, 2003

Property Liability	\$4,528.86
Coverages for reported values (including contents): \$10,259,507.00	
Mobile/Floater	\$0.00
Coverage for reported value of \$0.00	
Vehicle Liability	\$40.00
Coverage for 0 vehicles	
General Liability	\$6,030.29
Activities: Library	
Coverage: 1 Third party certificates	
<i>Items included in the Program Package at no additional cost.</i>	
Boiler & Machinery	\$0.00
Employee Blanket Bond	\$0.00
Errors & Omissions	\$0.00
Gross Package Program:	\$10,599.15
CIP Refunds	\$1,010.70
Other Discounts	\$1,102.47
Net Package Contribution	\$8,485.98
 Other Coverages	
Comp/Collision	\$0.00
Coverage for 0 vehicles	
Trailers	\$0.00
Coverage for reported value of \$0.00	
Other Coverages	\$0.00
Other coverages for :	
Net Other Coverages	\$0.00

Total Renewal Contribution *(Please select coverage limits desired)*


<input type="checkbox"/> Your Grand Total due for 2003-2004 with \$2.5M limits for G/L, A/L, and E&O is:	\$8,485.98
or	
<input checked="" type="checkbox"/> Your Grand Total due for 2003-2004 with \$5.0M limits for G/L, A/L, and E&O is:	\$9,985.98
or	
<input type="checkbox"/> Your Grand Total due for 2003-2004 with \$10.0M limits for G/L, A/L, and E&O is:	\$13,735.98

Return blue copy to:

SDRMA
1481 River Park Drive, Suite 110
Sacramento, CA 95815

For assistance and/or questions, please call: 800-537-7790

The amount you select above is due to SDRMA no later than August 8, 2003

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager 
 DATE: June 25, 2003

SUBJECT: Program Committee Report for the month of May

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	17
<u>TYD Total</u>	12	167
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	4	78
Thurs. AM Story Times	5	117
3-4 year-old music times	4	161
5-6 year-old music times	4	78
Lapsits	5	138
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	28	616
Springtime Party	0	0
In-N-out Program	0	0
TOTAL FOR APRIL	50	<u>1,188</u>
YTD TOTAL	337	<u>9,195</u>

<i>LITERACY SERVICES</i>	<i>May 2002-03</i>	<i>FY 2002-03 YTD</i>
Total Tutors	189	277
Total Students	225	327
Total Hours	2,150	15,715

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


To: Elizabeth Minter, Library Director
 From: Jillian Rakos, Children's Librarian *JR*
 Date: June 30, 2003
 Subject: **May Activities in the Children's Department**

Programming- Spring programming ended in May. There were 9 storytimes, 5 lapsits and 8 musictimes.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	5	71 children / 67 adults
Storytimes (a.m.) 3 - 6 year olds	5	70 children / 47 adults
Storytimes (p.m.) 3 - 6 year olds	4	55 children / 23 adults
MusicTime 3 - 4 year olds	4	89 children / 72 adults
MusicTime 5 - 6 year olds	4	44 children / 34 adults
TOTALS	22	329 children / 243 adults

Offsite Programming- Storytimes at the Placentia Head Start classrooms have continued. Four storytimes were performed for each of the seven Head Start classes making for a total of 28 performances with a combined attendance of 616.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: June 25, 2003

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

Tutor Training. The Literacy Coordinator conducted one regular tutor training workshop and two accelerated workshops in May and eight tutors were trained, five adults and three teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for August 3, 2003. There will be no tutor training workshop in July.

Families for Literacy (FFL) Program Status. FFL now serves 117 family students who are either active or on the waiting list. On Sunday, May 18, from 2-4 PM, FFL sponsored a families program that featured the **PASO DE ORO: STEPS OF GOLD DANCE STUDIO**. More than 25 youth dancers from the ages 2-11 years of age delighted the FFL families with culture, dance and music. Nine new FFL families enrolled the last two months.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP's inaugural year this past school year was tremendously successful. More than 80 high school volunteers from El Dorado and Valencia High Schools accounted for over one thousand tutoring hours. Many of our PRREP volunteers will take the summer off, and we're encouraging them to come back again next year.

Reach Out and Read Partnership Continues. In May, PLLS 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. May was the last full month for ELLI. We're still waiting for information from the State Library to determine funding for ELLI for FY 2003-04

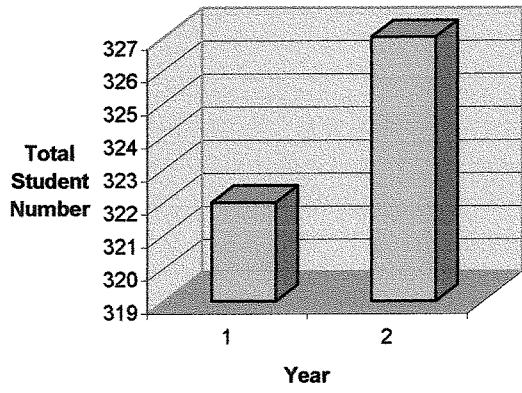
Literacy statistics. See Agenda Item 50, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

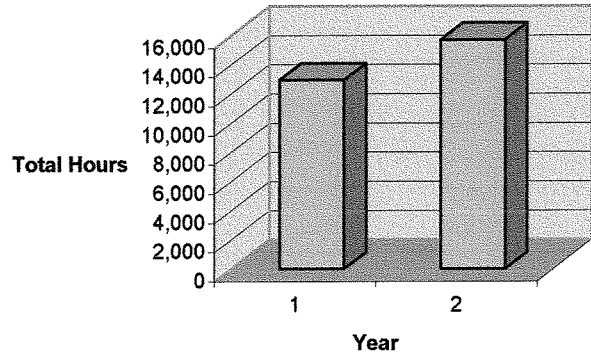
Report of Growth and Progress

	May-02	May-03	YTD 2002	YTD 2003
Tutors				
Adult	82	122	129	161
Teen	52	67	93	116
Hours Instruction	1,113	2,150	12,959	15,715
Other Volunteer Hours	48	48	440	716
Total Hours	1,161	2,198	12,678	14,949
Training Workshops				
Workshops Held	2	3	22	34
Tutors Trained	8	11	109	166
Students				
With Adult Tutors	118	122	188	199
With Teen Tutors	81	80	102	128
In Groups	10	0	32	15
Total Active Students	209	225	322	327
Families for Literacy				
Family Students	22	117	26	117
Family Tutors	10	41	12	47
Hours of Instruction	68	550	500	884
ELLI Program				
K-6th Grade Students	119	423	231	423
Tutors for K-6th Grade	11	17	14	20
Hours of Instruction	620	200	3,812	1,732
Total Tutors	134	183	222	277
Total Students	209	225	322	327
Total Instruction Hours	1,161	2,150	12,957	15,715


Change In Total Students



Increase in Instruction Hours



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: June 25, 2003

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

In May, the Placentia Library District had 23,237 "hits" on the Web Site, an average of 751 a day. The following are our year to date statistics:

Pages Visited	Dec-02	Jan-03	Feb-03	Mar-03	April-03	May-03
Borrowers	131	157	153	142	210	194
Friends	104	215	95	85	88	116
District	88	34	76	100	88	80
Fines	0	47	16	16	56	48
Foundation	81	73	48	41	96	81
History Room	95	89	65	56	77	197
Literacy/CLC Logo	84	101	53	46	99	86
Passports	241	383	204	174	240	246
Total Views Most Hits	824	1,030	710	629	954	1,048

Total Most Hits YTD 10,033

TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator
DATE: June 30, 2003

SUBJECT: Publicity materials produced for May 2003-102

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 2nd Sunday, Hours and Dates
9. Passport Hours
10. Silent Auction Returns

General Newspaper articles published:

1. Orange County spending by agency
2. Grand jury: Reorganize government
3. Library group, ex-president face off
4. L.A. may be able to silence NIMBYs

Library Newspaper articles published:

1. Lapsit story time
2. Library district looking for trustees
3. Library tutor training
4. Story times for ages 3 to 6
5. Bargain prices set for used book sale

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book sale flyers
4. Library Closed for Labor Day

THIS WEEK

TODAY

'Lapsit' stories wraps up for ages 2 and younger from 10:15 to 10:35 a.m. and stories for ages 3 to 6 from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Advisory Committee on the Disabled meets at 6 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

FRIDAY

Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford Ave. Call (714) 986-2332.

North Orange County Newcomers Club's monthly book group for members in Anaheim Hills, Placentia and Yorba Linda meets at 1 p.m. at various locations. Call Carol Mayhew at (714) 528-8665 or Susan Hassebrock at (714) 970-7914.

North Orange County Tennis Club plays at 6:30 p.m. at the Fullerton Tennis Center, 110 E. Valencia Mesa Drive. Call Betty, (714) 779-1440.

meets at 5:30 p.m. at the YWCA Administrative Office, 215 E. Commonwealth Ave., Suite F, in Fullerton. Call (714) 871-4488.

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 holds final meeting from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Musictime for ages 5-6 holds final meeting from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Placentia-Yorba Linda Unified School District board of trustees

meets at 7 p.m. at the Educational Services Center, 4999 Casa Loma Ave., Yorba Linda. Call (714) 996-2550.

Exercise classes for breast cancer survivors held at 7 p.m. at the Backs Community Building, 201 N. Bradford Ave. Classes are free and open to all fitness levels. Call (714) 524-5913.

Placentia Planning Commission meets at 7:30 p.m. in City Hall Council Chambers, 401 E. Chapman Ave. Call (714) 993-8124.

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.

WEDNESDAY

MOMS Club of Placentia North meets at 10 a.m. at the Placentia-Linda Hospital meeting room, 1301 Rose Drive. For members north of Yorba Linda boulevard, call (714) 993-1071.

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 Rc 401 E. Chapman Ave. Call (714) 986-2332.

Canasta players hold a tournament at 12:30 p.m. at the Senior Center, 134 Bradford St. (714) 986-2332.

Story times for children 3 to 6 holds last session from 6:30 to 7 p.m. the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

For more listings, see www.oregister.com/placentia.

What is happening in your club, organization or civic group? Call (714) 704-3796 or fax information to (714) 704-3714. Listings must include phone numbers.

DAY
 Fun data, a Chinese exercise and self-improvement program, is offered from 8:30 to 10 a.m. at Tri-City Park, 1 N. Kramer Blvd. Free. Call (714) 307-9485 or see www.falundata.org.
 The Night is held from 6:30 to 9 p.m. in St. Joseph Catholic Church's Parish Hall, 717 N. Bradford Ave. Call (714) 930-720.

TUESDAY
MOMS Club of Placentia South meets at 10 a.m. at the Placentia-Linda Hospital meeting room, 1301 Rose Drive. For members south of Yorba Linda boulevard, call (714) 914-7964.

WVCA of North Orange County

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly

MAY 0 1 2003

**Historical Home
Tour day scheduled**

As part of the city's A Focus on Placentia's History Month, the annual Historical Home Tour will wind through the city from 10 a.m. to 4 p.m. May 17.

Participants will visit five historic landmarks, including the Bradford House.

Tickets are \$15 and may be purchased in advance at City Hall, 401 E. Chapman Avenue; or on May 17 at the Bradford House, 136 Palm Circle.
Information: (714) 993-8232.

**Mrs. Fields Cookies
founder to speak**

The Placentia branch of the Edward Jones investment company will host two free programs featuring Debbi Fields at 3:30 and 5:30 p.m. May 13.

During each one-hour presentation, the Mrs. Fields founder will share her experiences as a successful businesswoman via a live national broadcast over the company's video network. Information: Larry Rowe, (714) 524-2114.

**Library District
looking for trustee**

The Placentia Library District is accepting applications for an opening on its Board.

Tristage

Applicants must be 18 or older, live in the Library District and a U.S. citizen. Applications are due by 5 p.m. May 22. (714) 528-1925, Ext. 202.

pacific clippings

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santa ana, calif. 92711

The Register
Daily

MAY 2 4 2003

Orange County spending by agency

A public workshop will be held next week to consider Orange County's proposed \$4.8 billion budget for fiscal year 2003-04, which begins July 1. A 3% decrease from current spending is proposed. Selected agency figures appear below:

Agency	2002-03 (In millions)	2003-04 (In millions)	Percentage change	Dollar change (In millions)
Health care	\$457.2	\$471.5	3.1	+\$14.2*
Police services	\$387.8	\$364.6	-6	-\$23.2
Sherriff/coroner	\$345.2	\$361.1	4.6	+\$15.9
Probation	\$125.8	\$127.1	1.1	-\$1.2
Road maintenance	\$85.1	\$94.8	11.4	+\$9.7
District attorney	\$71.6	\$70.5	-1.5	-\$1.1
Trial courts	\$68.9	\$67.7	-1.8	-\$1.2
Harbors, Beaches & Parks	\$65.7	\$88.8	35.2	+\$23.1
Housing/community development	\$36.4	\$35.5	-2.6	-\$0.9
Public library	\$28.4	\$29.9	5.4	+\$1.5
Assessor	\$27.3	\$28.3	3.7	+\$1.0
Auditor/controller	\$13.6	\$14.4	5.6	+\$0.8
Treasurer/tax collector	\$10.8	\$14.4	33.2	+\$3.6
Registration/elections	\$9.4	\$27.9	198	+\$18.5**
Clerk recorder	\$7.9	\$9.7	23	+\$1.8

*This represents an increase, but is \$23 million short of what the county says it needs to continue current services.

**Increase reflects state and federal funding for new direct record voting system.

Source: Orange County 2003-2004 budget workbook

The Register

County budget hearings

The public will have several opportunities to comment at meetings on the proposed county budget for the spending year that begins July 1.

- At 2:30 p.m. Thursday, a public workshop will be held at the county Hall of Administration in the board hearing room. Address: 10 Civic Center Drive, corner of Broadway Avenue and Santa Ana Boule-

vard, Santa Ana.

- At 9:30 a.m. June 10-11, supervisors will go through the budget agency by agency and consider requests at odds with recommendations from the county executive and his budget staff. Board meeting room.
- At 9:30 a.m. June 24, supervisors will consider adopting the budget. Board meeting room.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News

Weekly MAY 2 2 2003

TODAY 332

'Lapsit' stories wraps up for ages 2 and younger from 10:15 to 10:35 a.m. and stories for ages 3 to 6 from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Advisory Committee on the Disabled meets at 6 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News

Weekly MAY 2 2 2003

**Library District
looking for trustee**

Applications are due by 5 p.m. today for a vacancy on the Placentia Library District Board of Trustees.

Applicants must be 18 or older, a resident of the Library District and a U.S. citizen.

The term expires December 2004.

Information: (714) 528-1925, Ext. 202.

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The Register
Daily MAY 09 2003

Friends indeed to those who read

332

The effort of Friends of the Library to pitch in to make up for budget shortfalls is one for the books.

BY CATRINE JOHANSSON
THE ORANGE COUNTY REGISTER

When Emily Esail, 3, plopped down for toddler time at the Rancho Santa Margarita Library on Thursday, she had no idea how close the library came to losing all children's programs.

As Emily listened to storybooks about moms, sometimes twirling her red hair around her fingers, she was unaware of how the library had its materials budget slashed by 79 percent due to the state budget crisis - or how the Friends of the Library stepped in to save children's programs.

The library looked to the group to fill the gap after the \$29,000 materials budget was cut to \$6,000 - leaving children's programs without funding.

The friends launched a book coupon campaign that brought in about \$600 for the story-time program. A membership drive and increased sales in the used-book store brought in the \$8,000 needed to fund all children's programs for another year.

Emily's grandmother, Julia Detrick, 64, is grateful she can continue to bring her granddaughter to the story times, puppet shows and other programs. "The stories are wonderful and the people here are so dedicated," Detrick said, remembering her own story-time experiences as a child. "Every child needs to be exposed to these pro-

STORY TIME: Children at Rancho Santa Margarita Library exercise their mouths before story time, when they'll have to be still. Toddler Emory was saved from budget cuts by Friends of the Library, which now staffs it.



CINDY YAMANAKA, THE REGISTER

grams." Friends of the Library groups all over Orange County are having to raise new money for programs and materials for which libraries no longer have funds.

SEE LIBRARIES • PAGE 4

LIBRARIES

FROM PAGE 1

The county library system saw state funds plunge from \$2.2 million to \$650,000 in the past 18 months. Come next year, it could be zero, said John Adams, county librarian.

This cut has led to total or near-total cuts in book budgets this year. Next year, branches may face cuts in personnel and further cuts in materials, Adams said.

"The friends groups provide absolutely invaluable help with money for programs and with volunteer hours that keep the libraries staffed," Adams said, noting that the 25 friends groups bring in about \$750,000 annually.

At the county's Silverado branch, the group made up for an almost total cut in the new book budget by organizing a swap meet and holding a vaccination clinic. These events brought in about \$2,000 for new books and about \$350 needed to keep the summer reading program. An adopt-a-subscription campaign brought in the necessary \$250 to save the periodicals.

"We're leaning heavily on the friends right now," said branch manager Lucille Cruz.

help staff the branches and also pay for some of the existing staffing," Hayden said, noting that the group would have to come up with an additional \$120,000.

"They are more important than ever," Hayden said. "In no way shape or form could we do without the friends."

Dorothy Boesch, president of the Huntington Beach group, said she'll ask more of the 700 members to pitch in more hours. Right now, a core group of about 30 members contribute up to 300 hours each every year.

She expects that a silent auction of donated art and autographed books will help bring in some of the extra money.

At the friends' gift shop, volunteers are helping out by getting more creative with the items they sell. More high-end china, vases and jewelry has proven successful.

In Mission Viejo, the friends made up for a 10 percent cut in the book budget by partnering with the local waste-management company. The friends promote recycling. In turn, for every ton of recycled material, the group gets \$5. This will raise some \$6,000 - money that will be used for children's books.

"We know we can always count on the friends," said Valerie Maghinis, Mission Viejo Library director. "We depend on their funds and their spirit."

MORE ONLINE

See a compilation of state budget coverage at www.ocregister.com/budget. Ask questions about the state budget and its effect in Orange County by e-mailing red-ink@ocregister.com.

"We wouldn't be able to offer any new materials or programs without them."

Friends in Cypress raised about \$1,400 extra through a letter-writing campaign asking people for \$20 donations to the library. The money was mainly used for large-print books and paperbacks. A weeklong book sale brought in some \$2,500 for a summer reading program and computer equipment.

In Laguna Niguel, the friends are getting ready to launch a book donation campaign in which those who donate \$25 - the average price of a library book - get a sticker with their name in a book.

"The idea is that we fill in the holes the county can't fill," said Peggy Schwartz, president of the Laguna Niguel Friends of the Library. "If you don't buy certain books one year, it leaves the collection incomplete for years to come."

As cities prepare to give up revenue to the state to pay for the more than \$30 billion budget shortfall, many of them have cut funds for libraries.

In Huntington Beach, Library Director Rod Hayden is grappling with a 15 percent cut to his \$3.7 million budget.

"I'll be asking the friends to

CONTACT THE WRITER:
(949) 454-7451 or
cjohnson@ocregister.com

Friends of the Library groups countywide are raising more money to blunt effects of the state budget crisis.

City	Friends supported	Supported projects	Call to volunteer
Aliso Viejo	\$30,000	books, copy machine	(949) 360-1730
Anaheim	\$27,000	Books, subscriptions, tapes	(714) 765-1880
Brea	\$5,000	Books, expansion	(714) 671-1722
Buena Park	\$15,000	Checkout equipment, books, digital camera display cases	(714) 826-4100
Canyon Hills	\$14,000	books, children's programs	(714) 974-7630
Cerritos	\$12,500	Summer reading books, teen contests	(562) 916-1350
Costa Mesa	\$172,000	Children's programs, copy machines	(949) 646-8845
Cypress	\$14,000	Large print books and Paperbacks	(714) 826-0350
Dana Point	\$50,000	Books, summer reading authors panel	(949) 496-5517
FootHill Ranch (opened in Feb)	\$6,000	Teen poetry awards	(949) 835-8072
Fountain Valley	\$40,000	Recarpeting	(714) 962-1324
Fullerton	N/A	Bookmobile, children's books, computers	(714) 738-5371
Garden Grove	\$23,000	Books, computer hardware, subscriptions	(714) 530-0711
Huntington Beach	\$135,000	Books, 3,200 volunteer hours, children's programs, performances	(714) 842-4481
Irvine	\$65,000	Lighting	(949) 936-4040
La Habra	\$19,000	Subscriptions, children's books, furniture, computers	(562) 694-0078
La Palma	\$2,600	Books, subscriptions, crafts	(714) 523-8585
Laguna Beach	\$33,000	Subscriptions, shelving, computers, staffing	(949) 497-1733
Laguna Niguel	\$20,000	Reference books, tapes, new books	(949) 249-5252
Lake Forest	\$45,000	Library renovation	(949) 855-8173
Los Alamitos	\$40,000	Periodicals, reference books, DVDs, children's books	(562) 430-1048
Mission Viejo	\$60,000	Tapes, videos, books, youth programs	(949) 830-7100
Newport Beach	\$175,000	Books, children's programs, volunteer work	(949) 717-3800
Orange	\$31,000	computers, summer reading, books, DVDs	(714) 288-2400
Piacentia	\$30,000	Children's programs, books	(714) 528-1906
Rancho Santa Margarita	\$47,000	Shelving, summer reading programs, subscriptions	(949) 459-6094
San Clemente	\$40,000	Books, computers, subscriptions	(949) 492-3493
San Juan Capistrano	\$20,000	Building signage, new books, furniture	(949) 493-1752
Santa Ana	\$5,000	Summer reading, books, software, tapes	(714) 647-5250
Seal Beach	\$13,000	Tabletops, children's programs, tapes, computer programs	(562) 431-3584
Silverado	\$2,500	Staffing, subscriptions, books	(714) 649-2216
Stanton	\$5,000	Books, subscriptions, teen periodicals, videos	(714) 898-3302
Tustin	\$18,000	Books, subscriptions, book carts, tapes	(714) 544-7725
Villa Park	\$10,000	Books, computers, subscriptions, furniture	(714) 998-0061
Yorba Linda	\$97,000	Children's programs, teen programs, computers, cupboards/shelving, summer reading, youth programs, equipment	(714) 777-2873
Westminster	\$45,000	Books, cupboards/shelving, summer reading, youth programs, equipment	(714) 893-5057

Source: Survey of libraries

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Placentia News
Weekly MAY - 8 2003

**Library District
looking for trustee**

The Placentia Library District is accepting applications for an opening on its Board of Trustees.

Applicants must be 18 or older, a resident of the Library District and a U.S. citizen. The term expires December 2004.

Applications are due 5 p.m. May 22.

Information: (714) 528-1925, Ext. 202.

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Placentia News
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TODAY 332

'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.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

Historical Committee meets at 7 p.m. in the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

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Placentia News
Weekly MAY - 8 2003

TUESDAY 332

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 ages 5-6 from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Exercise classes for breast cancer survivors held at 7 p.m. at the Backs Community Building, 201 N. Bradford Ave. Classes are free and open to all fitness levels. Call (714) 524-5913.

Cultural Arts Commission meets at 7 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

Placentia-Yorba Linda Unified School District board of trustees meets at 7 p.m. at the Educational Services Center, 4999 Casa Loma Ave., Yorba Linda. Call (714) 996-2550. Placentia Planning Commission meets at 7:30 p.m. in City Hall Council Chambers, 401 E. Chapman Ave. Call (714) 993-8124.

Wood Carvers meets at 7 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Double Deal Mothers of Multiples of North Orange County meets at 7:30 p.m. at Carl's Jr., 1200 N. Harbor Blvd., Anaheim. Call (714) 528-6488.

WEDNESDAY

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Welcome Wagon of North Orange County meets at 11 a.m. at various restaurants. Call (714) 692-5289.

Canasta players hold a tournament at 12:30 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Story times for children ages 3 to 6 at 6:30 to 7 p.m. the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Heritage Festival Committee meets at 7 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

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.

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The Register
Daily MAY 22 2003

Grand jury: Reorganize government

Supervisors have 90 days to respond to report, which says CEO is spread too thin to be efficient.

By DENNIS FOLEY
THE ORANGE COUNTY REGISTER

Orange County government should be reorganized because too many agency heads report to the county executive officer for him to manage effectively, the grand jury said Wednesday.

Four chief executives have been fired or have quit since the county declared bankruptcy in 1994, and two were criticized for failing to keep

track of the county's far-flung operations.

Seventeen to 24 top managers report directly to the CEO, the grand jury said.

It recommended dividing responsibilities for day-to-day operations by creating six deputies.

Supervisors have 90 days to formally respond to the grand jury's findings and recommendations, which include a suggestion to hire a management consulting team to help reorganize.

"The first order of business is to hire a CEO," Supervisor Jim Silva said.

"Then the board should sit down with the new CEO and review what's happened in the past and see what can be done," he said.

A nationwide search to re-

MORE ONLINE

View the report at
www.occourts.org/grndjury/gjreports/asp.

place fired CEO Michael Schumacher is ongoing, while former Anaheim City Manager Jim Ruth has the post on an interim basis.

A majority of supervisors previously rejected a proposal by Supervisor Chuck Smith to form a committee from the community to advise the board on restructuring.

Silva reiterated Wednesday what the majority said then.

He believes supervisors, the new CEO and county staffers can figure out how to make government more efficient.

The county has about 17,500 full-time employees and a budget of nearly \$5 billion provides an array of public safety, justice, health, social-service and community programs.

It operates John Wayne Airport, parks, beaches, landfills and libraries, among other services.

CONTACT THE WRITER:

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or dfoley@ocregister.com

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Placentia News
Weekly MAY 15 2003

TUESDAY 332
Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Yorba Linda-Placentia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call (714) 524-9378.

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Musictime for ages 5-6 meets from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

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Placentia News
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The Register
Daily MAY 16 2003

PLACENTIA 330
Journey through time: A part of the city's History Month, the Historical Home Tour will wind through five Placentia landmarks, including the Bradford House, from 10 a.m. to 4 p.m. Saturday. Tickets are \$15 and available at City Hall, 401 E. Chapman Ave.; or on Saturday at the Bradford House, 136 Palm Circle. Details: (714) 993-8232.

- Patrick Vuong
(714) 704-3799
pvuong@ocregister.com

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Placentia News
Weekly MAY 15 2003

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Placentia News
Weekly MAY - 8 2003

Bargain prices set for used-book sale

Friends of Placentia Library will hold its monthly Backlog Book Sale from 1 to 4 p.m. May 18 at the library, 411 E. Chapman Ave.

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

The sale is normally held the second Sunday monthly but adjusted the date because of Mother's Day; regular schedule will resume June 8. Information: Pat Irot, (714) 996-8390.

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Placentia News
Weekly MAY 29 2003

THIS WEEK

TODAY

Lapsit stories for ages 2 and younger wrap up from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

FRIDAY

Canasta players meet at 12:30

p.m. at the Senior Center, 134 Bradford Ave. Call (714) 986-2332.

SATURDAY

Recreation programs are offered from 11 a.m. to 2 p.m. at the Whitten Community Center, 900 S. Melrose Ave., and the Gomez Community Center, 1701 Atwood Ave. Call (714) 630-1172 for Whitten or (714) 524-5452 for Gomez.

SUNDAY

Bradford House holds public tours from 1 to 3 p.m. of the historic home, 136 Palm Circle. Tours are postponed if there is an event scheduled. Call (714) 993-2470.

MONDAY

Tai chi classes are offered by the Human Services Division at 10 a.m. in the Senior Center, 143 S. Bradford Ave. Free. Call (714) 986-2332

Veterans Advisory Committee meets at 7:30 p.m. at City Hall.

401 E. Chapman Ave. Call (714) 993-8231.

TUESDAY

Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Yorba Linda-Placentia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call (714) 524-9378.

City Council meets at 7:30 p.m. in the City Hall Council Cham-

bers, 401 E. Chapman Ave. Call (714) 993-8117.

WEDNESDAY

Sons of Norway meets at 7:30 p.m. at the Placentia Round Table, 901 N. Bradford Ave. Call (714) 630-2912.

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.

For more listings, see www.ocregister.com/placentia. What is happening in your club? Call (714) 704-3796.

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The Register
Daily JUN 19 2003

Library group, ex-president face off

Bill Shepherd
refuses to release
\$82,000 pot to new
Friends of the
Library board.

By SUSAN GILL VARDON
THE ORANGE COUNTY REGISTER

DANA POINT • Children's librarian Carolyn Hopkins couldn't have guessed how fitting the "It's a Jungle Out There" theme for the children's summer reading program would turn out to be.

With the program set to begin Monday for about 2,000 kids, Hopkins is ready with a big tiki hut and boxes of stuffed jungle animals, bookmarks, key chains and other prizes. She's just not sure how she'll pay for them.

The money Hopkins gets each year to encourage summer reading is part of an



MICHAEL KITADA, THE REGISTER

DANA POINT LIBRARY: Librarian David Midyette shows off some of the props that will be used for the jungle-themed children's reading program that is slated to begin Monday.

\$82,000 pot that is being withheld in a battle between two factions of the nonprofit Friends of the Library.

"I've been in the library system for 30 years and I've never seen anything like this,"

she said.

This financial tug of war is the latest - and many hope the last - volley in a struggle that has turned book-lovers in the beach community into political strategists. It has also

sparked ferocious debate about plans to turn the grass-roots fund-raising group into more of a well-oiled corporate machine.

Passions have run high in recent months. Bookstore volunteers resigned, the bookstore closed for a month and members turned out in droves to rescue old books tossed in a trash bin.

Many lay the blame at the feet of Bill Shepherd - the group's former board president who was ousted with other board members in a May 28 recall election.

It is Shepherd who refuses to release the \$82,000 - raised through book sales and donations - to the new board. About \$10,000 of that is budgeted for the children's summer reading program.

Although he and old board members agreed to step aside,

SEE LIBRARY • PAGE 2

LIBRARY

FROM PAGE 1

he still contends the recall was invalid.

"This is all power, politics and ego," said Shepherd, a business consultant who refers to the new board members as "dissidents."

The new board has demanded that Shepherd release the money to them. They met Wednesday at the library to discuss the matter but didn't come up with any solutions.

Still, they don't seem surprised with his tactics.

"If you don't agree with Bill, it's his way or the highway," said Carroll O'Connell, who resigned from the old board in April and is serving on the new one.

O'Connell and others contend that Shepherd ran the Friends of the Library board with a heavy hand - more like a company CEO.

They have complained that he used money on items not directly related to the library - a party for the new city manager, a glossy new newsletter and an outside reading program.

A particular outrage, they said, was in March when Shepherd ditched the group's folksy logo of a boy sitting under a tree by the beach with a book. The new one is more corporate - the group's name accompanied by the names of board members.

"We consider this 'The Little Bookstore by the Sea,' not Microsoft," said June Bauer, who also resigned from the former board and is serving on the new one.

Shepherd said he was only trying to do what was best for the group.

"We tried to raise the bar - go out and raise money for a new library and cultural center, create a professional image and a branding of the Friends," he said. "We caused no harm. We only did good for the community."

And his role now, he says, is to safeguard the Friends' \$82,000. He said he took the money out of a bank account last week when he learned the new board members were trying to access it. He transferred the money to a Charles Schwab Corp. account and said he will hold it until a legitimate board steps up.

County officials have been asked to mediate, but said their hands are tied.

Shepherd delivered the board's bank records and other records last Thursday to the county executive officer. But county spokeswoman Diane Thomas said the county is not a proper authority in the matter because it involves a nonprofit organization.

In the meantime, library officials are hurting with the money locked up. "Somehow they've got to sort it out," said library Manager John Dunham, who has put off buying about \$5,000 in new books for the past two months.

Hopkins, the children's librarian, is faced with about \$2,000 in bills for summer reading-program prizes and other items.

She got a reprieve last week when the local chapter of the National Charity League sent her a \$2,000 check to pay for the animal shows, puppeteers, Polynesian dancers, magicians and other summer performers.

Ean Peterson, 14, was sitting at a library desk Wednesday reading Mad magazine. He was surprised to hear that money for the reading program - which he has participated in for three years - was being held because of a political dispute. "That's not right."

Chris Wilinsky, busy trailing his 4-year-old son Kaikea - a three-year veteran of the library's story time, called the dispute "pretty ridiculous."

"That's the most important thing about the library, educating kids," said Wilinsky, of Capistrano Beach.

CONTACT THE WRITER:

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Foothill Sentry
Monthly 10 2003



Canyon Beat

by Barbara Dunn-Angus

The "Riviera"

The "Riviera" is a flat piece of land across from the old turkey farm - a place that was at one time a dumping ground for many people with unwanted items - a real eye sore.

In May, the Silverado-Modjeska Recreation and Parks District (SMRPD) met with CCRC, owner of the Holtz Ranch, and signed an agreement which provides the SMRPD with approximately \$35,000 in -lieu fees as required by law, an additional \$35,000 of cleanup and restoration funds for the Riviera - and a donation to be deposited into an escrow account for the cleanup, restoration and enhancement of the Riviera, and for the design and/or construction of a multi-use trail across it. These funds are contingent upon the County of Orange approving the Silverado Canyon Ranch project. The requirement to

use the property in perpetuity for passive recreation will be a condition of the transfer of the 46.3 acres to Orange County's Harbors, Beaches, and Parks, a division of the Public Facilities and Resources department. The SMRPD is currently negotiating with Harbors, Beaches, and Parks for a long-term management contract for the Riviera.

Trails4All will contribute volunteer labor which will be used as in-kind contributions for matching funds for grants. Some grants will give a dollar for each dollar spent on a project but will accept the fair market value of donated labor in place of cash.

Holtz Ranch Run/Ride

The fundraising of the Holtz Ranch Preservation group is no longer endorsed by the Endangered Habitat League. This has not changed the group's attempts at another fundraising event. The run/walk is scheduled for Saturday, July 12th. This is a solo timed event for the road bikes and a mass start for all other events. This is not race oriented. For more information on the Holtz Ranch Preservation Group, please contact Greg Christensen at

HoltzGroup@Cox.net to see if July 12th is still scheduled for the run/walk.

Silverado Community Center

The Silverado Community Center playground has been removed and starting May 28th, the new play equipment is being installed - along with a rubberized surface to replace the previous sand. This project is funded by a grant from the Waste Management Board of the California EPA. The project should be completed in early June although the Silverado-Modjeska Recreations and Park District's installation of new benches and lighting using matching funds may take a bit longer.

FireWise2000

The Fire Safe Council has received many calls since the May column of the "Canyon Beat." The Fire Safe Council does not endorse cutting our beautiful trees in order to safe proof our homes. If you read the packet sent out by the Inter-Canyon League carefully, this was just one of the recommendations made by the Orange County Fire Authority and FireWise 2000. No one is expected to cut their trees but the Fire Safe Council appreciates your attention given to the packet.

Silverado Library

Ever since the fight to prevent the closure of our Silverado Library in 1995, Canyon residents have shown

Continued on page 8

Canyon

Continued from page 6

determined to continue supporting our library services. The friends of the Silverado Library want to thank the many patrons who helped stage two very successful fundraisers that will help replace some of the \$3,000 funds for books and materials that have been drastically slashed by State and County budgets. Sixteen hundred dollars was recently raised by a Swap Meet, the very best to date, to combat these drastic cuts that undermine many library programs throughout the State. The many contributions of donated items made the last Swap Meet a great opportunity for browsing, for visiting with friends and neighbors, and for finding a "deal of a lifetime." An overwhelming number of people took the time to provide a dazzling variety of "treasures." Thank you to you all! Every single contribution is always greatly appreciated.

The people who staffed the event were Susan Buckley, Bob Click, Wendy Esteras, Wendy Hayter, Judy Myers and Fran Williams. Patty Loya's donation of boxes of her closet "Boutique" items inspired much enthusiastic bargain buying. Laurie Mart, Joan Tippetts and others contributed great bake sale items. Richard Hirsch paid for the newspaper ads. Patty Barto volunteered to transport unsold items to a Long Beach thrift store, "Anything Twice." Special thanks to Ruth, Raven and Toby. Loc who kept the library functioning in spite of chaotic conditions.

On May 17th, the major fundraiser, the Vaccination Pet Clinic, was held at the Silverado Community Center. An amazing \$3,000 was raised while an assembly of barking dogs and meowing cats received their necessary shots and flea treatments. Once again we thank Dr. David Gordon of the Arroyo Pet Center in Lake Forest who generously donated time and materials to stage this important event. This was the fifth year Dr. Gordon's assistance has benefited both canyon animals and the canyon readers.

Many thanks to Sherry Meddick and Michelle Quinn who assisted Dr. Gordon. Susan Buckley manned the cash box while Mary Schreiber, Judy Davis and Bob Click helped organize the new arrivals with forms, answered questions and assigned places in line. Amelia Binai and Ashley Malyszka helped set up and work rabies forms while assisting tangled, enthusiastic and sometimes boisterous pets. Fran Williams of the Friends of the Library presented both Dr. Gordon and Sherry Meddick with Certificates of

Appreciation to mark their several years of involve-

ment with the clinic. Volunteers are still desperately needed to help our library. Contact Fran Williams, our most honorable "Leader of the Pack" at 649-2069.

Silvercreek Grille

The Old Victor's is opening again this fall. Stay tuned for more news as we learn about it! We can all hardly wait.

The following is a reprint from the Silverado-Modjeska Community League monthly newsletter April, 1970

One of our Neighbors 1931 was the year that Mr. and Mrs. Tommy Beaulieu came to Silverado Canyon from Long Beach, Tommy and his wife moved here primarily for health reasons and have seen many changes in the Canyon over the almost 40 years since they moved here.

Tommy has been a very enthusiastic supporter of many canyon activities. Most recently Tommy donated his time and equipment to remove over 20 junked cars from the canyon area at no charge during the Canyon Beautification week.

When Tommy first moved to the canyon, there were no paved roads or bridges. He built his first home on Wildcat Drive and immediate-

ly began pursuing the first of his many business ventures in the Canyon when he leased what was then known as the Remulus Club and also built a grocery store which became known as Shadybrook Store.

The residents of the canyon are, indeed, grateful for Tommy's past support and his continuing support of community activities. Update: Tommy is long gone but the buildings still remain and are now converted into residences near the still operating Shadybrook Store.

Since the thirties, Tommy has become a noted community personality. Among his accomplishments, he was a charter member of the Silverado Men's Club, a charter member of the Silverado Fire Department, and a very active supporter of activities for the children in the canyons. When the Mother's Club was first formed, Tommy opened his cafe to the group for their meetings and sponsored Saturday movies at the fire hall for the "canyon kids."

For his enthusiastic support of the Mother's Club and their activities, Tommy received, probably, his most cherished honor. The Mother's Club made him a life time honorary member of the club and the

only man ever to receive this honor.

pacific clippings

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

Agenda Item 52
Page 15 of 16

Daily Pilot
Daily JUN 17 2003

L.A. may be able to silence NIMBYs

~~Should~~ "Should L.A.'s interest in El Toro provide much hope to Newport-Mesa residents?"

L.A. Mayor Hahn's recent discussion talks of leasing the closed El Toro property not only brings hope to Newport-Mesa residents, but hope to the entire transportation industry and nation, as well.

The Federal Aviation Administration has clearly stated many times that our nation is faced with a runway shortage crisis. People want to travel, but they don't want to pay the price in terms of having to deal with accommodating new runways to accommodate future growth.

The South County "NIMBYs" balk at the idea of L.A. telling Orange County what to do and state that they have no right meddling in our affairs.

Los Angeles World Airports already owns and operates four airports in Southern California, one of which is located in Ontario, a county outside of L.A. South County. Residents haven't balked about the fact that L.A. is meddling in San Bernardino County's transportation affairs.

The same South County hypocrite leaders have raced to Washington countless times to demand that their "Great Park" take precedence over the nation's transportation crisis and the El Toro airport that would responsibly ease the crisis and benefit the economy. Aren't they attempting to block interstate commerce and meddle with the nation's affairs just so they can appease their own self-centered?

Thank you, Hahn, for coming forward. Now show Orange County that you can do what our own Board of Supervisors couldn't for El Toro: Plan an airport and operations in accordance with the aviation administration and the pilots, i.e. the V-Plan. Then the South County NIMBYs' nightmare of a threatening airport will finally be silenced once and for all and they can then find something else to balk about, like the shortage of freeway lanes.

RUSSELL NIEWIAROWSKI
Santa Ana Heights

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santa ana, calif. 92711

The Register
Daily APR 25 2003

PLACENTIA 332

Library seeks trustee: The Placentia Library District is accepting applications for an opening on its Board of Trustees. Applicants must be 18 or older, residents of the library district and U.S. citizens.

The term expires December 2004. Applications are due at 5 p.m. May 22. (714) 528-1925, Ext. 202.

- Patrick Vuong
(714) 704-3796
pvuong@ocregister.com

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly APR 24 2003

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

Munchin' with the Ministers fellowship group for ages 60 and older meets at 10:30 a.m. at Placentia Presbyterian

young families are held from 6 to 7:30 p.m. at Placentia Presbyterian Church, 849 Bradford Ave. Baby-sitting available. Call (714) 528-1438.

Community Chorale meets from 7 to 10 p.m. at Linda Library, 18181 E. Imperial Highway. Free. Call (714) 996-1960.

Alzheimer's Association of Orange County Care Givers support group meets from 7 to 9 p.m. at Placentia Linda Hospital, 1301 N. Rose Drive. Call (562) 943-3120.

SAFETY COMMITTEE MEETING
MAY 21, 2003
MINUTES

I. Call to Order: 11:30 A.M.

II. Members Attending: Esther Guzman
Katie Matas
Jillian Rakos
Donna Siloti
Cyrise Smith

III. Old Business

1. The Placentia Library District Disaster Manual was distributed to all staff members who did not have copies.

IV. New Business

1. Jillian Rakos will replace Cyrise Smith as Safety Officer.

The next meeting will be June 18, 2003 at 11:30 A.M.

Respectfully submitted,



Katie Matas



CALIFORNIA
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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

ISSUE NUMBER 36
June 2003

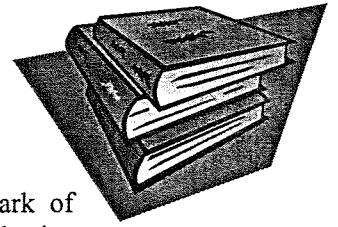
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Commitment to the library community



By Sarah Dalton
Connection Editor

On May 13, 2003 Sarah Haman, a Mendocino librarian, emailed California's library community. Haman wrote:

The budget cuts are causing us to consider reducing services considered essential to libraries...we must cut either reference or children's services. What would you do?

In response, one reader suggested Haman keep the reference services because a reference librarian can "cover" children's needs, an option for a rural library.

After September 11, 2001, State Librarian Dr. Kevin Starr wrote in the October 2001 *Connection* that "it is more important than ever that the library community reaffirm its core commitment to knowledge, democracy, moral and intellectual value." Almost two years later, we see this *commitment* to, and faith in, the library community, in Haman's turning to her peers for a solution to her library's financial problems.

In California today, organizations big and small, public and private, rural and urban, must make, like Haman, tough choices to survive. The California State Library (CSL) is no exception. *Connection* is going to take a brief hiatus while California's economy recharges.

Connection, California's Libraries and the Library of California

Connection has reflected the socio-economic climate of California's library landscape since *Connection* went online in July 2000. The article, "California libraries joining digital forces," for example, which headlined *Connection's* first issue, was about linking the Library of California (LoC) with the University of California's (UC) digital library, an

exemplary benchmark of the LoC's growth at the time.

Since then, *Connection* has continued to track the LoC's crucial programs. The following are key articles about the LoC that have appeared in *Connection*: "Seven regional library networks are set to go" - January 2001; "The Library of California in plain language" - August 2001; "Meet our Library of California Libraries: School Libraries" - September 2001. Last January, "New LoC board forges ahead despite state budget challenges," foretold today's fiscal climate.

CSL Writers

Over the past three years, *Connection* has had an added edge because of the library professionals who write regularly for *Connection*.

Chris Berger, a member of the *Connection* editorial team and a librarian in the California State Library's Library Development Services bureau, has been invaluable to this publication. Berger's clear reporting on LoC board meetings and events has kept California's library community up to date on LoC's decisions and changes. His knowledge of the LoC's inner workings, paired with his sharp writing and editing skills, has made *Connection* sing.

Liz Gibson, former chief of the CSL's Library Development Services bureau, and a member of the *Connection* editorial team, has produced erudite articles on complex library programs for three years. Gibson's expertise on Library Services and Technology (LSTA) matters, on Outcome Measures, on statewide library statistics and on editing, among others,

Please see *Connection*, page 2

has given *Connection* a particularly professional edge. In February 2002, for example, she reported on California library statistics online and in March 2002 (with Rhea J. Rubin) on *Bibliostat Collect* - small examples of Gibson's talent for blending traditional librarianship with 21st century technologies.

Since 2000 and the passing of the *California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act* (a.k.a. the Bond Act), the Office of Library Construction (OLC) at the CSL has become a force in the growth and development of California's libraries. In *Connection*, readers have had access to the OLC's timelines and awards through a regular OLC page on which bond act director, Richard Hall, and his talented team at the OLC, have made complex fiscal announcements and processes accessible for *Connection's* readers - an invaluable service.

But the OLC staff has gone beyond reporting on the OLC's current projects. August 2002's issue had an explanatory piece about the hot topic, joint use facilities, called "Overview: Joint Use School and Public Library Facilities in California" by Linda Springer, deputy bond act manager and Patricia Brown Zografos, technical assistance consultant in the Office of Library Construction.

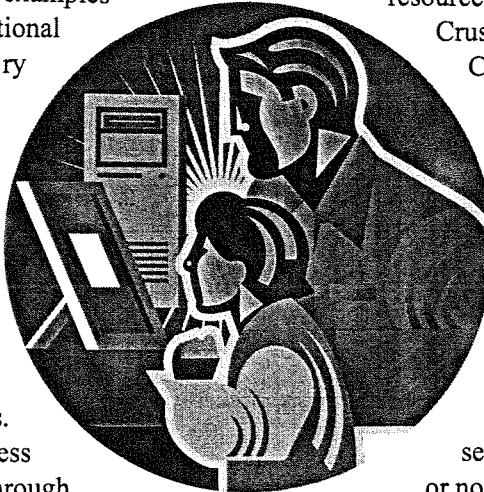
Special Thanks

Connection has greatly benefited from the work of many talented writers at the CSL. The CSL 21 issue in November 2002 held diverse and engaging articles from a team in the CSL's State Library Services bureau. And, many of *Connection's* gifted contributors have been from the CSL's Library Development Services bureau - a hearty and sincere "thank you" to each.

Guest Writers

Connection's distinguished guest writers have contributed articles that have greatly expanded *Connection's* content.

In April 2001, Steve Sloan of the Sunnyvale Public Library wrote "Digital storytelling in Sunnyvale." Over the years, Dan Theobald of i2i Communications has written a few articles about videoconferencing, the first of which was "Videoconferencing: A boon to rural libraries" in June 2001. In December 2001, Gregg Atkins, dean of learning resources at Sacramento City



College, examined the challenges at the community college library in "Working in the best and worst of times: community college libraries and learning resource centers." In January 2002, Patricia Cruse, content development manager, California Digital Library, contributed the timely "Counting California: government information access made easy." In February 2002, Roberto Esteves, chief of information resources, San Francisco Public Library and secretary of the Golden Gateway Library Network, revealed the Golden Gateway Library Network's experiment in electronic service development in "e-books ready or not!"

Rhea J. Rubin, in March 2002, teamed with Liz Gibson to write "California Libraries plan on five more years of LSTA." FILL Project Coordinator, Cindy Mediavilla wrote "From Interns to Library Leaders: Filling Public Library vacancies in Los Angeles." Natalie Cole, director of the California Center for the Book explained the successful "California Reads *The Grapes of Wrath*" in October 2002. Barbara Jeffus, school library consultant for the California Department of Education, wrote about the LoC's school libraries in September 2001, the same month that consultant Steve Mauer wrote about library book sales projects.

Style Changes

Since July 2000, the *Connection* editorial team has implemented changes and additions to *Connection* that, we hope, increased the publication's usefulness and appeal. The popular *Training Corner* first appeared in May 2001. To acknowledge our distinguished contributors' work, we added author titles in the February 2002 issue. For a magazine-feel, we began including more photographs in early 2001. Later that year, we added regular "Library Profiles" of different types of libraries within the LoC: the Sonoma State University library was first.

What's Next?

After the dust settles in California's budget, we anticipate *Connection* will be back on-line. In the meantime, to all our readers, have a wonderful summer.

Carl and Manor Advertising in Aptos, California has been responsible for *Connection's* look and feel: the Carl and Manor staff has been invaluable in the publication of this newsletter.

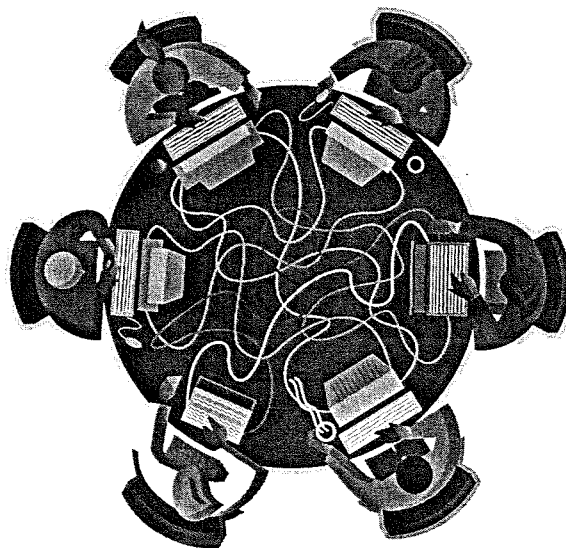
Training Corner

Provider: **Infopeople**
Course: *Developing Spanish and Latino Interest Collections
Using the Web and Online Sources*
Dates and locations:
Thursday, June 12, San Diego Public Library
<http://www.infopeople.org/WS/workshop/Workshop/109>

Provider: **Infopeople**
Course: *Technology Tuesdays -
Tips, Trends, and Tools of the Trade*
Dates and locations:
Tuesday, June 10, 12:00 noon to 1:00 p.m.
Productivity Technologies:
Handling the workload without adding staff
Tuesday, July 8, 12:00 noon to 1:00 p.m.
Piggyback Technologies:
Getting the most from the systems you already have
<http://www.infopeople.org/training/webcasts/>

Provider: **Infopeople**
Course: *More than Letters & Booklists:
Intermediate Microsoft Word*
Dates and locations:
Friday, June 13, Cerritos Public Library
Thursday, June 26, California State Library
<http://www.infopeople.org/WS/workshop/Workshop/134>
Provider: **Infopeople**

Course: *Developing Multimedia and Digital Resource
Collections for Teens*
Dates and locations:
Wednesday, June 11, Cerritos Public Library
Wednesday, September 24,
Contra Costa County Library-Pleasant Hill Lab
<http://www.infopeople.org/WS/workshop/Workshop/132>



2003

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

July

July 12-16, 2003

American Association of Law Libraries (AALL), Annual Conference, Seattle

October

October 15-16, 2003

Library of California board meeting, Sacramento

October 22-26, 2003

American Association of School Librarians (AASL)
National Conference, Kansas City, Missouri

November

November 15-17, 2003

California Library Association (CLA) Annual Conference, Ontario

2004

January

January 9-14, 2004

American Library Association (ALA) Midwinter Meeting, San Diego

February

February 18-19, 2004

LSTA Advisory Council on Libraries meeting, Sacramento

February 24-28, 2004

Public Library Association (PLA) National Conference, Seattle

June

June 24-30, 2004

American Library Association (ALA) Annual Conference, Orlando

CONNECTION

is the website newsletter of the
California State Library
and the Library of California.

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Library of California Board

John Kallenberg

President

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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Sacramento, CA 94237-0001

Library of California Board
<http://www.library.ca.gov/loc/board/index.cfm>

California Public Library Construction
and Renovation Board
<http://www.olc.library.ca.gov/board.asp>



CALIFORNIA
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MEMORANDUM

TO: California Public Library Directors

FROM: Dr. Kevin Starr, State Librarian of California

DATE: June 5, 2003

RE: Final Report on the California Campaign for Libraries

Kevin Starr

The enclosed final narrative grant report details the history and success of the California Campaign for Libraries. Thirteen-week campaigns with the theme "*The Library. Check It Out.*" aired in: San Diego (3rd Quarter 2001); Los Angeles and San Francisco (1st Quarter 2002); San Jose, Riverside/San Bernardino and the Monterey Peninsula (3rd Quarter 2002); and Sacramento, Fresno and Bakersfield (1st Quarter 2003).

Thirty-three media companies partnered with the campaign to broadcast nearly 9,000 television and radio public service announcements (PSAs) with 122 spokespersons, promoting the value of libraries, books and reading. The campaign was funded with federal Library Services and Technology Act grant funds over three fiscal years. The campaign contractor leveraged the campaign's \$970,500 budget into a media campaign valued at over \$2,902,500. California Campaign PSAs continue to air on cable programming and cable access channels in California, thanks to our partnerships with local cable companies.

A return-card is also enclosed if you would like to receive a copy of the California Campaign CD of this report, which will enable you to view the PSAs of the spokespersons featured in the report.

CALIFORNIA CAMPAIGN FOR LIBRARIES

Exceeding Expectations



A special thanks to our media partners for their support of the California Campaign for Libraries

In Bakersfield:

KGET-TV 47/NBC, KABC-TV Division 39, KRAX-FM, KLAB-FM, and Vicom Outdoor

In Fresno:

KSEE-TV 24/NBC, KHV-TV Division 21, KBOB-FM, and Vicom Outdoor

In Los Angeles:

KNBC-TV, Adlink Cable Interconnect, TVEA-Elamando, KHS-FM, and Vicom Outdoor

In Sacramento:

KCRA-TV 3/NBC, KUVS-TV Division 19, Comcast Cable Television (formerly AT&T Media Services), KBND 107.9-FM, and Vicom Outdoor

In San Francisco Bay Area:

KPIX-TV/CBS, Comcast Cable Television (formerly AT&T Media Services), KDFY-TV, Univision, KZQZ-FM 95.7, and Vicom Outdoor

In San Diego:

KGTV Channel 10/ABC, Cox Cable Television, Time Warner Cable Television, KBNT-TV, Univision, KHITS-FM 93.3, Hispanic Broadcasting Corporation, and Vicom Outdoor

For our Back-to-School Youth Campaigns:

CMC-TV (the California Music Channel), and Vicom Outdoor in San Jose, KCGT-FM 99.1, and Vicom Outdoor in Riverside/San Bernardino, and KKUL-FM in Palm Springs/Cathedral City

For our Farm Workers Campaign in Salinas and San Benito:

Univision, KLOK-FM, KMBX-AM, KSES-AM/FM, and Vicom Outdoor

Maria Leticia Gomez, KD-FV/KFSI-Univision News; Guy Dupuis, Bakersfield Condors; Bill Walton, Basketball Hall of Fame; Sarah Garner, KCRA 3 News; and Mark Drummond, LA Community Colleges Chancellor

**THE
LIBRARY.**
Check It Out



CALIFORNIA CAMPAIGN FOR LIBRARIES

Exceeding Expectations

In July 2001, the California State Library spearheaded a multiyear statewide campaign to promote the value of libraries, books and reading. The campaign leveraged a \$970,500 Library Services and Technology Act grant into a \$2,902,500 media campaign. Here's how they did it.

The California State Library embarked on an ambitious plan to promote libraries via a statewide multi-media campaign in 1997. The campaign was launched in July 2001, after two years of planning and field-testing in 1999 and 2000. When it concluded in March 2003, the California Campaign for Libraries had exceeded all expectations, including those of the campaign planners.

Thirty-three media companies embraced the campaign enthusiastically, providing free advertising, camera crews to shoot the TV spots, and news personalities as spokespersons. The campaign broadcast 8,907 TV and radio public service announcements featuring 122 spokespersons: authors, actors, network news anchors, TV show hosts, professional and amateur athletes (including several Olympic Gold Medalists), coaches, newspaper publishers, business and community leaders. Each and every one of them eagerly promoted the value of libraries, books and reading.

Using bilingual billboards, English and Spanish radio and television (network and cable), the California Campaign circulated around the state to California's five major media markets (Los Angeles, San Francisco Bay Area, San Diego, Sacramento and Fresno) and three secondary media markets (San Jose, Riverside/San Bernardino and Bakersfield). A campaign targeting farm workers and Spanish-speakers was also field-tested on the Monterey Peninsula.

Thirteen-week campaigns with the theme "*The Library. Check It Out.*" aired in: San Diego (3rd Quarter 2001); Los Angeles and San Francisco (1st Quarter 2002); San Jose, Riverside/San Bernardino and the Monterey Peninsula (3rd Quarter 2002); and Sacramento, Fresno and Bakersfield (1st Quarter 2003).

Media affidavits confirm that between July 2001 and March 2003, the California Campaign:

- Posted 200 bilingual billboards around the state
- Posted 70 bilingual bus shelters in San Francisco and San Diego
- Aired 1,710 public service announcements (PSAs) on network television
- Aired 4,981 PSAs on cable television
- Aired 527 PSAs on Spanish television
- Aired 1,320 teen radio PSAs
- Aired 369 Spanish radio PSAs
- Aired thousands (undocumented) of PSAs on cable access stations
- Produced 21 TV and radio events at libraries
- Leveraged a \$970,500 budget into a media campaign valued at over \$2,902,500.

Today, California Campaign PSAs continue to air on cable programming and cable access channels in California, thanks to our partnerships with local cable companies.

An idea is born

The idea for the California Campaign for Libraries emerged as the priority recommendation of a Sacramento gathering of California's library leaders in May 1997. The California State Library invited over one-hundred library leaders to participate in its "Convocation on Providing Library Services to California's 21st Century Population" with the goal of creating a vision of public library service. The purpose of the three days of meetings was to assess the state of library services and develop recommendations for new statewide programs.

During the Convocation's first day, fifteen participants delivered papers on major issues of public library service,

including: access; collection development and resource sharing; community collaboration and outreach; lifelong learning; promoting the value of libraries; staffing to serve the 21st Century; and technology. These presentations provided a framework for discussion and for drafting final recommendations.

Convocation participants broke into groups and drafted sixty-one recommendations. Participants identified thirty-three priorities from the original recommendations. Surprisingly, the number one priority recommendation focused on public awareness and stated:

"The State Library should take a leadership role to develop a statewide public relations campaign. This would include a grant to develop a 3-5 year plan of ongoing activities, and a millennium conference. The campaign should tap major metropolitan areas...and include messages that could be replicated locally."¹

What exactly prompted this new emphasis on library awareness is not clear, but several factors appeared to drive it. The first was a presentation by Regina Minudri, then Director Emerita of the Berkeley Public Library, on promoting the value of libraries. In her presentation, "Getting the Word Out," she said:

"If the public library of the 21st Century wants its message heard throughout the state, it is necessary to use mass media outlets. Statistics show that a majority of people get most of their information from television and radio...Entrée to mass media can be difficult for many libraries...Production of effective PSAs for TV and radio should be done by professionals...This takes money with a capital 'M.' A small- or medium-sized library does not usually have the resources needed to produce high quality messages...Consider the effect of the advertising campaigns in the last two years that touted the significance of smaller class size and the importance of the classroom teacher...Financial resources need to be found that will permit large-scale, professional promotion done on a statewide basis. Libraries have an important story to tell and need help in conveying

From left: M.D. Breast Health Center, Susan Beaton, KSEE 24 News, Phil Bronstein, San Francisco Chronicle, Buck Busfield, B Street Theatre, and Rich Dees, PBS-EM, Berkeley





Nancy Dell and Pat O'Brien "Access Hollywood;" Alicia Lagano, Chrystal Grant and Alecia Elliot, NBC's "All About Us;" and Nick Backlund, Nissan Design America.

their messages to the public in a manner that makes the library inviting, attractive, useful and necessary. This can be done, so long as there is motivation, money and message."²

Another factor was a guest speaker presentation by Dan Walters, political columnist for *The Sacramento Bee* and more than fifty other California newspapers. During the question and answer session at the end of his talk, he remarked that he questioned the relevancy of libraries today, especially with the rapid emergence of the Internet as an information source. While this perspective was not new, coming as it did from a leading California journalist made it much more difficult to swallow. If Dan Walters thought this, what must other Californians be thinking about the value of their libraries in the future?

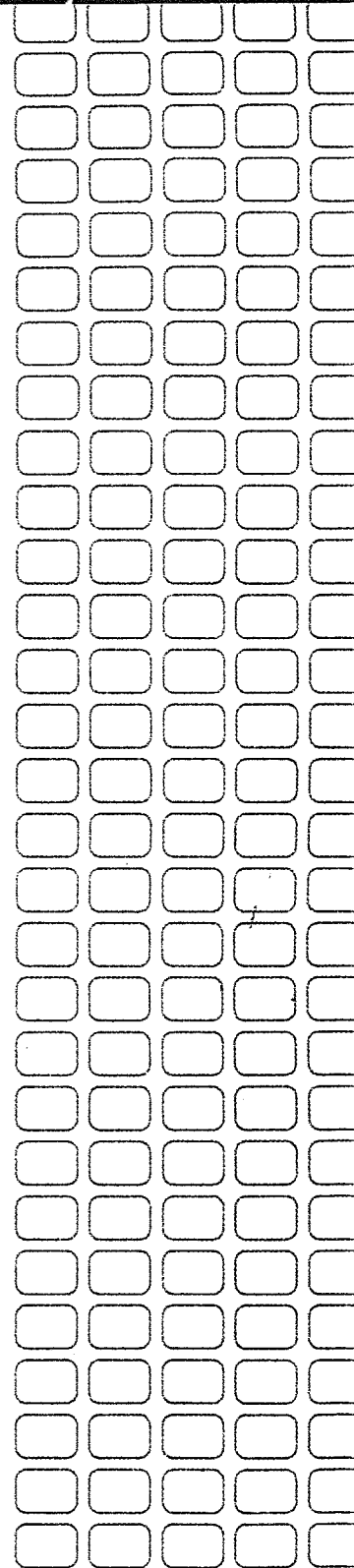
When faced with prioritizing the Convocation recommendations, participants seem to be reeling from the array of challenges they were facing. But one issue echoed in participants' minds. The perceived value of libraries would continue to decline until some effort was made to change that perspective. Thus was born the California Campaign for Libraries.

When the California Library Association met in Pasadena later that year, the State Library assembled a committee of library leaders to consider the feasibility of a statewide campaign promoting libraries. The group unanimously agreed that planning for the campaign should commence immediately and a campaign planning committee was formed.

While developing the campaign goal was easy – build awareness and support for libraries – launching the California Campaign was not. Despite the resounding vote of confidence for an awareness campaign, planning the campaign faced major obstacles.

And there were many obstacles. The state's enormous size required that the campaign reach at least five major media markets (San Diego, Los Angeles, San Francisco, Fresno, and Sacramento). California's diverse population, especially the state's rapidly growing Latino population, would require a bilingual approach. But the real challenge was how to fund a campaign that would cost at least a million dollars.

From a marketing point of view, promoting libraries to more than 37 million people spread across 158,869 square miles is no easy feat. Doing so requires much more than flyers and good public relations. Doing so in two languages is even harder. And Regina Minudri was right: it "takes money with a capital 'M.'"



Setting the standard for campaign participation

Right from the start, the Glendale Public Library recognized that *The Library Check It Out* was a campaign they could make their own. "It's clear and direct and it's really a call to action," says Chuck Wike, Glendale's public information officer. "What you look for in a campaign is to get people to come to the library. We decided if (the campaign is) out there, let's figure out a way to bring it into the library and make it ours."

One of the first things they did was to invite a hometown author with an international reputation to do one of the campaign's television spots. "Glendale is in the middle of LA County, but it's also home to the largest Armenian-speaking population outside of Armenia," Wike says. "We've had some programs with (author) Aram Saroyan, and he was happy to oblige.

That was a great fit for this community."

Disk jockey Rick Dees, another personality with regional appeal, added some real star power to the campaign. "We're part of the LA market and Rick Dees (of KISS-FM) is everything in Southern California," Wike says. "He's the main guy in the morning. He's an icon. And we had Channel 4, the NBC affiliate. It looked like a win-win situation."

Glendale also found a sure way to involve their staff, friends and volunteers. "We asked our Friends group to put up some funds to purchase t-shirts," Wike explains. "We tried as best we could to marry ourselves to (*The Library Check It Out*) brand. The staff was thrilled. We asked them to wear them on Wednesdays and during National Library Week. The staff is still wearing them. It was a chance to give ourselves a little identity without being overbearing."

While the TV spots were airing locally and radio and

billboards were broadcasting the message, Glendale was putting the increasingly recognizable logo on their publicity materials and on-line. Said Wike: "We put *The Library Check It Out* logo on our monthly meeting (notices), children's program fliers, all the paper goods and the web site. We even included it in our PowerPoint presentations."

And they didn't stop there. The delivery van and bookmobile now display magnetic signs with the *The Library Check It Out* logo.

Glendale is continuing to use a number of campaign components including the vehicle signs. The TV spots are still airing on the local cable channel and the library is still ordering t-shirts.

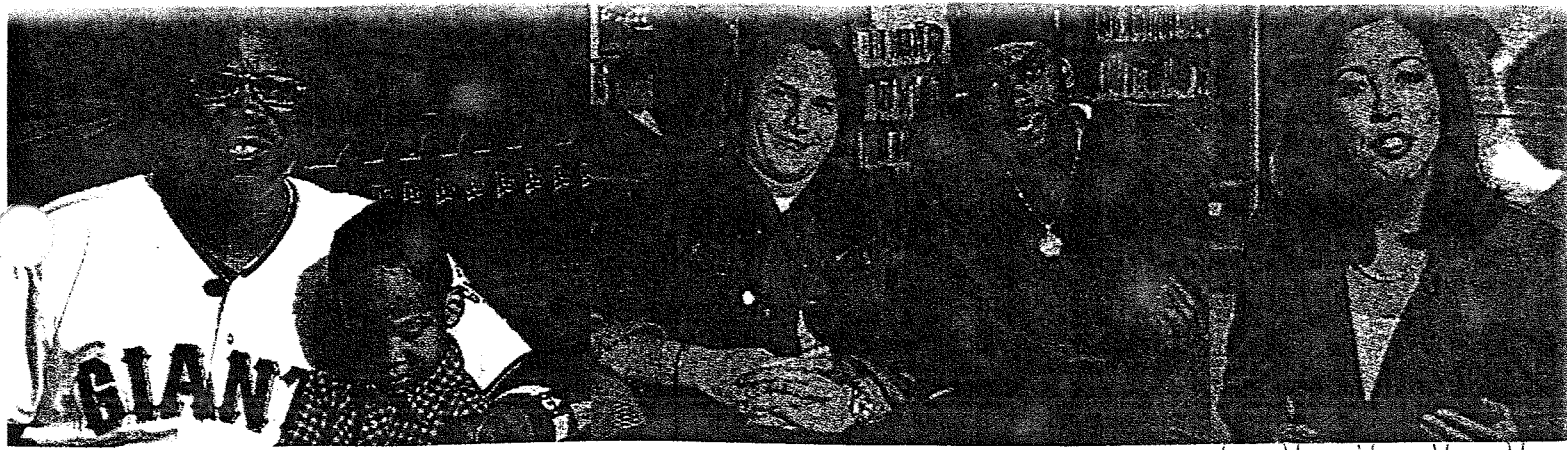
"We give t-shirts to volunteers who wear them when they go to the schools and read to about 2,000 kids a month, kindergarten through second grade. We don't sell the shirts yet. Our staff, Friends of the Library, and volunteers have them. It's been a good giveaway," adds Wike.

"There's no question that Glendale would happily participate in another campaign if the state ran one," Wike says. "I really hope they keep it going. There's no way we could afford any small percentage of this kind of publicity. We knew that some libraries did not make a big to-do about the campaign with t-shirts and sticking the logo on everything. That was fine with us. That meant when people saw the logo, they thought of Glendale Library. It was a good tie-in. It cost us relatively little and we got a lot out of it. They did a great job of leveraging money for the media buys. We would do this again in a heartbeat."



Emda Ellerbee, Author and Journalist; Luis Echegoven, KDTV/KPSE Univision News; Phil Frank, Farley, Creator; Galen Gering, NBC's *Passions*; and Eric Hiljas, Oakland Athletics.





Dusty Baker, former manager of the San Francisco Giants; Steven Daniel and Scott Whyte, NBC's "City Guys;" and Phoebe Chongchua, KGTV News.

Monique le Conge, Director of the Benicia Public Library, says, "I think libraries and librarians have done a lot of PR, but not a lot of marketing – the kind that establishes a public image and develops the idea of the library in the marketplace. But more and more, we're going to have to start thinking that way because we are competing in the marketplace. This was a very important first step for California libraries. I think it's even more important for us to have a strong public image. People are more likely to support us if they know about us and what we do."

While California campaign consultants understood the media's effectiveness in building awareness, most library leaders involved in the planning process were skeptical of a media campaign. Campaign planners had vastly different degrees of marketing knowledge and savvy. While much of the planning process of setting a goal, objectives and target groups went smoothly, determining a course of action was a struggle. Getting a consensus on how to fund and implement this campaign seemed impossible.

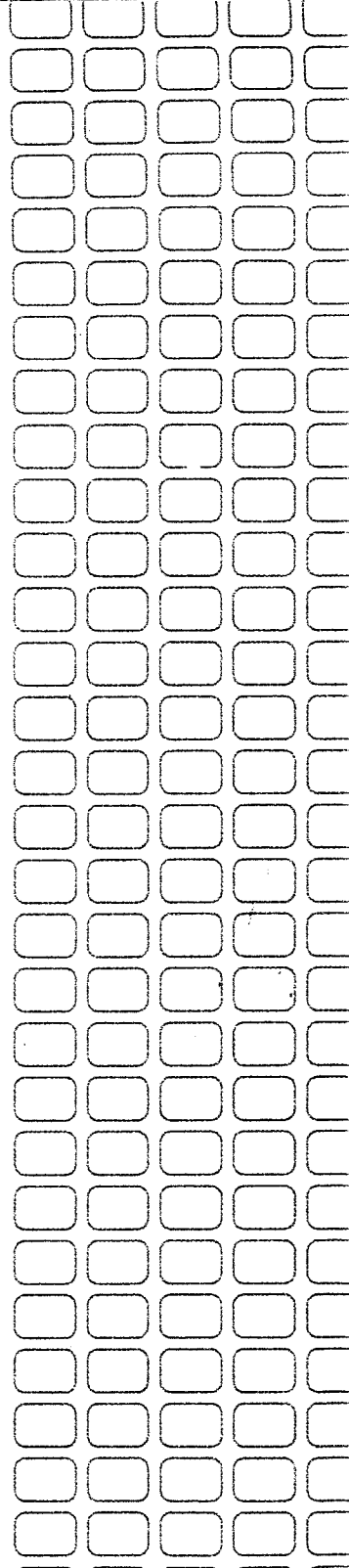
Discovering a successful strategy

Traditional marketing uses a variety of media to reach thousands of people with awareness messages every day. Today, 90 percent of U.S. households have at least one television; 40 percent have three or more TVs. The average American watches more than 4 hours of TV per day.³ TV advertising is effective because it is so pervasive. California Campaign market research shows that using combinations of media to build awareness can be even more effective.

Persuading library leaders that this media focused strategy was effective was a tough sell. The most obvious reason: many librarians (or at least library leaders) do not watch much television. Nor do many avid readers – the library's best customers. But this awareness campaign was about more than reaching regular patrons – it was focused on reaching non-users.

As defined by planners, the campaign goal was to build awareness of libraries, books and reading among 75 to 85 percent of California's thirty-seven million residents. As one marketing professional after another explained, the only way to accomplish that goal cost-effectively was with frequent and on-going media advertising.

Other California state agencies started to use media advertising to build awareness and change behavior more than a decade ago with the advent of the California Department of



Using radio to build the library's "coolness factor"

Cheerleaders, marching bands, radio disc jockeys, hot dogs on a stick and skateboards are just a few of the components that drew teens to California Campaign events at libraries. The campaign formed partnerships with radio stations to attract teens to libraries in Bakersfield, Fresno, Los Angeles, Riverside/San Bernardino, Sacramento, San Jose, and San Francisco. And when libraries added their own programming and activities, those events not only drew crowds, they also attracted teens who didn't usually visit the library.

There was, of course, something else that proved attractive to both teenage boys and girls—other teenage boys and girls.

What made Teen Day at the Chino Hills Branch of the San Bernardino County Library such a resounding success was the turnout of teens that weren't regular users. "It was one of the most successful teen events we've ever done," says Leonard Hernandez, Chino Hills' young adult specialist. "We have a lot of junior and high school students coming in after school to do their homework. But this event really drew teens that wouldn't normally come. KGGI came out and their presence added to the coolness factor for the teens." The radio station also held a drawing for a home computer at the September 21, 2002 event and announced it on air the week before.

Hernandez estimates that 60 to 70 percent of the 2,000-plus crowd was made up of teens. "The cheerleader and dance squads (from Ayala High School) had 80 to 100 girls, and they brought the Bulldog mascots," Hernandez says.

"All those girls brought their friends who brought their friends and that attracted the guys. The (Townsend) Junior High Band was a big draw, too, because they brought their friends and parents. Once on site, the teenagers were drawn inside the

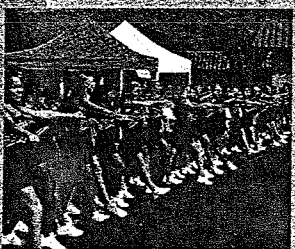
library by vendors such as TCBY (yogurt), Cold Stone Creamery (ice cream) and Hot Dog on a Stick. "They got a tour of the library without even knowing it," Hernandez says. About 120 library cards were issued that day.

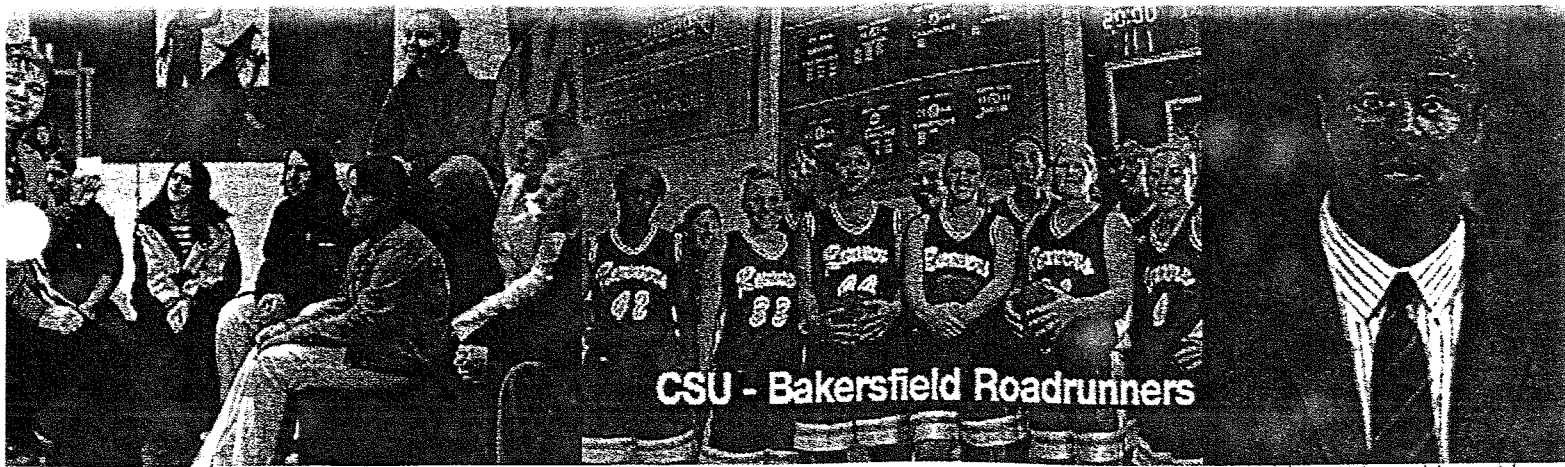
Skateboarding was the main attraction at another teen event on the same day at the Cathedral City Branch Library (Riverside County Library Service). Although teenagers had used the library's parking lot to skateboard, many had never actually crossed the building threshold. Cathedral City librarian Joyce Debreczeni knew the library could attract a crowd by featuring skateboarding at their teen event. She also knew she'd have a sizeable showing because a favorite radio station for teens, Palm Springs' KKUU-FM, was playing host. Because the teens were always using the library's parking lot despite Debreczeni's objections, the first thought was to hold a skateboard safety clinic.

So the library invited local businesses, community leaders and members of a local skateboard park committee to come and give an update on a proposed skateboard park.

The Desert Sun newspaper published photos of the skateboarders and the local television station put the event on the evening news. "It was great," Debreczeni says. "The kids really enjoyed themselves. They really wanted the event to work. And where there are teenage boys, there are teenage girls. We had about 150 people in all—20 to 40 adults, 20 to 30 onlookers and about 100 kids. We had a couple of City Council people, too. They were very interested."

Debreczeni reports that the kids still try to skateboard in the parking lot, but now when she asks them not to, she finds them more accepting. "They've even offered to let me try their skateboards," she says with a soft chuckle.





Kevin Cordi, Storyteller; California State University-Bakersfield Roadrunners Women's Basketball Team; and Dr. Phil McGraw, Host of "Dr. Phil."

Health and Human Services' "anti-smoking" campaign. In recent years the price tag for a statewide media campaign in California can range from \$1.2 million (the Safely Surrendered Baby Campaign) to \$26 million (the aforementioned anti-smoking campaign).

Playing for the campaign presented a seemingly insurmountable obstacle. Planners consulted cutting-edge marketers, including Burson-Marsteller and Deen & Black (now Ogilvy Public Relations Worldwide) for advice. Their response: interview foundation executives to explore their interest in funding the campaign.

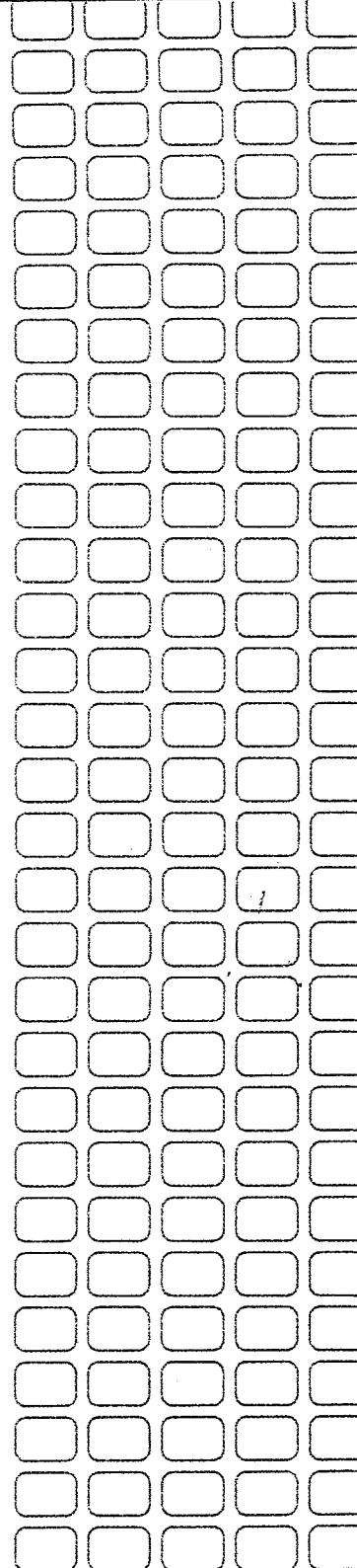
Executive interviews with California's leading foundations yielded little encouragement. With a couple of exceptions who offered very limited support, most foundation executives said they would not fund a project limited strictly to marketing or public awareness, despite their "love for libraries."⁴

Worse yet, some foundation executives expressed concern "that libraries were becoming 'relics' or were being perceived that way." Others said they thought libraries would continue to be needed but "that the public perceives them to be passé." Foundation executives said they thought "it was urgent for libraries to reposition themselves strategically and show the public how important they are." As one foundation executive noted, "To me, the lack of marketing in libraries has always been one of their main problems."⁵

Campaign planners were not encouraged. Where would they find the money to launch an awareness campaign that would have real impact?

The turning point was an article in *Library Hotline* about a North Carolina public library that had leveraged \$30,000 from their Friends into a media campaign valued at over one million dollars. That library was the Public Library of Charlotte and Mecklenburg County, known for its innovative excellence under Director Bob Cannon. Cannon and his marketing team were eager to meet with California's campaign planners to share the strategy for their campaign, "*The Library. Check It Out.*"

In August 1998, campaign planners met with Cannon, Dick Pahle, Charlotte's development director, and Joe Burroughs, Specialized Media Services Marketing & Promotions. The library's advertising strategy was simple: Partner with broadcast and outdoor media to leverage their media buy to several times its dollar value. Using the \$30,000 provided by the library's Friends, Cannon and Burroughs called on Charlotte's business leaders to secure advertising sponsorships. Sponsors could choose from an array of packages (from \$500 to \$50,000), and



California Campaign Budget

Purchased media	\$715,500
Production fees	75,000
Project support	180,000
Total of LSTA funds spent	\$970,500

VALUE ADDED

Donated media time	\$1,706,000
Value of donated celebrity fees	86,000
Value of donated camera crews	60,000
Value of TV and radio events	225,000
Value of web sites and links	110,000
Plus purchased media	715,500
Total campaign value *spent over three fiscal years	\$2,902,500

each would be featured in a public service announcement promoting libraries. With the support of the business community and the media, Charlotte's first media campaign exceeded one million dollars in media advertising.

Despite Cannon's enthusiasm for "*The Library. Check It Out.*" campaign, California's campaign planners remained skeptical. A campaign enlisting California businesses as underwriters raised a brand new funding issue: library turf. As one library director confided, "There's no way we're going to see library directors willingly share their funding contacts and sources." With 179 public library jurisdictions in California, turf wars over sponsors and underwriters seemed inevitable.

To help gauge California's "readiness" for a library awareness campaign, campaign planners decided to survey California residents regarding their perceptions toward public libraries. In May 1999, the Metropolitan Cooperative Library System (MCLS) issued an RFP to 20 market research firms, receiving proposals from four. MCLS contracted with META Information Services to provide both qualitative and quantitative research to measure the public's perceptions of libraries.⁶

As planning continued into a second year, Dr. Kevin Starr, California State Librarian, announced he would provide funding to MCLS to field test "*The Library. Check It Out.*" campaign strategy, using Library Services and Technology Act funding instead of business underwriters. A market research company would evaluate the field-test campaign's impact and decisions on the feasibility of a statewide awareness campaign would be made then. The location for the first field-test using television only: San Diego, California's third largest media market.

Trevor Hoffman, San Diego Padres; Nancy Jenkins, *The End KBND*; FM Morning Show; Jerry Kennedy, Author; Rosellen Kershaw, Friend of the Fresno Library; and Larry Lee, *The Sacramento Observer*.





Megan Horvath and Christina Bell, Bay Area Cyberrays; Joan Embery, Wildlife Expert; and Leeza Gibbons, "Extra."

Field-testing the campaign to measure impact

Preparations for the field test began when campaign planners approached Anna Tatár, director of the San Diego Public Library, in 1999. They asked her to help test the performance of "*The Library. Check It Out.*" campaign pioneered by the Public Library of Charlotte and Mecklenburg County and their consultant, Specialized Media Services Marketing & Promotions (SMSM&P).

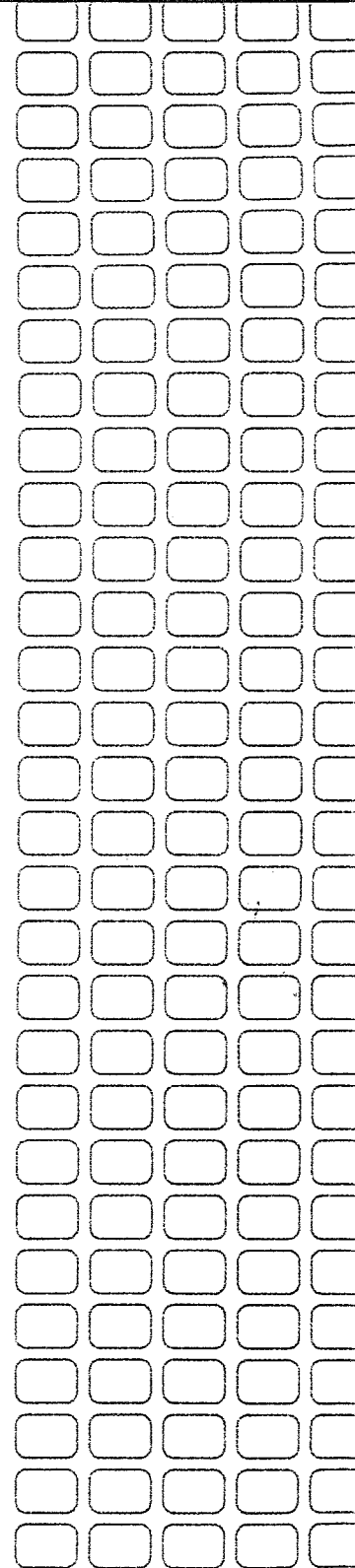
Says Tatár, "I jumped at this opportunity because I knew we could never do this alone. I knew it was important to get the library message out there." Tatár hoped "*The Library. Check It Out.*" television campaign would boost the number of library cardholders and attendance at library programs. She looked forward to building media partnerships and recruiting local library supporters as campaign spokespersons. She hoped that the campaign would bolster public support and build awareness. Formal evaluation of the test campaign's impact would exceed her hopes and expectations.

For the San Diego test campaign, \$50,000 in Library Services and Technology Act funds was used to leverage an estimated \$350,000 worth of television exposure. Campaign media partners included KGTV-Channel 10/ABC, Cox Cable San Diego, Time Warner Cable San Diego and KBNT-Univision, a Spanish-language television station.

To launch the field test, SMSM&P's managing partner, Joe Burroughs, invited proposals from San Diego's media firms. He then analyzed their proposals and made recommendations for TV advertising buys based on the time slots and advertising frequencies that each network and cable TV outlet proposed. He also wrote the scripts and supervised filming of the PSAs.

More than a dozen San Diego community leaders enthusiastically agreed to act as spokespersons in the 15-second public service announcements (PSAs). Tatár and her staff recruited local people they wanted to appear on behalf of the library. "This was one of the things that was so exciting about the partnership," says Tatár.

One of the people she called upon was Drew Schlosberg, community relations director at the *San Diego Union-Tribune*. As a member of the San Diego Literacy Council and past president of the San Diego Reading Association, Schlosberg says he tried hard to think of a reason people wouldn't want to partner with the library. "When Anna called me and mentioned the PSAs they were doing, and explained that they would be compelling



Taking the library to farm workers in the fields

The nearly one million seasonal farm workers who pick California's fruit and vegetables work at over 36,000 farm job sites. What they pick accounts for more than half the nation's food supply. Farm workers are also among California's poorest workers in one of the most hazardous jobs in the U.S. (second only to construction).

So when Julia Orozco, director of Salinas Public Library, and Jo Wahdan, county librarian at San Benito County Free Library, requested the California Campaign do a field-test targeting farm workers and Spanish-speakers, campaign planners felt compelled to do so. When it comes to library service, California's farm workers and their families are perhaps the most under-served population in the state.

Barriers to farm workers' use of the library include language literacy, mistrust of many institutions, and a lack of awareness of libraries and what they offer. According to Orozco, "Public libraries as we know them in the United States are not a common concept in Mexico, which is where many of the farm workers in our community come from."

To reach farm workers, campaign consultants used bilingual billboards and Spanish-language radio and radio events at libraries to entice farm workers and Spanish-speakers. Says Orozco, "It was very meaningful to pick the medium that we know would reach them. Farm workers have their radios playing while they're picking, while they're driving. From my perspective, Spanish radio is the medium to use. We had special events at the library with the radio station and they were broadcasting, 'Come on by. Find out what the library can do for you.' In an hour's time, the reach was tremendous."

The campaign partnered with a Spanish-language radio company, Entravision Communications (KLOK

99.5 FM, KSES 107.1 FM, and KMBX 700 AM) and Viacom Outdoor. The same bilingual billboards used elsewhere in the campaign were posted with one change – the Spanish campaign logo appeared before the English one, making it clear that the focus was on Spanish-speaking farm workers and residents.

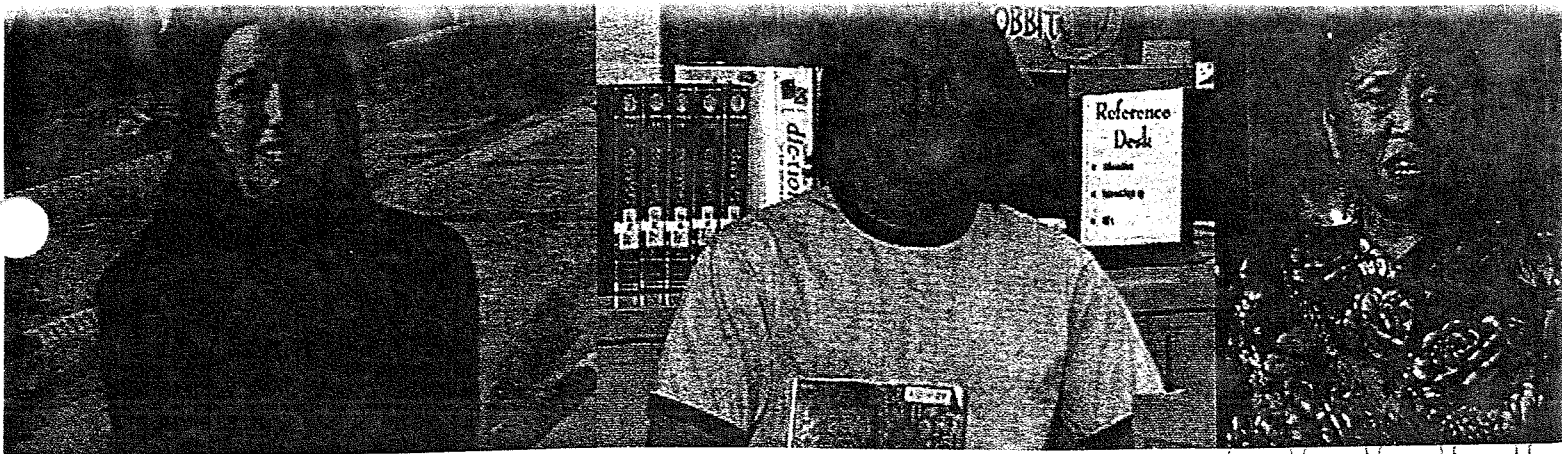
Staff from San Benito County Free Library and Salinas Public Library also made visits with the radio stations to farm workers in the fields in Watsonville, Gonzalez and King City. Carlos Munoz, who handles San Benito's bookmobile service and outreach, made some of those visits. Wahdan says, "He said it was festive, the radio station catered lunch and although the farm workers were in their work clothes and (looked) tired, they listened. Carlos said, 'Boy, I had a wonderful experience. It felt good.' I think (the campaign) is a positive thing, a great thing, a wonderful way for the library to reach out to our ethnic community."

Adds Orozco, "The cost of a campaign like this is a challenge. But when you look at serving the community, there's no way you should ever stop building awareness. If you're going to serve the community, that means serving everyone. We can't stop building awareness until everyone in California has a library card."



Jane Mitchell: COX Channel 7 Sports; Michael Morgan: Oakland East Bay Symphony; Troy Murphy: Golden State Warriors; Fred Roggin: KNBC Sports; and Aram Satoyan: Author





Janet Evans, Olympic Gold Medalist; Shedrack Anderson III, NBC's "Just Deal;" and Lina Fat, Chef and Author.

messages straight from the heart, I knew right away I wanted to be involved. For so many people, reading is the lifeblood of success."

All the spokespersons in the San Diego PSAs talked about the importance of libraries, books and reading. Jack O'Brien of the Old Globe Theatre talked about how reading opens minds to the "limitless possibilities of life." Jim Dawe of the Library of California talked about the "magic" of becoming absorbed in a book. Former basketball star Bill Walton said reading gives children "a giant step into the future." In addition to local celebrities, three PSAs featured national names – Linda Ellerbee, TV journalist Jack Perkins, and Luis Valdez, playwright and filmmaker.

Tatár knew that having community leaders speak up for the library would have tremendous value in boosting the library's visibility and support. "We realized that people would be more aware of the library and that what our community leaders were saying (about the library) would have great influence."

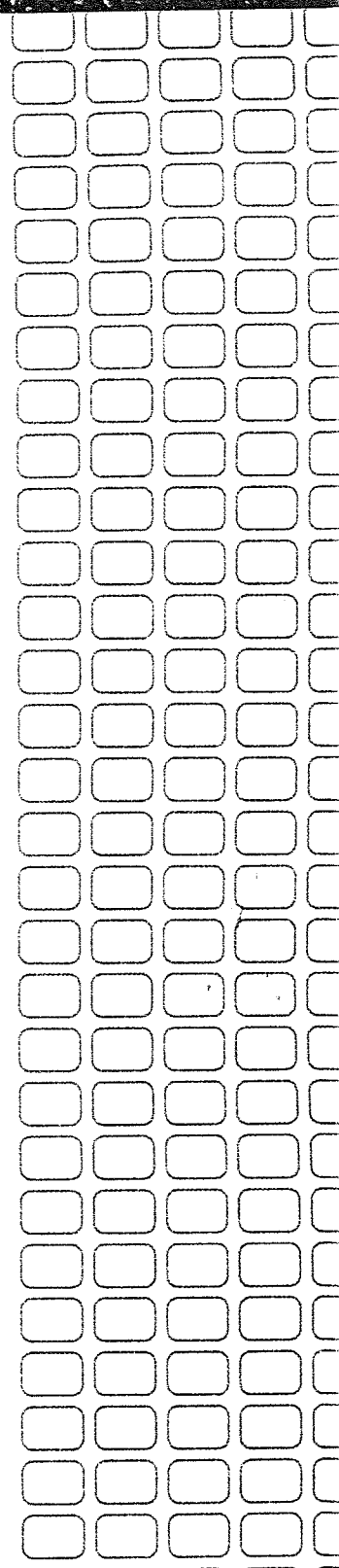
The campaign also caught the attention of city leaders. "Some on the City Council were very impressed about the way we could leverage the ad dollars," says Tatár. "One public information officer (for the city) said he couldn't believe it."

"What surprised me most was that leaders were eager to be spokespersons and they did it so naturally," says Tatár. "They really sold the value of the library and they did it with such heartfelt enthusiasm. It was truly one of the most positive things that has happened to me in my career, both personally and professionally."

But what kind of impact did this television-only field-test have on library awareness in San Diego? According to a formal research study of the effectiveness of the campaign by META Information Services of Sacramento, the PSAs hit the mark. The research report noted that "nearly six in ten (survey) respondents were aware of the campaign...with 90 percent indicating they felt it would be effective in attracting more people to visit libraries."⁷

Responding to META evaluation results, Tatár adds, "The research proves that investing in media advertising can impact library awareness."

While encouraged by the field test evaluation, campaign planners wanted further proof that "The Library. Check It Out." campaign strategy was the way to go. They also wanted to test the use of additional types of media beyond network and cable advertising. So a second expanded campaign field-test was set in motion.



spokespersons

- John Alston, KCRA 3 News
 Shedrack Anderson III, NBC's "Just Deal"
 Juan Arambula, Community Leader
 Xochitl Arellano, Univision's "Voz Y Voto"
 Nick Backlund, Nissan Design America
 Dusty Baker, Former Manager, San Francisco Giants
 Imelota Basarta, California State University - Fresno
 David Bejarano, Chief of Police, San Diego Police Department
 Christina Bell, Bay Area Cyberrays
 Ernie Bodai, M.D., Breast Health Center
 Danny Bonaduce, "The Other Half"
 Stefani Booroojian, KSEE 24 News
 Phil Bronstein, San Francisco Chronicle
 Willie Brown, Mayor of San Francisco
 Alice Bujos, Community Leader
 Buck Busfield, B Street Theatre, California State University - Bakerfield
 Roadrunners Women's Basketball Team
 Kelly Carr, KSEE 24 Sports
 Phoebe Chongchua, KGTV News
 Dick Clark, "The Other Half"
 Fritz Coteman, KNBC Weather
 Kevin Cordi, Storyteller
 Marco Polo Cortes, President, San Diego Hispanic Chamber of Commerce
 Vernon Crowder, Library Supporter
 Steven Daniel, NBC's "City Guys"
 Jim Dawe, Library of California
 Rick Dees, KIS-FM Disc Jockey
 Nancy Dell, "Access Hollywood"
 Ray Dezember, Businessman
 Mai Do, KGET 17 News
 Mark Drummond, LA Community Colleges Chancellor
 Guy Dupuis, Bakersfield Condors
 Henry Ellard, Fresno State University
 Linda Ellerbee, Author and Journalist
 Alecia Elliot, NBC's "All About Us"
 Joan Embury, Wildlife Expert
 Luis Echegoyen, KDTV/KFSF Univision News
 Janet Evans, Olympic Gold Medalist
 Lina Fat, Chef and Author
 Phil Frank, "Farley," Creator
 Venancio Gaona, El Concilio de Fresno, Inc.
 Sarah Garner, KCRA 3 News
 Audrey Geisel, Widow of Dr. Seuss
 Galen Gering, NBC's "Passions"
 Leeza Gibbons, "Extra"
 Maria Leticia Gomez, KDTV/KFSF Univision News
 "Pat the Hat," Goodrich
 Chrystal Grant, NBC's "All About Us"
 Mohinder Singh Grewal, Punjabi library collection advisor
 Juan Felipe Herrera, Author and Storyteller
 Eric Hillius, Oakland Athletics
 Trevor Hoffman, San Diego Padres
 Megan Hoyath, Bay Area Cyberrays (Soccer)
 Kevin Johnson, St. HOPE Corporation
 Christopher Jordens, NBC's "Skate"
 John Kallenberg, Fresno County Librarian
 Bob Keller, The Eagle, KSEG-FM
 Jerry Kennealy, Author
 Rosellen Kershaw, Friends of the Fresno Library
 Alicia Lagano, NBC's "All About Us"
 Jason Laney, KSEE 24 Weather
 Larry Lee, The Sacramento Observer
 Ananda Lewis, "The Ananda Lewis Show"
 Lupita Lomeli, Univision TV Personality
 Mario Lopez, "The Other Half"
 Tony Lopez, KDTV/KFSF Univision News
 Shannon MacMillan, San Diego Spirit
 Maney & Lukas, The End, KOND-FM Morning Show
 Robin Mangarin, KGET 17 News
 Beth Marney, KFSN 30 News
 George Martin, Bakersfield Business Conference
 Dr. Phil McGraw, Host of "Dr. Phil"
 Jane Mitchell, COX Channel 4 Sports
 Samantha Mon, KPX Eyewitness Weather
 Jose Montoya, Sacramento Poet-Laureate
 Michael Morgan, Oakland East Bay Symphony
 Keith Moyer, The Fresno Bee
 Paul Moyer, KNBC News
 Troy Murphey, Golden State Warrior
 Jerome Navarra, Jerome's Furniture Warehouse
 Dave Nichols, Pacific Bell
 Jack O'Brien, The Old Globe Theatre
 Pat O'Brien, "Access Hollywood"
 the Ordona Family, Chula Vista Public Library, East Lake Branch
 Bobba Paris, Former San Francisco 49er
 Danny Parra, Hispanic Chamber of Commerce
 Jack Perkins, TV Journalist
 Dan Pessano, Good Company Players
 Margaret Porter-Troupe, The Porter-Troupe Gallery
 Rick Quinn, KPIX Weather
 Edgardo Quijano, KDTV/KFSF Univision News
 Clem Renzie, Sculptor
 Sarah Reyes, Community Leader
 Claudia Rodriguez, KBNT Univision News
 Rich Rodriguez, KSEE 24 News
 Rick Rodriguez, Sacramento Rivercats
 Fred Roggin, KNBC Sports
 Gregg Rolie, Rock and Roll Hall of Fame
 Aram Saroyan, Author
 Kevin St. Pierre, Bakersfield Condors (hockey)
 Drew Schlosberg, San Diego Union-Tribune
 Jim Scott, KGET 17 News
 Tommie Smith, Olympic Gold Medalist
 Kristen Storms, NBC's "Days of Our Lives"
 Gloria Stuart, Actress, "Titanic"
 Kim Johnston Ulrich, NBC's "Passions"
 Luis Valdez, Playwright and Filmmaker
 Ricardo Vela, KBNT Univision News
 Ban H. Vue, Valley Small Business Development
 Bill Walton, Basketball Hall of Fame
 Joseph Waumbaugh, Author
 Scott Whyte, NBC's "City Guys"
 Marcellus Wiley, San Diego Chargers
 Rev. Cecil Williams, Glide Memorial Church
 Colleen Williams, KNBC News
 Kevin Wilson, Teen Council Representative
 Blair Wings, NBC's "Skate"
 Matt Wise, Anaheim Angels
 Margie Wright, California State University-Fresno Softball Coach
 Kristi Yamaguchi, Figure Skating Champion
 Michael York, Actor
 Gavlan Young, KGET 17 News



Jose Montoya, Sacramento Poet Laureate; Mario Lopez, Danny Bonaduce and Dick Clark, "The Other Half;" and Margaret Porter-Troupe, The Porter-Troupe Gallery.

Field testing in Fresno yields an even bigger impact

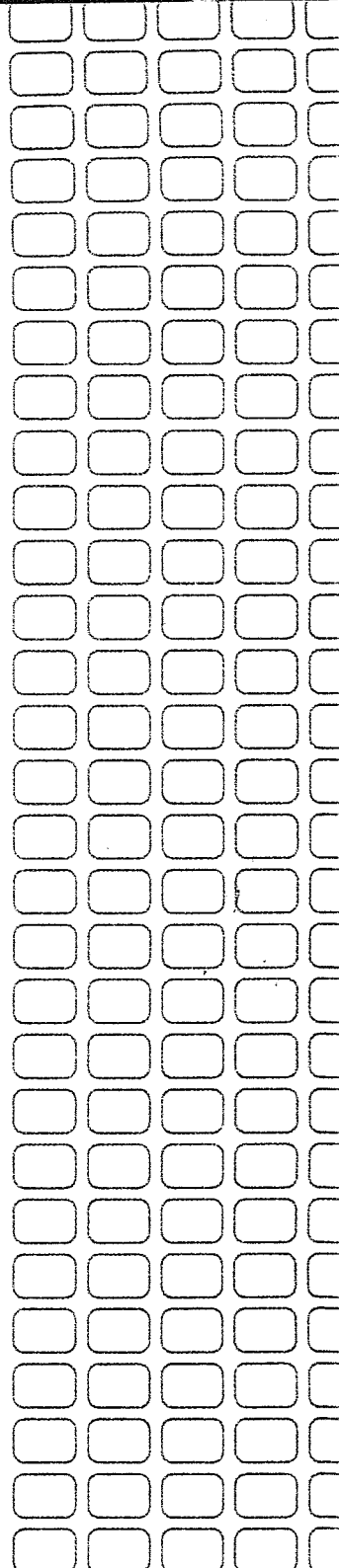
In March 2000 John Kallenberg, then Fresno County Librarian, approached California State Library campaign planners about another field-test of the campaign in Fresno. He understood the benefits of marketing and the Fresno County Library had much to market – more staff, longer hours, new services and programs, and 175 new public access computers. Kallenberg felt the campaign's impact would benefit the library and demonstrate, once and for all, the viability of "*The Library. Check It Out.*" strategy. He just didn't know how much impact it would have.

According to Shelly Keller, California Campaign manager and marketing consultant to the California State Library, "We were fairly certain that expanding the campaign to include radio and outdoor media would enhance the campaign's impact. Fresno offered a promising market for an expanded field test. Thanks to voter passage of Measure B in Fresno in 1998, the Fresno County Library had expanded their hours, staff, collection and programs and that gave us plenty of reasons to market the library. But it was really John Kallenberg's enthusiasm for the campaign that clinched the deal."

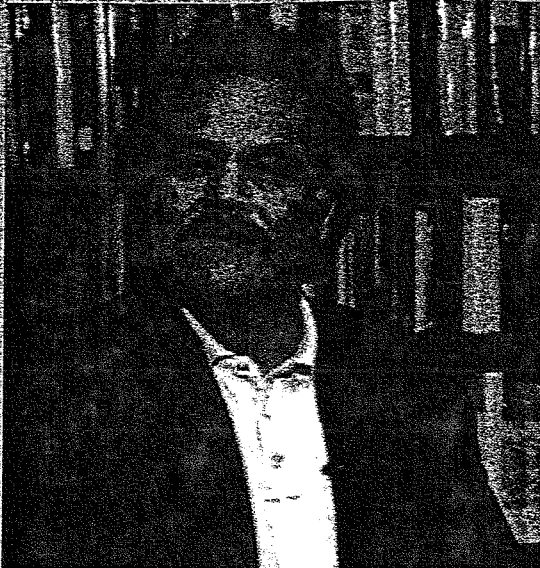
Advertising – at least public service advertising – to promote libraries is not exactly a new concept. For years, public libraries have relied on public service announcements on local TV and radio to market their programs and services. In the 1980s when the Federal Communications Commission (FCC) eliminated the public service requirements from radio and television licensing agreements, things began to change. Just as more nonprofit organizations were requesting donated advertising to promote their services, the FCC no longer required TV and radio stations to provide it.

A 2002 Kaiser Family Foundation study of TV public service advertising⁸ confirmed what most marketing professionals knew: Networks donate an average of 15 seconds per hour for public services ads (.4 percent of total airtime), and 43 percent of those ads air between midnight and 6 a.m. According to Drew Altman, president of the Kaiser Foundation, "Whether you think the time donated to PSAs is a lot or a little to expect from the television industry, it's definitely an uphill struggle to reach the public and have an impact with the amount of time available."

The report says that some high-profile campaigns, like anti-drugs or anti-smoking, have taken to simply buying advertising time from the networks. Thirty-five percent of ads with



SAMPLE TV SCRIPT



As a playwright and filmmaker, I know the importance of learning to read at an early age. Good readers are more creative, more curious and more confident in school. All it takes is a little imagination and a library card. The Library. Check It Out.

-Luis Valdez, Playwright and Filmmaker

a public service message on TV stations are paid for. The study also reveals that in a survey of 513 public service directors at television stations across the country, one in three said they were more likely to donate airtime to groups that buy ads.

Says Keller, "In studying the feasibility of the campaign, we looked at campaigns conducted by other state agencies and organizations – the CHP, Health and Human Services, California Teachers Association, Mothers Against Drunk Drivers. We even studied the 'got milk?' and 'It's the Cheese' campaigns. Every one of the campaign spokespersons said the same thing: you have to spend money on the media and then leverage it."

She adds, "When we discovered the media partnership strategy that Joe Burroughs and SMSM&P came up with, it was a real epiphany for me. The biggest obstacle to getting the California campaign off the ground has always been the cost. Approaching the media as clients who also wanted to partner enabled us to leverage our media buy to three or four times its value and more. It makes for very cost-effective marketing."

Planning for the Fresno field-test campaign began in July 2000, with outreach to media in September. Burroughs invited all the Fresno media to meet with him and discuss the planned media buys. Rather than spread the \$65,000 media budget around to every TV and radio station, Burroughs explained that there would be one network TV partner and one or two radio partners. He invited proposals from each media firm with details on the number of PSAs they would add to the media buy if they were chosen.

Burroughs leveraged the \$65,000 LSTA grant into more than \$325,000 in media exposure for the Fresno field-test campaign. Fresno's media partners included:

KFSN/Channel 30/ABC; Channel 21/Univision (Spanish network TV); AT&T Media Services (cable TV); KOQO, KRNC and KOOR (Spanish radio); KBOS-FM (teen radio); and Viacom Outdoor (billboard and mall kiosks).

The library chose spokespersons with an eye towards reflecting Fresno's diversity. Twenty PSAs were produced in Spanish and English, each with a slightly different

Kristen Storms, NBC's "Days of Our Lives"; Gloria Estigarribia, French; Rommie Smith, Olympic Gold Medalist; Kim Robinson-Clanch, NBC's "Passions"; and Ricardo Velazquez, KBNB's "Emersion News"





Audrey Geisel, Widow of “Dr. Seuss;” Edgardo Quijano, KDTV/KFSF-Univision News; and Rick Quan, KPIX Weather.

message and using the common theme of “*The Library. Check It Out.*” Using different spokespersons and messages kept the campaign fresh throughout the 13-week run. The campaign’s impact came from the messengers – local residents from many walks of life, offering testimonials on the value of the library, books and reading.

“Evaluating the Fresno field-test campaign was the acid test,” says Keller. “We approached these campaign field-tests scientifically. We knew we had to see real results, real impact to justify using federal Library Services and Technology Act funds. Evaluating the campaign was crucial, especially if the California State Library was going to grant funds to take the campaign statewide. Formal evaluation of the field tests confirmed that media advertising impacts both library awareness and usage.”

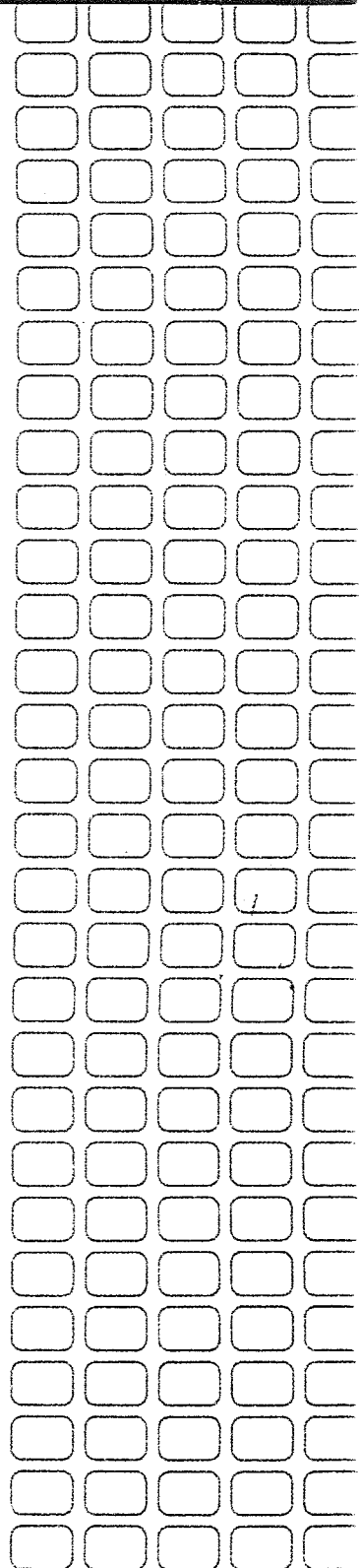
Kallenberg tracked library statistics, comparing them to the previous year, while META Information Services conducted a statistically valid telephone survey of more than 400 Fresno area residents. The numbers were beyond anyone’s expectations:

- Circulation of library materials was up more than 13 percent for the highest circulation in any quarter in Fresno County Library’s history;
- New borrowers increased by 32 percent;
- More than 87,000 people visited the library’s relatively new web site (promoted on all the billboards); and
- Use of online subscription InfoTrac was up over 10 percent.

The META Research Report, “California State Library: Awareness of the Fresno Media Campaign” contained even more good news:

- A majority of survey respondents (84 percent) were aware of at least some aspect of the campaign;
- Approximately six in ten respondents who were aware of the campaign rated it as “good” or “excellent” in terms of making people more aware of the value of reading and of public libraries; and
- An even larger proportion, approximately nine in 10, felt the campaign would be effective in attracting more people to visit public libraries.

But the media campaign’s impact on the library and the Fresno community went beyond numbers alone.



What we learned

1. Everybody loves libraries! Libraries enjoy more public trust than nearly any institution in the U.S. Take advantage of that and build awareness of what your library offers.
2. If you're going to promote libraries in a media campaign, promote libraries in general. People don't distinguish between public, academic, school and special libraries.
3. The 21st Century demands library marketing—not just library PR. Libraries have been doing PR for years. Today's libraries need to commit dollars and resources to real world marketing because libraries compete in the marketplace.
4. Advertising works at building awareness. Television, radio and outdoor media reach thousands of non-users.
5. Using a combination of media—radio and billboards, or television and transit advertising—produces greater awareness than using just one type of media.
6. Field-test and evaluate your campaign. This allows you to adjust messages or strategies. Use what works!
7. Market researchers can tell you how many people hear or see your advertising messages and how many remember them.
8. You have to spend money to leverage money. Marketing is NOT free. Once you purchase media, that media firm can provide many promotional opportunities including links to their web sites, celebrity spokespersons, events at libraries and a commitment for public service advertising placement.
9. When your audience includes a large non-English speaking population, commit to and pay for a bilingual campaign in print and broadcast media.
10. Radio connects teens to libraries and enhances the library's "coolness" factor.
11. Take the library to where your audience works. The Farm Workers Campaign combined bilingual billboards, Spanish radio and library visits to workers in the fields.
12. Use one campaign theme and a combination of messages to keep the campaign fresh. Keep both the theme and the messages simple and don't hesitate to repeat messages. Advertising has impact because of the frequency and repetition of messages.
13. Using spokespeople and testimonials makes the campaign more credible. People find endorsements more persuasive and believable. You want your campaign messages to be believed.
14. Take the advice of external marketing and media experts. You can keep your opinions, but recognize that they do not qualify as experience or expertise. Seek out and follow the advice of professionals you trust.
15. Think of the bigger picture. Many libraries are covered by one media market so media campaigns can benefit every library, large and small, within the media's reach.
16. Embrace a campaign when one lands in your area. The library leaders who did, witnessed real marketing impact at their libraries.
17. Work with what you have and make it better.

Shelly Keller, California Campaign Manager





Rick Rodriguez, Sacramento River Cats; Christopher Jorgens and Blair Wingo, NBC's "Skate;" and Colleen Williams, KNBC News.

According to Kallenberg, "The campaign increased awareness of the library, use of the library and good will for the library. It was good for our media partners and spokespersons because it enhanced their community image."

He adds, "Once we began planning the field test in Fresno, the creative juices began to flow between all our staff, all the consultants working on the campaign, all our media partners. We started discovering new ways of doing things. No one partner controlled the results. Everyone brought some new thinking to the campaign. It was a collective approach, and the campaign became much more than the sum of its parts."

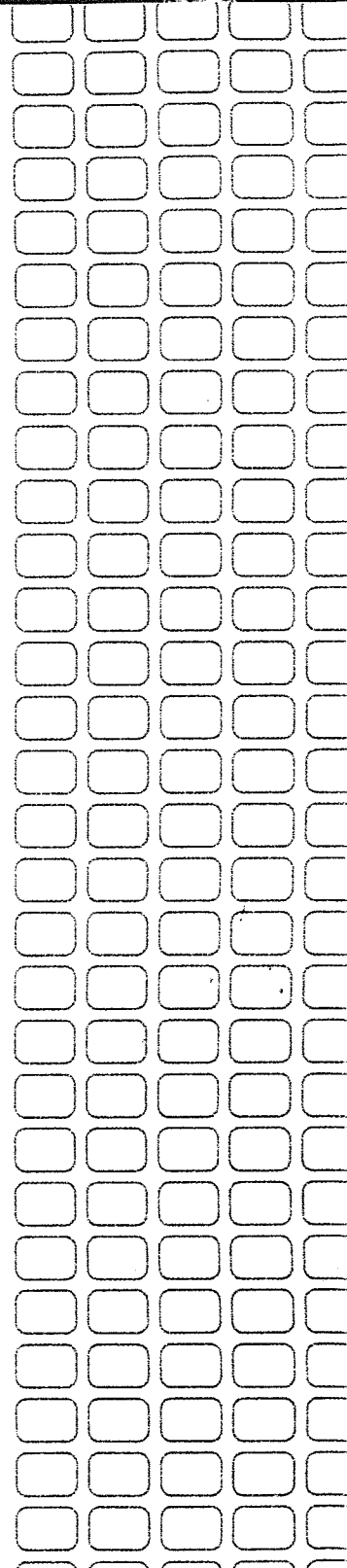
Roberta Barton, public information officer for the Fresno County Library, was hired in the midst of the field-test campaign. Barton affirms, "This campaign kept the library at the top of people's minds and brought them through our doors. It truly helped people realize our potential as a community resource. The real winners are the patrons."

The real impact of the Fresno field-test was to come in March 2001. State Librarian Dr. Kevin Starr announced at the Public Library Directors' Forum:

"We've tested *'The Library. Check It Out.'* campaign in San Diego and Fresno. I'm convinced of this campaign's potential for success in California, and I am committing the State Library to take the campaign statewide in July 2001 and to continue it over the next two years. We'll roll out the campaign around the state, media market by media market, and build on the success we've enjoyed so far."

Launching the California Campaign

With Dr. Starr's announcement of the campaign launch statewide, campaign planners tackled the issues of budget and timeline to prepare a Request for Proposal (RFP) for a contractor to implement the campaign. The State Library allocated between \$900,000 and one million dollars in Library Services and Technology Act grant funds (roughly two percent of California's LSTA budget over three fiscal years) for the campaign. Metropolitan Cooperative Library System (MCLS) issued the RFP in March 2001, distributing it to over 20 marketing, advertising and public relations firms doing business in California.



MCLS received four proposals that were reviewed and scored by a committee of library professionals. Proposals were submitted by: Industrial Strength Advertising of Woodland Hills, CA; Ogilvy Public Relations Worldwide, Sacramento, CA; Specialized Media Services Marketing & Promotions (SMSM&P) of Charlotte, NC; and Staton & Hughes of San Francisco. An evaluation committee scored the proposal from SMSM&P the highest and MCLS issued a contract to launch the campaign.

While the need for the campaign focused on public libraries, the California Campaign messages focused on libraries in general, thereby benefiting all types of libraries. SMSM&P proposed several strategies that would pay off enormously. The first was to schedule media market campaigns for the 1st and 3rd quarters because media partners would be able to donate more airtime, allowing the campaign contractor to leverage the media buys more successfully. SMSM&P also recommended network and cable TV as a good way to reach the general population, while Spanish TV and radio would reach Hispanics, and radio would reach teens cost-effectively. Adding bilingual outdoor advertising (billboards and transit shelters) would increase the overall reach in each market.

Burroughs proposed launching 13-week multi-media campaigns in California's six largest media markets. San Diego's campaign aired in 3rd Quarter 2001; Los Angeles and San Francisco media market campaigns aired during the 1st Quarter of 2002; and Sacramento, Fresno and Bakersfield media markets aired in 1st Quarter of 2003.

The campaign used radio and bilingual billboards to reach California's teen audience in the San Jose and Riverside/San Bernardino media markets during the 3rd Quarter of 2002 (see page 6). Teen radio was also part of the campaigns in San Diego, Los Angeles, San Francisco,

Bakersfield, Fresno and Sacramento. SMSM&P also used bilingual billboards to reach the 700,000 residents of the 13-county North State area (a geographic area the size of Ohio). On the Monterey Peninsula, the campaign targeted farm workers with Spanish-language radio, bilingual billboards and library visits to workers in the fields (see page 10).

Advisory committees of library professionals were set up in each media market to help Burroughs identify spokespersons and locations for shooting the television PSAs. These committees also helped set up library web sites (promoted on billboards) that provided a gateway to public library home pages in each market. Bookmarks were printed with the campaign timeline and funding sources and distributed to California's 179 public library jurisdictions.

Over the course of the campaign, Burroughs invited proposals from the media in each market and forged partnerships that would leverage the campaign media buy to over four times its value. This partnership strategy would produce nearly \$1,706,000 in free television, radio and outdoor advertising. Media partners also provided spokespersons and posted "*The Library. Check It Out.*" logo on their web sites. Radio stations staged events at libraries and sponsored contests, providing computers, high school dances and concert tickets as prizes to encourage teens to sign up for their library cards.

This "market-by-market strategy" yielded numerous benefits. The strategy enabled the campaign to be customized in each market, with each media partner bringing their own ideas for promotional opportunities. The strategy also produced a mix of spokespersons that reflected each city and included a mix of community leaders and national celebrities. As a campaign slogan, "*The Library. Check It Out.*" provided the perfect umbrella for the different messages about libraries, books and reading.

The California Campaign engaged three major networks – ABC in San Diego, CBS in San Francisco, and NBC in Los Angeles, Sacramento, Fresno and Bakersfield. Skycastle Entertainment delivered eighteen television stars

Ben H. Vue, Walter, Small Business Development, Joseph Wambaugh, Author, Marcellus Wiley, San Diego Chargers, Samantha Mohr, KPIX Eyewitness Weather, and Man With, Anaheim Angels.





Kristi Yamaguchi, Figure Skating Champion; Gaylen Young and Mai Do, KGET 17 News; and Michael York, Actor.

of NBC programs to be spokespersons. Spanish-language networks Univision and Telemundo also provided on-air personalities who acted as spokespersons in the PSAs.

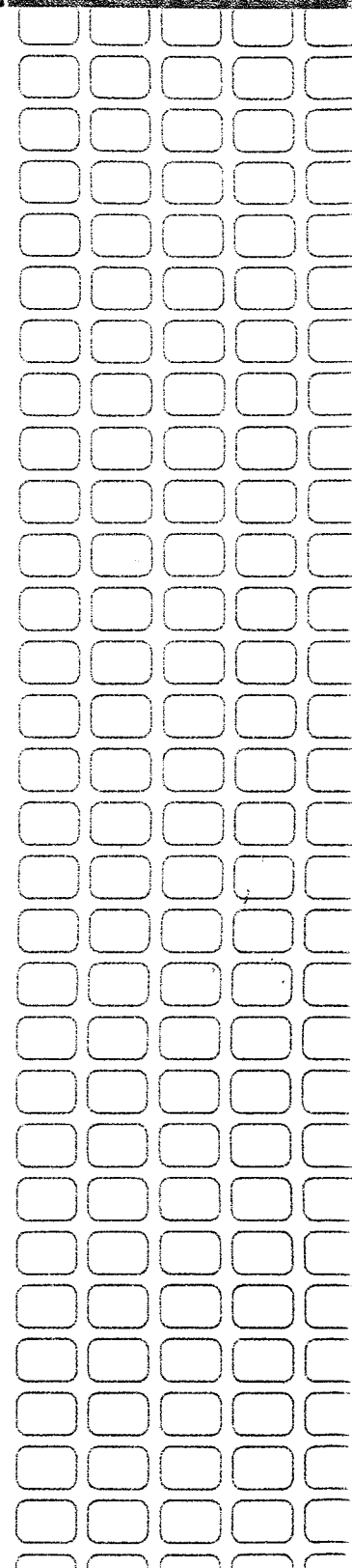
The success of the campaign is the result of the total commitment of media partners who bore many of the costs of the campaign, including much of the advertising. Media affidavits show that the California Campaign for Libraries was able to reach: 85 percent of all television households; 90 percent of all cable TV households; 80 percent of Hispanic households; and 85 percent of teens 12-17.

Anecdotal evidence suggests the campaign's impact on libraries ranged widely from market to market. San Diego Public Library saw an increase in their budget of 47 percent after the campaign. County of Los Angeles Public Library experienced across the board increases in circulation and new library cards issued. San Bernardino County Public Library's Chino Hills Branch hosted 2,000 people – many of them teens – at a Saturday morning radio event at their library. When libraries made the campaign their own, they reaped rewards.

One library that embraced the campaign was Glendale Public Library. Nestled between Los Angeles, Pasadena and Burbank, the library serves Glendale's 199,000 residents. According to Chuck Wike, the library's public information officer, "Our library director saw this as an opportunity to jump on a fabulous local campaign with a lot of support behind it. It was an easy campaign to be part of (see page 4).

Success never comes without challenges and the California Campaign had its share. One of the biggest was getting cooperative buy-in and participation from the very libraries the campaign was promoting. While the media embraced the campaign wholeheartedly, some library directors did not. Another challenge was the general lack of media and marketing knowledge among library leaders. Says Monique le Conge of Benicia Public Library, "I think one of the biggest challenges is educating the library community about why this is something everybody should be doing. I think it's hard to get libraries and librarians trained about the necessity of using media to reach non-users, especially in a state as large and diverse as California."

Nancy Mahr, public information officer for the County of Los Angeles Public Library, adds, "This campaign brought us access to the media. All the media people who came to our meetings about the campaign got an exposure to the library they didn't have before. It was just like holding mini press conferences on the value of the library. We were able to talk



about what libraries do and the programs we have and what we wanted to do with this campaign. As a result, we're getting more media attention. I've learned that just going to the media and asking for free time isn't going to work anymore."

While the California Campaign built awareness for all libraries in the state, it did much more. It raised library staff morale. It revealed wide support for libraries, books and reading among California's media giants. It brought teens, farm workers, and other under-served populations into the library, many for the first time.

Most importantly, the California Campaign for Libraries exceeded all expectations of success: with 122 spokespersons, 33 media partners (see inside front cover), 270 bilingual billboards and transit shelters, 7,218 television PSAs, 1,689 radio PSAs, and a \$970,500 budget leveraged to a \$2,902,500 campaign. The California Campaign for Libraries demonstrated what corporate America has known for years – media advertising gets results.

Despite its official completion, the California Campaign appears to have taken on a life of its own. In February 2003, Kern County Library announced its participation in a federally funded Temporary Assistance for Needy Families grant that has allowed that library to extend their campaign into the 2nd Quarter of 2003 with a focus on the library as a source for job and health information.

Further evidence of the campaign's afterlife can be found in San Luis Obispo where City/County Librarian Brian Reynolds – with his Library Foundation's support – is working with Joe Burroughs to get local business underwriters to continue "The Library. Check It Out." campaign in 3rd Quarter 2003.

Says Reynolds, "The day that the Charlotte-Mecklenburg County Library staff made a presentation about 'The Library. Check It Out.' campaign at the Public Library Directors' Forum in March 2001, I became a believer. I am even more passionate about this today."

What the California Campaign experience adds up to is this: libraries need to take to the airwaves if they want to

build awareness and reach non-users. The days of "doing PR and fliers" are over. Using a testimonial approach to promote libraries, books and reading increases awareness of the library's value to the community and community decision-makers. The California Campaign demonstrates how library marketing, when done well in collaboration with professionals, can reach non-users and achieve real impact. The California Campaign also illustrates that with a media campaign, all libraries benefit.

Anna Tatár has had the benefit of two media campaigns in her library's media market (the field test in 1999 and the campaign in 2001). She says, "This campaign has impacted San Diego Public Library way beyond my expectations. 'The Library. Check It Out.' media strategy really works and the benefits keep coming. We've seen increased library usage. We've seen a 47 percent increase in our budget. We have new community contacts that continue to pay off. I've learned that building awareness is really the most important thing you can do. You can never have too much library awareness."

- 1 Shelly G. Keller, editor, *Convocation on Providing Public Library Service to California's 21st Century Population*, Convocation Proceedings, (Sacramento, CA) California State Library, July 1997, p. 84.
- 2 *Ibid.*, pp. 41-42.
- 3 Margaret Talbot, "Turned On, Tuned Out," *The New York Times Sunday Magazine*, 16 February 2003, p. 9.
- 4 Kathryn Covier Hannah, *Fund Development Feasibility Study: Report of Research and Interviews for a Statewide Library Public Awareness Campaign* (Sacramento, CA, California Library Association/California State Library, 2000), pp. 5-6 (unpublished).
- 5 *Ibid.*, p. 10.
- 6 META Information Services Research Report, *Metropolitan Cooperative Library System: Public Perception of Public Libraries* (Sacramento, CA, 1999). (Accessible on the web at www.library.ca.gov/assets/acrobat/METAreport09-99.pdf)
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- 9 META Information Services Research Report, *Awareness of the Fresno Media Campaign* (Sacramento, CA, 2001), pp. 2-3.

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-Kevin Johnson, St. HOPE Corporation

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Tom Embery, Wildlife Expert, Rick Rodriguez, Sacramento State, Dr. Phil McGraw, Host of "Dr. Phil," former manager, World Jai-Along Champions, Ezra Gibbons, Extra, and Ducky Baker, former Manager, San Francisco Giants.