PLACENTIA LIBRARY DISTRICT

Board of Trustees

Regular Meeting

January 21 , 2003

Library Conference Room
Administration

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
January 21, 2003
6:30 P.M.
Library Conference Room

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

To accomplish this goal the Library:

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- Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call — Administrative Assistant

2. Adoption of Agenda

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

   Presentation: Library Director
   Recommendation: Adopt by Motion

3. Minutes of the December 18, 2002 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

5. Board President Report

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

6. Trustee Reports

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

    Claims 4331, 4332, 4333, 4334, 4335, 4336, 4337, 4338, 4339, 4340 and 4341 forwarded by Library Director for a total of $24,850.03 for this report period.

11. Current Claims and Payroll (Approve)

    Claims 4342, 4343, 4344, 4345, 4346, 4347, 4348 and 4349 for a subtotal for Claims of $30,234.53; and Payrolls 4350 for $36,866.40 and 4351 for $28,648.14 for a subtotal for Payrolls of $65,514.54; with a combined total of Claims and Payroll of $95,749.07.

12. FY2002-2003 Cash Flow Analysis through December 16, 2002 and recommendation that no funds be transferred at this time. (Receive & File)

FINANCIAL REPORTS (Items 13 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 – 17 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.

13. Financial Reports for December 2002 (Receive & File)

14. Office General Ledger & Check Registers for December 2002 (Receive & File)

15. Acquisitions Report for December 2002 (Receive & File)

16. Collection Agency Report for December 2002 (Receive & File)

17. Gifts Report for December 2002 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 26)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 29 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.

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

19. Personnel Report for December 2002 (Receive, File, and Ratify Appointments)

20. Volunteer Report for December 2002 (Receive & File)

21. Circulation Report for December 2002 (Receive & File)

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

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

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

25. Transmittal on January 7, 2003 of Mandated Cost Claims to the State of California for Placentia Library District by Shields Consulting Group. (Receive & File)

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

26a. Claim by former Library Assistant Frank Frizell in the amount of $185,000 for workplace discrimination during the period of his employment because of the employee's limited vision. Received December 19, 2002 and forwarded to Special District Risk Management Authority (SDRMA). (Receive & File and Deny Claim)

CONTINUING BUSINESS

27. 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

28. Presentation on recommended changes to the District's Internet Access Policy

    Presentation: Technology Manager
    Recommendation: Give Direction for Policy Development

NEW BUSINESS

29. Authorization of Grant Writing Agreement with Drew & Associates for the Placentia History Room Digitization Project in the amount of $5,400.

    Presentation: Library Director
    Recommendation: Authorize grant writing contract for digitization projects for the Placentia History Room to be prepared by Drew and Associates. Contract to be in the amount of $5,400 with $1,800 to be paid in Fiscal Year 2002-2003 and $3,600 to be paid in Fiscal Year 2003-2004.

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

Presentation: Library Director
Recommendation: Authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed $13,500 and installer's cost not to exceed $4,250 to be paid from the General Fund.

31. Reinvestment of Certificates of Deposit

Presentation: Administrative Assistant
Recommendation: Determine where to invest the Certificates of Deposit

32. Amendment and Restatement of the District's Money Purchase Pension Plan to remain in compliance with Federal requirements.

Presentation: Library Board President
Recommendation: Adopt Resolution as presented by National Retirement Services and authorize signature by the Library Director.

33. Discussion of Partnership relationship with community organizations

Presentation: Public Services Manager
Recommendation: Action to be determined by the Library Board of Trustees

34. Travel/training authorizations for the quarterly membership meeting of the Independent Special District of Orange County (ISDOC), the annual Government Affairs Conference of the California Special Districts Association, and the annual Trustees and Commissioners Workshop of the California Association of Library Trustees and Commissioners (CALTAC).

Presentation: Library Director
Recommendation: Determine who will attend and authorize the registration and travel expenses for the Independent Special Districts of Orange County (ISDOC) quarterly membership meeting on Thursday, January 30, 2003 at a cost of $12 per person plus mileage to be paid from the General Fund; and

Determine who will attend and authorize the registration and travel expenses for the California Special Districts Association (CSDA) annual Government Affairs Conference in Sacramento, April 1 –2, 2003 at a cost of registration, travel plus one night lodging to be paid from the General Fund; and

Determine who will attend and authorize the registration and travel expenses for the annual California Association of Library Trustees and Commissioners workshop in Glendora on Saturday, March 8, 2003 at a cost of $27 per person plus mileage to be paid from the General Fund.

35. Report on Staff Training Plans

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

36. Request for Reconsideration of the Library Board Meeting Date and Time.

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

STAFF REPORTS (Items 37 - 42)

Items 37 – 42 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.

37. Program Committee Report for December 2002 (Roberts)

38. Children's Services Report for December 2002 (Smith)

39. Placentia Library Literacy Services Report for December 2002 (Roberts)

40. Placentia Library Web Site Report for December 2002 (Roberts)

41. Publicity Materials Produced in December 2002. (Rakos)

42. Safety Committee Minutes for December 2002 (Matas)

ADJOURNMENT

43. Agenda Preparation for the February Regular Meeting, which will be held on Tuesday, February 25, 2003 at 6:30 P.M.

44. Review of Action Items.

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

45. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the January 21, 2003 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, January 16, 2003.

Donna Siloti

January 15, 2003, 4:49 PM

Placentia Library Board Calendar

January - December, 2003

Jan 2003

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January

6 7:00 PM Friends Board Meeting, Wood

16 CSDA New Board Member Workshop, Rancho Mirage

17 5:30 PM Chamber Mixer

21 6:30 PM Library Board Meeting

23 7:15 AM Placentia Chamber of Commerce Breakfast

24 ALA Midwinter Meeting, Philadelphia, through Jan 29

10:41 AM ALA Midwinter, Philadelphia, through January 29

30 11:30 AM ISDOC Luncheon Meeting with Phil Anthony Chris Norby, MWDOC Hq., Fountain Valley

February

3 7:00 PM Friends Board Meeting, Dinsmore

25 6:30 PM Library Board Meeting

27 7:15 AM Placentia Chamber of Commerce Breakfast

March

1 9:30 AM Friends of Placentia Library Author's Luncheon

3 7:00 PM Friends Board Meeting, Shkoler

8 9:00 AM CALTAC Leadership Workshop, Glendora Library, until 4:30 P.M.

25 6:30 PM Library Board Meeting

27 7:15 AM Placentia Chamber of Commerce Breakfast

April

1 5:14 PM CSDA Government Affairs Days, Sacramento, continues on Apr 2

7 6:30 PM Friends Annual Meeting Author's Program

7:00 PM Friends Board Meeting, Escobosa

16 5:30 PM CHAMBER MIXER AT PLACENTIA LIBRARY

22 6:30 PM Library Board Meeting

24 7:15 AM Placentia Chamber of Commerce Breakfast

May

5 7:00 PM Friends Board Meeting, Braun

20 6:30 PM Library Board Meeting

22 7:15 AM Placentia Chamber of Commerce Breakfast

25 Library Closed for Monday Holiday

Jul 2003

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Placentia Library Board Calendar

January - December, 2003

Jan 2003

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Apr 2003

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May

26 Library Closed for Memorial Day

June

2 7:00 PM Friends Board Meeting, Wood

19 10:40 AM American Library Association, Toronto, through June 25

24 6:30 PM Library Board Meeting

26 2:36 PM ALA Annual Conference, Toronto, through July 3

7:15 AM Placentia Chamber of Commerce Breakfast

July

4 Library Closed for Independence Day

22 6:30 PM Library Board Meeting

24 7:15 AM Placentia Chamber of Commerce Breakfast

August

19 6:30 PM Library Board Meeting

September

1 7:00 PM Friends Board Meeting, Dinsmore

Library Closed for Labor Day

7 Library Closed for Monday Holiday

23 6:30 PM Library Board Meeting

25 7:15 AM Placentia Chamber of Commerce Breakfast

October

6 7:00 PM Friends Board Meeting, Shkoler

11 9:00 AM Heritage Parade

21 6:30 PM Library Board Meeting

23 7:15 AM Placentia Chamber of Commerce Breakfast

November

3 7:00 PM Friends Board Meeting, Escobosa

7 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)

11 Library Closed for Veterans Day

25 6:30 PM Library Board Meeting

27 Library Closed for Thanksgiving

December

1 7:00 PM Friends Board Meeting, Braun

Jul 2003

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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 18, 2002

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December 18, 2002 at 6:35 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Geoff Braun; Trustee Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustees Peggy Dinsmore and Betty Escobosa.

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts.

ADOPTION OF AGENDA

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

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

MINUTES

No Corrections were requested for the Minutes of November 28, 2002.

It was moved by Secretary Braun, seconded by President Shkoler to approve the Minutes of the November 28, 2002 Regular Meeting.

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

ORAL COMMUNICATIONS

No members of the public requested to address the Board.

PRESIDENT'S REPORT

President Shkoler did not address the Board

TRUSTEE REPORTS

Trustee Escobosa arrived at 6:40 P.M.

Trustee Wood did not address the Board.

Secretary Braun did not address the Board.

Trustee Escobosa did not address the Board.

LIBRARY DIRECTOR'S REPORT

Library Director Minter announced that the computer skills testing for the Administrative Assistant position will be completed by Thursday, December 19, 2002. The position will be filled no later than the first week of January.

FRIENDS OF PLACENTIA LIBRARY

No one from the Friends of Placentia Library was present to report to the Board. Library Director Minter informed the Board that the minutes of the Friends meeting are contained in the Board Book.

PLACENTIA HISTORY ROOM REPORT

Library Director Minter reported that the Placentia History Room volunteers had a meeting with Library Director Minter on Wednesday, December 11, 2002. The group listened to a presentation by Dr. Drew concerning a proposal to write several grants. These grants would cover the costs of digitizing the Placentia History Room collection.

CLAIMS

It was moved by Trustee Wood, seconded by Secretary Braun to approve Agenda Items 10 through 13

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

Forwarded by the Library Director and Library Trustees: Claims 4352, 4353, 4354, 4355, 4356, and 4357 for a total of $18,606.70.

Current Claims and Payroll: Claims 4358, 4359, 4360, 4361, and 4362 for a subtotal for Claims of $54,836.89; and Payrolls 4363 for $28,648.14, 4364 for $28,648.14 and 4365 for $28,648.14 for a subtotal for Payrolls of $85,944.42; with a combined total of Claims and Payroll of $140,781.31.

FY 2002-2003 Cash Flow Analysis through December 18, 2002 and recommendation that no funds be transferred at this time. (Receive & File)

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

FINANCIAL REPORTS

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 14 through 18

Financial Reports for November 2002

Official General Ledger & Check Registers for November 2002

Acquisitions Report for November 2002

Collection Agency Report for November 2002

Gifts Report for November 2002

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

GENERAL CONSENT CALENDAR

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 19 through 26a

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

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

Volunteer Report for November 2002 (Receive & File)

Circulation Report for November 2002 (Receive & File)

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

Library of California Board Actions, November 19, 2002 (Receive and File)

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

Notification to Special Districts Workers' Compensation Authority (SDWCA) appointing Placentia Library District consultant Saundra Stark as the District's representative to the SDWCA Board of Directors. (Receive and File)

Notification by the Registrar of Voters of Orange County of the Appointment to the Placentia Library District Board of Trustees by Orange County Board of Supervisors in lieu of election for Betty Escobosa and Al Shkoler for terms of office ending on December 6, 2004.

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

LEGISLATIVE ISSUES

Library Director Minter discussed Legislative issues and reviewed the status of the State Budget and the State Library Budget.

ELECTION OF BOARD OFFICERS

It was moved by Secretary Braun and seconded by Trustee Wood to elect incumbent Al Shkoler as Board President.

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

It was moved by Trustee Wood and seconded by Trustee Escobosa to elect incumbent Geoff Braun as Board Secretary.

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

APPOINTMENT OF LIBRARY BOARD REPRESENTATIVES

President Shkoler appointed the following Library Board Representatives for 2003.

Secretary Braun and Trustee Wood as representatives to the Placentia Library Foundation Board of Directors

Trustee Wood as the representative to the Independent Special Districts of Orange County.

Trustee Wood as the representative to the Orange County Local Area Formation Commission (LAFCO) Special Districts Selection Committee.

President Shkoler and Trustee Wood as representatives to the Placentia Civic Center Authority Commission.

SELECTION OF DATE AND TIME FOR REGULAR BOARD MEETINGS FOR 2003

It was moved by Trustee Escobosa and seconded by Secretary Braun to have the Regular Board Meetings of the Placentia Library District Board of Trustees on the Tuesday following the 18th of each month at 6:30 P.M. for 2003.

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

TRAVEL/TRAINING AUTHORIZATIONS

It was moved by Trustee Stark and seconded by Trustee Dinsmore authorize travel for Trustee Betty Escobosa to attend the California Special Districts New Board Member and Trustee Training on January

16, 2003 in Rancho Mirage.

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

AUTHORIZATION TO COMBINE SDWCA & SDRMA

The Board considered authorizing the combination of the Special Districts Workers Compensation Authority (SDWCA) and the Special Districts Risk Management Authority (SDRMA) into a new SDRMA

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 03-02 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County approving the form of and authorizing the execution and delivery of a second amended joint powers agreement, and directing the termination of the Special District Workers Compensation Authority.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 03-02 by roll call vote.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 03-03 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the form of and authorizing the execution and delivery of a fifth amended and restarted Powers Agreement.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 03-03 by roll call vote.

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

ABSTAIN: None
ABSENT: Dinsmore

AUTHORIZATION OF SIGNATURES FOR BANK ACCOUNTS

The Board considered authorizing the signatures for District accounts at Bank of the West, Wells Fargo Bank, and the Orange County Auditor.

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 03-04 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to grant Signature Authority to Library Trustees, the Library Director, and designated staff with the Orange county Auditor, Bank of the West, Wells Fargo Bank, and Citibank.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to adopt Resolution 03-04 by roll call vote.

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

STAFF REPORTS

It was moved by Trustee Escobosa, seconded Secretary Braun to approve Agenda Items 33-38

Program Committee Report for November 2002.
Children's Services Report for November 2002.

Placentia Library Literacy Services Report for November 2002.

Placentia Library Web Site Report for November 2002.

Placentia Library Publicity Materials produced for November 2002.

Safety Committee Minutes for November 2002.

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

JANUARY MEETING

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

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 18, 2002 adjourned at 7:20 P.M.

_____

Geoff Braun
Secretary
Library Board of Trustees

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
January 21, 2003
6:30 P.M.
Library Conference Room

1. Roll Call — Administrative Assistant — S, B, E, W

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

Motion: Gae
Second: B

All

3. Minutes of the December 18, 2002 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

motion: E
Second: W
All

4. Oral Communications Meredith Laskow – poet laureate for Placentia Lib. Nominated self. – outreach to community, reading @ Lib & High Schools. W – asked re advertising. Qtrly Bulletin, Placentia Times. E – anything from Lib: This high profile. S – Thank, agenda next month. M – let know date. S – call Bob D'amato City admin

5. Board President Report – M letter – conf. call w/ Marcette budget, strong support for Backfill for vehicle license fees. No talk of prop tax shifts.

6. Trustee Reports – E Thanks for Palm Spring training W – nom B – no

7. Library Director Report – Form 770; welcome Donna

8. Friends of Placentia Library Board of Directors Report – Barbara Hammerling – AL, See. Annual Mtg, Pamela Gibson 4/7 speaker. S – Chapman Univ, lib @ B&G Club could Friends provide for books.

CLAIMS (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

motion: B
Second: E
All

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

No Nonstandard Claims were processed during this report period.

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

Claims 4331, 4332, 4333, 4334, 4335, 4336, 4337, 4338, 4339, 4340 and 4341 forwarded by Library Director for a total of $24,850.03 for this report period.

11. Current Claims and Payroll (Approve)

Claims 4342, 4343, 4344, 4345, 4346, 4347, 4348 and 4349 for a subtotal for Claims of $30,234.53; and Payrolls 4350 for $36,866.40 and 4351 for $28,648.14 for a subtotal for Payrolls of $65,514.54; with a combined total of Claims and Payroll of $95,749.07.

12. FY2002-2003 Cash Flow Analysis through December 16, 2002 and recommendation that no funds be transferred at this time. (Receive & File)

FINANCIAL REPORTS (Items 13 - 17)

since Prop Tax rev.
M 1st time in Dec, Rev > Exp

Presentation: Library Director
Recommendation: Approve by Motion

Motion W
Second B
All

13. Financial Reports for December 2002 (Receive & File)

14. Office General Ledger & Check Registers for December 2002 (Receive & File)

15. Acquisitions Report for December 2002 (Receive & File)

16. Collection Agency Report for December 2002 (Receive & File)

17. Gifts Report for December 2002 (Receive & File)

GENERAL CONSENT CALENDAR (Items 18 – 26a)

Presentation: Library Director
Recommendation: Approve by Motion

Motion B
Second W
All

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

19. Personnel Report for December 2002 (Receive, File, and Ratify Appointments)

20. Volunteer Report for December 2002 (Receive & File)

21. Circulation Report for December 2002 (Receive & File) – S books added sbs lower Julie-Mary getting up to speed for adult lending rules – can we tell why patrons going to YL, YL has more, open more collection.

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

M – Proc to buy – budget divided between staff. Friends were doing special collections.

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

Jim – foreign collection increasing Chinese / Spanish. getting Jap collection.

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

M – more than 45% going to non-Placentia.

25. Transmittal on January 7, 2003 of Mandated Cost Claims to the State of California for Placentia Library District by Shields Consulting Group. (Receive & File)

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

26a. Claim by former Library Assistant Frank Frizell in the amount of $185,000 for workplace discrimination during the period of his employment because of the employee's limited vision. Received

W – needs to be action so Bd is aware as soon as possible.
M – can only discuss at Bd Mtg claim immed given to inc. She got notice 1/9 from ins.
Could call Special Bd mtg. Ins will investigate & get back to Bd.

S – look into quicker notification Rules for disclosure (govt act).

 Bd sits as review body.

December 19, 2002 and forwarded to Special District Risk Management Authority (SDRMA). (Receive & File and Deny Claim)

CONTINUING BUSINESS

27. Legislative Issues and a Review of the Status of the State Budget and State Library Budget. letter – support backfill, biggest impact wireless these 2 TBR program, no prop tax shift Public Lib Fund less, but not eliminated yet.

Motion
Second

Presentation: Library Director
Recommendation: Action to be determined by the Library Board of Trustees Set up mtg w/ Margette Lynn.

28. Presentation on recommended changes to the District's Internet Access Policy Elec Use Policy. PC Registration. New Policy. Hoping end of month. freeing Ref Lib Access to e-mail, save to floppy, unlimited access

Presentation: Technology Manager, Julie
Recommendation: Give Direction for Policy Development

Motion B
Second E
B = wireless access pt?
S – PC World YS
All

Revise policy to comply w/ 28

NEW BUSINESS

29. Authorization of Grant Writing Agreement with Drew & Associates for the Placentia History Room Digitization Project in the amount of $5,400.

Total Project $60K

Presentation: Library Director
Recommendation: Authorize grant writing contract for digitization projects for the Placentia History Room to be prepared by Drew and Associates. Contract to be in the amount of $5,400 with $1,800 to be paid in Fiscal Year 2002-2003 and $3,600 to be paid in Fiscal Year 2003-2004.

Motion W
Second E
All

E - policy for bidding M follow State Under $10K, informal,

Tech - advisory group?
S - appt self.

S How old?
J NT3.5.,
S prices!
M - rebid
Martin come to mtg.

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

Presentation: Library Director
Recommendation: Authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed $13,500 and installer's cost not to exceed $4,250 to be paid from the General Fund.

motion
second

31. Reinvestment of Certificates of Deposit

Presentation: Administrative Assistant
Recommendation: Determine where to invest the Certificates of Deposit

motion B
second W
All

4+ - TFr to Ca Nat'l Bank

32. Amendment and Restatement of the District's Money Purchase Pension Plan to remain in compliance with Federal requirements.

Presentation: Library Board President
Recommendation: Adopt Resolution as presented by National Retirement Services and authorize signature by the Library Director.

motion B
second E
All

33. Discussion of Partnership relationship with community organizations

Presentation: Public Services Manager
Recommendation: Action to be determined by the Library Board of Trustees

motion B All
second W

Roberts - outlined partnerships. S - whether Bd should approve partnerships? ~~M~~
Grant funded are approved. Liability? Workers comp. M - some more formal. S - policy to inform
informally. B - post-service lib.

List reg part of Bd book,
new ~~*~~, discussion,
matter of approval.

34. Travel/training authorizations for the quarterly membership meeting of the Independent Special District of Orange County (ISDOC), the annual Government Affairs Conference of the California Special Districts Association, and the annual Trustees and Commissioners Workshop of the California Association of Library Trustees and Commissioners (CALTAC).

Presentation: Library Director
Recommendation: Determine who will attend and authorize the registration and travel expenses for the Independent Special Districts of Orange County (ISDOC) quarterly membership meeting on Thursday, January 30, 2003 at a cost of $12 per person plus mileage to be paid from the General Fund; and

motion B
second E
All

Brown, Shkoler, Jim, Eliz, ~~Peggy (Eliz with v)~~

Author. up to $1500

Determine who will attend and authorize the registration and travel expenses for the California Special Districts Association (CSDA) annual Government Affairs Conference in Sacramento, April 1 –2, 2003 at a cost of registration, travel plus one night lodging to be paid from the General Fund; and

W
S
E

Motion B
Sec. W
All

Determine who will attend and authorize the registration and travel expenses for the annual California Association of Library Trustees and Commissioners workshop in Glendora on Saturday, March 8, 2003 at a cost of $27 per person plus mileage to be paid from the General Fund.

B
D
W
S

Motion E
Sec W
All

ok

35. Report on Staff Training Plans

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

M Pursue ½ day trng, emphasis on inter-staff relationships. Bd members? Interview Bd?

MOTION B
SECOND W
All

36. Request for Reconsideration of the Library Board Meeting Date and Time.

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

Monday 6:30 following 18th

MOTION B
SECOND W
All

STAFF REPORTS (Items 37 - 42)

MOTION B
SECOND W
All

37. Program Committee Report for December 2002 (Roberts)

38. Children's Services Report for December 2002 (Smith)

39. Placentia Library Literacy Services Report for December 2002 (Roberts)

40. Placentia Library Web Site Report for December 2002 (Roberts)

41. Publicity Materials Produced in December 2002. (Rakos)

42. Safety Committee Minutes for December 2002 (Matas)

ADJOURNMENT

43. Agenda Preparation for the February Regular Meeting, which will be held on Tuesday, February 25, 2003 at 6:30 P.M. M – poet laureate, Sandra W/C Report, ~~Special~~ computer bids Y5

44. Review of Action Items.

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

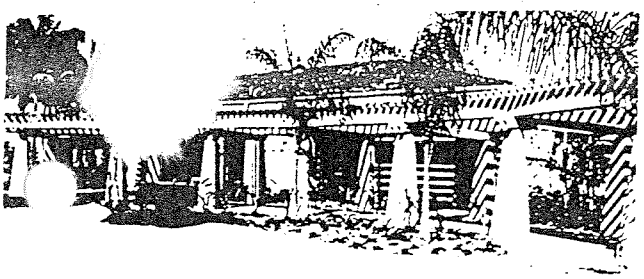
45. Adjourn 8:55

MOTION
SECOND

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the January 21, 2003 Regular Meeting of the Library

Board of Trustees of the Placentia Library District was posted on Thursday, January 16, 2003.



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

January 21, 2003

The Honorable Bob Margett
California State Senate, 29th District
State Capitol, Room 3082
Sacramento, CA 95814

Dear Senator Margett:

Thank you for inviting Placentia Library District to participate in the telephone conference call this morning. I appreciated hearing your presentation and the comments from the other participants.

Placentia Library District's primary concern during the current budget crisis is the stability of its share of the property tax. Over 90% of the District's operating budget is generated by property tax. While property tax shifts are not currently being discussed the issue is very much on our minds. Any loss of property tax share by Placentia Library District would be devastating to our day-to-day operations.

The next concern of the District is the stability of local government tax revenue in general. The loss of the back fill for the vehicle license fees would be devastating to the day-to-day operations of the City of Placentia. The City provides many public works and administrative support services to the District that would be put in jeopardy if major cuts were implemented.

Governor Davis' proposed changes to the public library Transaction Based Reimbursement (TBR) program would impact many public libraries. His recommendation to replace TBR with locally collected direct loan fees (when an individual borrows items from a library not in his/her home community) and interlibrary loan fees (when an item is loaned from one library to another library before being checked-out by a user) means that there should be little net loss of revenue to local public libraries. This, however, is likely to be a very, very emotional issue for supporters of public libraries who embrace California's long-standing "open access to all collections for all Californians" policy that has been funded by the TBR program. It is my estimate that this would be a revenue neutral proposal for Placentia Library District.

The most important State subsidy to California's public libraries is the Public Library Fund. The Governor's recommendation is to leave PLF at the current year level. It is really important to Placentia Library District that PLF not be completely eliminated. The District uses 100% of its PLF allocation to purchase books and other library materials.

At the State Library level I am concerned that no additional monies be spent on the newly established Library of California and that it be allowed to disappear. The current public library systems are functioning adequately and do not need to be replaced. It is more important to Placentia Library District that funding for PLF and the various literacy programs continue.

Please contact me if you have any questions about my comments or suggestions. I am looking forward to working with you and your staff during the budget process and throughout the year.

Sincerely,

Elizabeth

Elizabeth D. Minter
Library Director

CC: The Honorable Lynn Daucher
California State Assembly, 72nd District

Meredith Karen Laskow
606 Solano Circle
Placentia CA 92870
714-524-5913
email: meredithbead@earthlink.net

cc:
Board of Placentia Library (Geoff Braun, Margaret Dinsmore, Betty Escobar, Elizabeth Minter, Al Shkoler, and Gaetan Wood)
verbal and written presentation on January 21, 2003

cc:
City of Placentia, City Council (Scott P. Brady, Judy A. Dickinson, Norman Z. Eckenrode, Chris Lowe, Constance Underhill, and Patrick J. Melia)

Proposal:
I would like to be appointed as

Poet Laureate of the City of Placentia

a newly created program as outlined below.

Dear Library Board and Council Members,

In an era of decreased funding for the arts, in both our schools and public life, it is important for all of us to help in whatever capacity we can. In this spirit, I would like to create the position of Poet Laureate of Placentia, California, a cultural outreach program in which I take poetry to the people of Placentia, in the form of readings and possibly discussions. Because I believe that exposure to fine arts and increased literacy are valuable goals for all of us, I am requesting neither salary nor speaking fees, nor any other fees or stipends, in order to inaugurate this worthwhile and innovative program in 2003.

To the best of my knowledge, no other city in Southern California currently has a Poet Laureate. As a proud Placentia homeowner and resident since 1981, I believe that we have the talent, the initiative and the leadership to be the first to launch such a program. I believe it would be a great cultural coup for us to be the first Orange County city to appoint a Poet Laureate, and I would be honored to be that appointee.

Sincerely,
Meredith Karen Laskow

Meredith Karen Laskow
714-524-5913

Appointment requested:
Poet Laureate of Placentia

Position description:
This will be a cultural outreach program, where I read poetry at events (to be mutually determined) in Placentia. For 2003, I envision at least two readings at Placentia Library, and perhaps one reading at each of the high schools. I am open to other suggestions for activities and venues.

Relevant Bio:
I have been writing poetry since I was a child but took a twelve-year hiatus between 1986 and 1998. Since 1998, my output averages 2 poems per month. I participate regularly at local readings and was the Featured Poet at Ugly Mug Cafe in Orange (October 2001), Java Zone in Pasadena (April 2002), Borders Block of Orange (July 2002) and Alta Coffee House in Newport Beach (July 2002).

Education:
Bachelor of Fine Arts 1977
Ohio State University, Columbus
major: studio art

Poetic style:
free verse, mostly autobiographical

Publications, print:
"Galloping Words" , chapbook
"...And the Artist Was 12", chapbook
"An Eye For An Eye Makes The Whole World Blind: Poets On 9/11", anthology
"San Gabriel Valley Poetry Quarterly" anthology, issues # 14, 15, 16, 17

Online: numerous, but here are the highlights:
Poet of The Week, "Sensitive Poetry"
Poet of the Week, "Poetix"
two essays "Moondance"
18 times since Dec. 2001 in "Map of Austin Poetry", the semi-connected online arm of the Austin International Poetry Festival

Fiscal impact on The City Of Placentia or on Placentia Library:
extremely minimal. I am not requesting a salary or speaking fee. Only cost to City or Library would be time and materials spent on publicity.

Length of term:
open

Limitations:
My poetry is probably too intense for young children, and programs would therefore be geared for teens and adults.

Community service: I volunteer teach a free exercise class for breast cancer survivors, held in the Backs Building since February 2000.

Placentia homeowner since 1981

June 20, 2002

City Girl

City girl in a beige stucco suburbia
steps out onto her patio
to follow the shrieking of red-tailed hawks
nesting thirty feet away from her townhome.
She peers inside eggshells left by newly-hatched doves,
kneels on the pavement to whisper to skinny
mud-brown lizards before they scurry into
protective clumps of needled agaves.
The woman who assumed from toddlerhood
that food sprouted from the orderly shelves of a supermarket
has for the past two months eaten a daily avocado
dropped by the towering leafy tree that sprung from a
small rooted pit she stuck into the soil fifteen years ago,
never believing it would grow.
She is in awe of the mature
foliage shading her patch of tract housing
amazed at the burgeoning fauna that has steadily
crept or flown back to reclaim the territory
from which it was uprooted twenty-five years ago
by noxious buzzing tractors and rivers of cement.
She watches hawks pirouette in the sky
and follows wisps of clouds to retrace
the path that brought her 3000 miles and forty years
away from her native New York City.

She always loved New York
bright lights and apartments perched over one-aisle stores.
The child who grew like a weed in the cracks of a sidewalk
thrived in a world of looming elbows,
was lulled to sleep by the
bleep-drone of ever crawling traffic.
She felt safe in the protective shell of sprawling concrete,
was intoxicated by air breathed by too many people.
Her large brown eyes could not envision
a panorama unmarred by skyscrapers; her agile hands
could not fathom creating art, or
life, anywhere else.
When her father was transferred
to the dull suburbs of the Midwest,
she swore she would move back
to the glistening metropolis upon reaching adulthood.
She never made it.

The need to be engulfed by over-populated environs
has thinned from her blood.
She has even lost the desire to dwell in
small cramped apartments where plants are confined to pots
balanced carefully on narrow windowsills with too little sunlight.
Like the hawks, she has adjusted to a shifting
demographic, moving from neighborhood to neighborhood
until she finally found a home.

Meredith Karen Jackson

COMPARISON OF INTEREST RATES ON CERTIFICATES OF DEPOSIT
AS OF JANUARY 21, 2003

Financial Institution	Current Rate	Savings Rate	Penalty for Early Withdrawal
Bank of America	1.34%	0.50%	3 months interest
Bank of the West	1.24%	0.50%	3 months interest
Citibank	1.19%	0.50%	3 months interest
Downey Savings and Loan Association	1.34% (up to $4,999) 1.39 ($5,000-$24,999)	0.65%	3 months interest
Fullerton Community Bank	1.50%	0.75%	6 months interest
Hawthorne (Fidelity Federal) Bank	1.63%	0.25% (under $500) 1.00% ($500 or more)	6 months interest
Washington Mutual	1.34%	0.65%	3 months interest
Wells Fargo Bank	1.29%	0.25%	Refused to disclose, prorated
California National Bank	1.686%	0.995%	6 months interest

RECOMMENDATION:

1. Determine where to invest the Certificates of Deposit.

USE POLICY

FOR THE

ELECTRONIC REFERENCE SERVICES

Electronic Reference Resources, including the Internet, are services provided by the Placentia Library District in fulfillment of it's mission of providing materials and services that satisfy the educational and informational needs of the community.

- Users of these services are required to sign-in at the Reference Desk. This will insure equitable availability of time.

- Each patron is guaranteed 30 minutes of uninterrupted use per session, and will be given a 10 minute notice if another patron is waiting.

- When ALL terminals are being used and a patron signs-in, he/she will be told which terminal he/she may use. If a patron giving up a terminal still needs to use one, he/she is required to sign-in again for the next available terminal.

- When available, children under 12 years of age will be assigned terminals located in the Children's Department and adults will be assigned terminals located in the Adult Services Department.

- No more than two people per terminal.

- **Printing is <u>10 cents</u> per page and you pay for it at the circulation desk.**

- **<u>E-mail service</u>, <u>chat rooms</u> and <u>downloading of materials</u> from the Internet are <u>not</u> allowed.**

  A <u>floppy disk</u> <u>may not be used</u> on any of the computers. If you use <u>Microsoft Word</u>, <u>you will not be able to save the document</u>.

- Graphics or materials of sexual or violent nature that are offensive to other patrons may not be displayed on the screens. Patrons violating this policy will be asked to leave the terminal. Graphics can be turned off at each terminal, if needed, ask staff for assistance.

Adopted by the Library Board of Trustees, May 20, 1997

MINUTES JANUARY 6, 2003

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Eleanor Rankin, Virginia Walker, Camile Himes, Pat Irot, Jan Schwartzkopf, Ginny Sanatar, and Barbara Hemmerling.. Elizabeth Minter, Jim Roberts and Jillian Rakos represented the staff and Gai Wood, the Trustees.

The **minutes** of the December board meeting were approved as read. **Treasurer,** Camile Himes reported a balance of $16,897.24. **Financial Secretary,** Ginny Sanatar reported book sales in November of $345 and the November Sunday sale: $115.15. For December she reported $529 for book sales and $207.72 for the Sunday sale.
Jillian Rakos asked to be reimbursed, $148, for postage used in membership mailings. Pat Irot moved and Jan Schwartzkopf seconded the motion for this bill to be paid. The motion carried.

President's Report: 1) Trustee's Meeting: No report from December. Barbara. Hemmerling will attend the January meeting on Tuesday the 21 at 6:30. 2) Foundation Meeting, Wednesday, January 8. Ellie will attend. 3) Author's Luncheon: Saturday March 1. Tickets will be available mid-January. The cost will be $35. By consensus it was agreed to have a Silent Auction that day. The need to choose a person to be invited to be Maitre d' was discussed. In honor of the 100-year anniversary of the Placentia Round Table, their president, Brenda Benner, was suggested. Pat Irot made a motion to invite Brenda to have this honor. Barbara Hemmerling seconded and the motion carried. 4) Annual Meeting: Monday April 7. Pamela Hallan-Gibson will be the speaker. The City Chambers and the Library Community Room have been reserved. A committee to plan the food and further details will be appointed in February. 5) Election of Directors: Our by-laws specify a board of 7-11 members. We have 12 directors at the present time. Eleanor Rankin requested a meeting of the executive board to determine the best way to handle this. They will report back to the entire board. 6) " Book Store" Listing: It was decided by general consent not to pay $75 for this service.

Chair Reports: 1) Membership: Ted Farkas was not present. In his absence Jillian Rakos said that we have had a good response and more memberships continue to come in. 2) Public Relations: Pat Irot shared some recent news clips. She will continue to contact the media to advertise our activities.3) Volunteer Development: Pat Irot and Jan Schwartzkopf proposed a Volunteer Event—Sweetheart Day at the Library. It would be an Open House activity on Wednesday, February 12, 2003 from 10-2. All active volunteers serving the library would be invited. Any patrons interested would be invited. The goal would be to provide for a variety of interests. This would require participation

by all of the Directors during all or part of the day. Pat made a motion to accept this proposal and to allow an amount not to exceed $200 to cover expenses. Jan Schwartzkopf seconded this and the motion carried. Pat reminded all Directors to record their volunteer hours. This includes time at our meetings and all other activities. 4) Sunday Book Sales: January 12-Ted Farkas and Pat Irot; February 10-Barbara Hemmerling and Jan Schwartzkopf. 5) Silent Auction: November $73, December $63.

Library Director: Elizabeth Minter 1) Donna Siloci is the new Administrative Assistant. She is full time and started January 2, 2003. 2) Continuing concern about the state budget and the effect on our library. 3) Al Skholer was elected president of the Trustees and Geoff Braun the secretary. 4) The library will host the Chamber of Commerce Mixer on April 16, 2003. The Director requested $200 to cover expenses. Camile Himes made a motion to allow $200 for this event. Ginny Sanatar seconded it and the motion carried.

Christmas Clearing Bureau: Jim Roberts reported that there were some books left. They will be stored at the library for use next year. The total cost of these gift books, was $2235.81. The donations to fund this were $2000. Jim asked that the remaining cost be paid by The Friends. Barbara Hemmerling moved that we pay $235.81 to cover this. Camile Himes seconded it. The motion carried.

Announcements: 1) Miss Placentia Pageant—Saturday January 11-Bradford Auditorium 2) Chamber Mixer at Boys and Girls Club-Wednesday January 15. 3) Placentia Community Network-January 16-Jim Roberts, Pat Irot, Eleanor Rankin to attend. 4) Crown Book Store open next door to Ross. The manager, Darrell Love, is looking into offering the Friends of the Placentia Library, a discount.

Next meeting Monday February 3, 2003 7 PM

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 21, 2003

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director and Library Trustees
January 21, 2003

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY TRUSTEES	December 19, 2002	4366	10,288.55
	December 19, 2002	4367	5,210.81
	December 19, 2002	4368	265.48
SUBTOTAL BY LIBRARY TRUSTEES			**$ 15,764.84**
LIBRARY DIRECTOR	December 30, 2002	4369	1,470.71
	December 30, 2002	4370	10,105.33
	January 8, 2003	4370A	1,510.33
	January 8, 2003	4371	3,766.52
	January 8, 2003	4372	858.48
	January 11, 2003	4373	3,109.80
SUBTOTAL BY LIBRARY DIRECTOR			**$ 20,821.17**
TOTAL BY LIBRARY TRUSTEES AND LIBRARY DIRECTOR			**$ 36,586.01**

Prepared by Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/02
REPORT NO 4366

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01035								
City of Placentia	55092		1800	00		221.18		
401 East Chapman Ave.								
Placentia, CA 92870	55113		1400	00		2,338.70		
						2,559.88		
N03660								
Elizabeth D. Minter (Petty Cash)	12/18/02		0900	08		85.21		
Placentia Library District								
Petty Cash Reimbursement			0900	09		39.94		
411 East Chapman Avenue								
Placentia, CA 92870-6198			1800	00		256.04		
			1800	09		54.66		
			1803	00		13.65		
			1900	00		453.12		
			2700	00		398.00		
						1,300.62		
N03769D								
County of Orange	219764		1900	00		6,103.00		
P.O. Box 567								
Santa Ana, CA 92702								
N05030I								
AT & T	12/01/02		0700	08		18.60		
P.O. Box 78225								
Phoenix, AZ 85062-8225								
N06556A								
CNA	12/05/02		0300	00		249.28		
Group Benefits								
75 Remittance Dr., Ste. 1641								
Chicago, IL 60675-1641								
N06786								
Katherine Matas	12/11/02		2700	00		57.17		
c/o Placentia Library District								
411 East Chapman Avenue								
Placentia, CA 92870-6198								

The claims listed above (totaling $10,288.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

Gaetan M. Wood
COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

Page Total 10,288.55

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/02
REPORT NO 4367

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
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	12/18/02		1803	00		500.00		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	3310052		2400	08		1,426.04		
N09110 Special Districts Workers' Compensation Authority 1481 River Park Drive, Suite 110 Sacramento CA 95815-4501	12/06/02		0350	00		394.00		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	35489		1800	00		90.43		
N16779 LiteracyPro Systems, Inc. 333 W. Maude Ave., Suite 108 Sunnyvale, CA 94085	KS022803		0700	08		429.93		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	12/06/02		1900	08		202.80	02	
N23659 Scholastic, Inc. PO Box 3720 Jefferson City, MO 65102-3720	2597120		2400	08		77.85		
	2572946		2400	08		1,998.76		
						2,076.61		
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	12/10/02		2400	08		91.00	02	

The claims listed above (totaling $5,210.81) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 5,210.81

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/19/02
REPORT NO 4368

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
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801	12/06/02		1900	08		142.27	02	
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1413786		2400	07		29.63		
N27248 Erin Fregeau c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/05/02		2700	01		14.60		
	12/19/02		2700	01		18.98		
						33.58		
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	12/10/02		2400	08		60.00	02	

The claims listed above (totaling $265.48) 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 265.48

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/30/02
REPORT NO 4369

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	11/18 - 12/18/02		2800	00		299.42		
N03645A Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	1/01/03 - 2/01/03		0300	00		487.55		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Jan 2003		0300	00		208.32		
N03752 SBC California Payment Center Van Nuys, CA 91388-0001	335-253-2062 12/7/02		0700	01		13.80		
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	714-524-8408 8/01/02		0700	08		28.95		
	9/01/02		0700	08		28.36		
	10/01/02		0700	08		28.49		
						85.80		
N05445A Consolidated Reprographics 31 Musick Ave. Irvine, CA 92618-1638	941113		1800	00		110.65		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	1/01/03 - 2/01/03		0300	00		265.17		

The claims listed above (totaling $1,470.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,470.71

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/30/02
REPORT NO 4370

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
N10223 Watson Label Products 10616 Trenton Ave. St. Louis, MO 63132	02-55260		1800	00		765.47		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	1/01/03-1/31/03		0300	00		571.90		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	02-815148		1300	01		996.31		
N22769 ABN AMRO, Incorporated c/o LaSalle National Leasing 135 S. LaSalle St. Dept 3859 Chicago, IL 60674-3859	222564		2200	00		7,471.65		
(new vendor) RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	22230		1400	00		250.00		
(New Vendor) California Historical Society 678 Mission St. San Francisco, CA 94105	2003 Dues		1600	00		50.00		

The claims listed above (totaling $10,105.33) 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 10,105.33

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/08/03
REPORT NO 4370a

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
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	1/01/03		1800	00		27.50		
N03650C Kinko's Inc. Customer Administrative Services PO Box 530257 Atlanta, GA 30353-0257	12/28/02		1800	00		21.06		
N03659F Southern California Water 500 Cameron St Placentia, CA 928701	12/23/02		2800	00		137.65		
N03752 SBC California Payment Center Van Nuys, CA 91388-0001	335-253-2062 597 7/02/02		0700	01		349.49		
	11/07/02		0700	01		351.54		
						701.03		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	1/01/03		1900	00		70.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	12/31/02		1900	00		111.00		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	12/21/02		1800	00		442.09		

The claims listed above (totaling $1,510.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,510.33

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/08/03
REPORT NO 4371

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
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062773		1400	00		1,100.00	2	
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20021226		1900	00		432.50		
N09220A James A. Roberts c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	11/7-12/9/02		2700	00		39.61		
N16877B IKON Office Solutions PO Box 7420 Pasadena, CA 91109-7420	21370702		1300	00		277.52		
N25209 Sandra Chavez 955 S. Melrose, #A Placentia, CA 92870 SSN: 625-56-6333	12/17/02		1900	08		91.00	2	
	1/7/03		1900	08		214.48		
						305.48		
N26229A Ann Margaret Webb c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/18/02		1900	08		295.00		
N26570 ProForma PO Box 640814 Cincinnati, OH 45264-0814	0990000521		1800	00		1,316.41		

The claims listed above (totaling $3,766.52) 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 3,766.52

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/08/03
REPORT NO 4372

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
N27464 Tyese Wortham c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/1/02-12/31/02		2700	09		20.81		
N27521 Nori Fernandez 155 Angelina Drive, Apt. 149 Placentia, CA 92870 SSN: 569-77-6189	10/17/02		1900	08		60.00	2	
	1/07/03		1900	08		154.80	2	
						214.80		
(new vendor) Day & Nite Door Service Inc. 370 E. Orangethorpe Ave. Placentia, CA 92870	OC-34240		1400	00		136.40		
(new vendor) Inter-Tel Technologies P.O. Box 53240 Phoenix, AZ 85072-3240	1007118		4000	00		486.47		

The claims listed above (totaling $858.48) 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 858.48

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/11/03
REPORT NO 4373

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
N05030I AT & T P.O. Box 78225 Phoenix, AZ 85062-8225	12/16/02 714-528-8236		0700	00		65.80		
(new vendor) State Board of Equalization P.O. Box 942879 Sacramento, CA 94279-8062	Jan - Dec 2002		3700	00		3,044.00		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling $3,109.80) 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 3,109.80

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
January 21, 2003

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4374	34,715.11
	4375	718.21
	4376	2,749.81
	4377	3,974.55
	4378	2,111.72
	4379	1,892.87
	4380	2,434.33
TOTAL CURRENT CLAIMS		$48,596.60
PAYROLL	4381	28,648.14
	4382	28,648.14
		$57,296.28
	TOTAL	**$105,892.88**

Prepared by: Donna Siloti

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/21/03
REPORT NO 4374

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
N00018A	LI000000080		1900	00		30,169.74		
City of Anaheim								
P.O. Box 3222								
Anaheim, CA 92805								
N03643A	1516717		2400	05		1,589.58		
Recorded Books, LLC								
P.O. Box 64900	1583674		2400	05		537.39		
Baltimore, MD 21264-4900						**2,126.97**		
N03832	5135736P		2400	05		283.60		
Books on Tape								
P.O. Box 25122								
Santa Ana, CA 92799-5122								
N03833	U728291		2400	01		536.65		
Brodart Co.								
P.O. Box 3488	U728292		2400	01		949.44		
Williamsport, PA 17705								
	U728293		2400	01		21.42		
	U746674		2400	01		56.35		
	U746675		2400	01		122.60		
	U746676		2400	01		170.94		
	U750368		2400	01		35.71		
	U752471		2400	01		137.25		
						2,030.36		
N03842A	82030547		2400	01		17.37		
Ingram Library Services								
P.O. Box 502779	82030548		2400	01		19.47		
St. Louis, MO 63150-2779								
	82030549		2400	01		33.63		
	82030550		2400	01		18.80		
	82030551		2400	01		15.17		
						104.44		

The claims listed above (totaling $34,715.11) are approved for payment pursuant to an order entered in the Minutes of the Boar Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken o required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIG

Page Total 34,715.11

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/21/03
REPORT NO 4375

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03842A	82030552		2400	01		96.36		
Ingram Library Services								
P.O. Box 502779	81817041		2400	01		18.76		
St. Louis, MO 63150-2779								
	81817042		2400	01		43.35		
	81817043		2400	01		42.30		
	81817044		2400	01		32.42		
	81817045		2400	01		33.27		
	81817046		2400	01		16.97		
	81817047		2400	01		28.42		
	81817048		2400	01		9.36		
	818134514		2400	01		16.58		
	818134515		2400	01		20.18		
	81834516		2400	01		112.33		
	81838641		2400	01		12.45		
						482.75		
N03844	12/23/02-6/09/03		2400	04		105.20		
Los Angeles Times								
P.O. Box 60062								
Los Angeles, CA 90060-0062								
N04858	90311744		2400	07		23.57		
Oxford University Press								
2001 Evans Road								
Cary, NC 27513								
N06569B	1200205		1800	00		106.69		
Demco								
P.O. Box 8048								
Madison, WI 53708-8048								

The claims listed above (totaling $718.21) 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 oa required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIG

Page Total 718.21

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/21/03
REPORT NO 4376

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
N06579	12032091		2400	01		232.79		
The Gale Group								
P.O. Box 95501	12091851		2400	01		944.47		
Chicago, IL 60694-5501						**1,177.26**		
N06819	1059343		1600	07		125.00		
American Library Association								
77-6499								
Chicago, IL 60678-6499								
N06896E	74285807		1800	00		120.00		
Aspen Publishers Inc.								
PO Box 64054								
Baltimore, MD 21264-4054								
N06935	0168889-03		2400	03		1,140.87		
Dun & Bradstreet								
Business Reference Services								
P.O. Box 75918								
Chicago, IL 60675-5918								
N06946	Al Shkoler		1600	00		13.00		
CALTAC								
Membership Chair, Denise Surber	Geoff Braun		1600	00		13.00		
507 18th Street								
Paso Robles, CA 93446	M. Dinsmore		1600	00		13.00		
	Betty Escobosa		1600	00		13.00		
	Gaeten Wood		1600	00		13.00		
	Elizabeth Minter		1600	00		15.00		
						80.00		
N13034A	35522		1800	00		106.68		
OmniGrafix Printing								
1571 S. Sunkist St., Ste. L								
Anaheim, CA 92806								

The claims listed above (totaling $2,749.81) are approved for payment pursuant to an order entered in the Minutes of the Board Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,749.81

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/21/03
REPORT NO 4377

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
N15508	200301-22		0700	02		39.90		
Cosmoslink Internet Services								
3030 Saturn St., Ste. 200	200301-70		1900	00		15.00		
Brea, CA 92821						**54.90**		
N15655	6380		1900	08		410.00		
Map Masters								
12120 Tech Center Drive, Ste B								
Poway, CA 92064-7102								
N17970	744731-00		1800	00		86.30		
University Products, Inc.								
P. O. Box 101								
517 Main Street								
Holyoke, MA 01041								
N22072A	03-01001		4000	00		3,123.67		
Performance Technology Group								
P.O. Box 26001								
Santa Ana, CA 92799-6001								
N22429	272983		2400	01		79.80		
The Rosen Publishing Group								
29 East 21st Street								
New York, NY 10010								
N23459	6106		2400	01		86.27		
Thomas T. Beeler, Publisher								
PO Box 659								
Hampton Falls, NH 03877-0659								
N25796A	1420983		2400	01		11.60		
BWI (Book Wholesalers, Inc.)								
PO Box 91691	1420984		2400	01		20.62		
Chicago, IL 60693								
	1420985		2400	01		37.63		
	1420986		2400	01		49.55		
	1420987		2400	01		10.99		
	1420988		2400	01		3.22		
						133.61		

The claims listed above (totaling $3,974.55) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 3,974.55

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/21/03
REPORT NO 4378

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	1413783		2400	01		69.43		
BWI (Book Wholesalers, Inc.)								
PO Box 91691	1413784		2400	01		74.84		
Chicago, IL 60693								
	1413785		2400	01		27.38		
	1416993		2400	01		28.38		
	1416992		2400	01		10.64		
	1416994		2400	01		17.95		
	1416995		2400	01		727.13		
	1416996		2400	01		89.22		
	1416997		2400	01		70.17		
	1416998		2400	01		4.52		
	1417965		2400	01		40.71		
	1417966		2400	01		107.28		
	1420981		2400	01		45.90		
	1420982		2400	01		17.08		
	1420989		2400	01		26.41		
	1420990		2400	01		4.68		
						1,361.72		
N26230	79606		1900	00		750.00		
National Retirement Services, Inc.								
File 56732								
Los Angeles, CA 90074-6732								

The claims listed above (totaling $2,111.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,111.72

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/21/03
REPORT NO 4379

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) Bank of America Account Analysis File #719880 P.O. Box 61000 San Francisco, CA 94161-9880	0004880155		1900	00		14.63		
(new vendor) Elsevier Science USA P.O. Box 96448 Chicago, IL 60693	50613758		2400	01		599.66		
(new vendor) Cliff Kass (Rainbow Book Co.) 184 Cameray Hts. Laguna Niguel, CA 92677	12/19/02		2400	01		1,148.00		
(new vendor) Southern Visuals 1005 E. St. Mary Blvd., Suite 107 Lafayette, LA 70503	3134		1800	00		93.80		
(new vendor) Treasure Bay Publishers Services P.O. Box 2510 Novato, CA 94948	123106		2400	09		36.78		

The claims listed above (totaling $1,892.87) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,892.87

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/21/03
REPORT NO 4380

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
N03841 Highsmith Inc. W5527 Highway 106 P.O. Box 800 Fort Atkinson, WI 53538-0800	7644848-001		1800	00		49.71		
N03912 California Special Districts Assn 1215 K Street, Ste. 930 Sacramento, CA 95814	7264		1600	00		1,153.00		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92702	1/7/03		1900	00		647.53		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	134599		1900	00		82.45		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	1/10/03		1900	07		277.28		
(new vendor) I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202321220		1900	00		29.90		
(new vendor) Fe Canseco de Perez 1756 W. Glen Ave. #2 Anaheim, CA 92801 (SSN: 602-35-9010)	1/10/03		1900	07		194.46		

The claims listed above (totaling $2,434.33) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,434.33

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/21/03
REPORT NO 4381

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	01/21/03 Pay period # 17 Feb 8, 2003 Feb 20, 2003		0100	00		26,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		

PLEASE WIRE ON THURSDAY, FEBRUARY 20, 2003

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 28,648.14

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/21/03
REPORT NO 4382

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	01/21/03 Pay period # 18 Feb 22, 2003 Mar 6, 2003		0100	00		26,612.30		
Account # 2011939659 Route #121000248	FICA		0200	00		2,035.84		

PLEASE WIRE ON THURSDAY, March 6, 2003

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

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 28,648.14

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Cash Flow Analysis**

DATE: January 21, 2003

BACKGROUND:

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

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2002-2003 through January 21, 2003.

Placentia Library District
FY2002-2003 General Fund Cash Flow

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

Placentia Library District
FY2002-2003 General Fund Cash Flow

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

Placentia Library District
FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/27/02	4344	General		4,280.41	142,670.19
11/27/02	4345	General		567.76	142,102.43
11/27/02	4346	General		1,141.17	140,961.26
11/27/02	4347	General		1,260.02	139,701.24
11/27/02	4348	General		8,971.77	130,729.47
11/27/02	4349	General		1,230.37	129,499.10
11/27/02	4350	Payroll to wire December 7, 2002		36,866.40	92,632.70
11/27/02	4351	Payroll to wire December 26, 2002		28,648.14	63,984.56
11/29/02	4352	General by Library Director		10,610.38	53,374.18
11/29/02	4353	General by Library Director		1,820.78	51,553.40
11/29/02	4354	General by Library Director		535.62	51,017.78
12/06/02		State Library ILL Reimbursement	3,904.95		54,922.73
12/06/02		Library Passport Revenue, Nov	2,717.00		57,639.73
12/06/02		Library Revenue, Nov	955.63		58,595.36
12/06/02		Interest GF Savings	2.20		58,597.56
12/09/02		Homeowners #1	2,450.78		61,048.34
12/10/02	4355	General by Library Director		3,122.38	57,925.96
12/10/02	4356	General by Library Director		2,440.02	55,485.94
12/10/02	4357	General by Library Director		77.52	55,408.42
12/11/02		Property Taxes Secured #2	286,374.02	715.94	341,066.50
12/18/02	4358	General		1,081.42	339,985.08
12/18/02	4359	General		8,760.26	331,224.82
12/18/02	4360	General		927.64	330,297.18
12/18/02	4361	General		41,958.14	288,339.04
12/18/02	4362	General		2,109.43	286,229.61
12/18/02	4363	Payroll to wire January 9, 2003		28,648.14	257,581.47
12/18/02	4364	Payroll to wire January 23, 2003		28,648.14	228,933.33
12/18/02	4365	Payroll to wire February 6, 2003		28,648.14	200,285.19
12/19/02		Property Taxes Secured #3	171,684.02	429.21	371,540.00
12/19/02		Supplemental 34th 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
01/11/03	4373	General by Library Director - PPI		3,109.80	343,293.59
01/21/03	4374	General		34,715.11	308,578.48
01/21/03	4375	General		718.21	307,860.27
01/21/03	4376	General		2,749.81	305,110.46
01/21/03	4377	General		3,974.55	301,135.91
01/21/03	4378	General		2,111.72	299,024.19
01/21/03	4379	General		1,892.87	297,131.32
01/21/03	4380	General		2,434.33	294,696.99

Placentia Library District
FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/21/03	4381	Payroll to wire February 20, 2003		28,648.14	266,048.85
01/21/03	4382	Payroll to wire March 6, 2003		28,648.14	237,400.71

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)

January 21, 2003

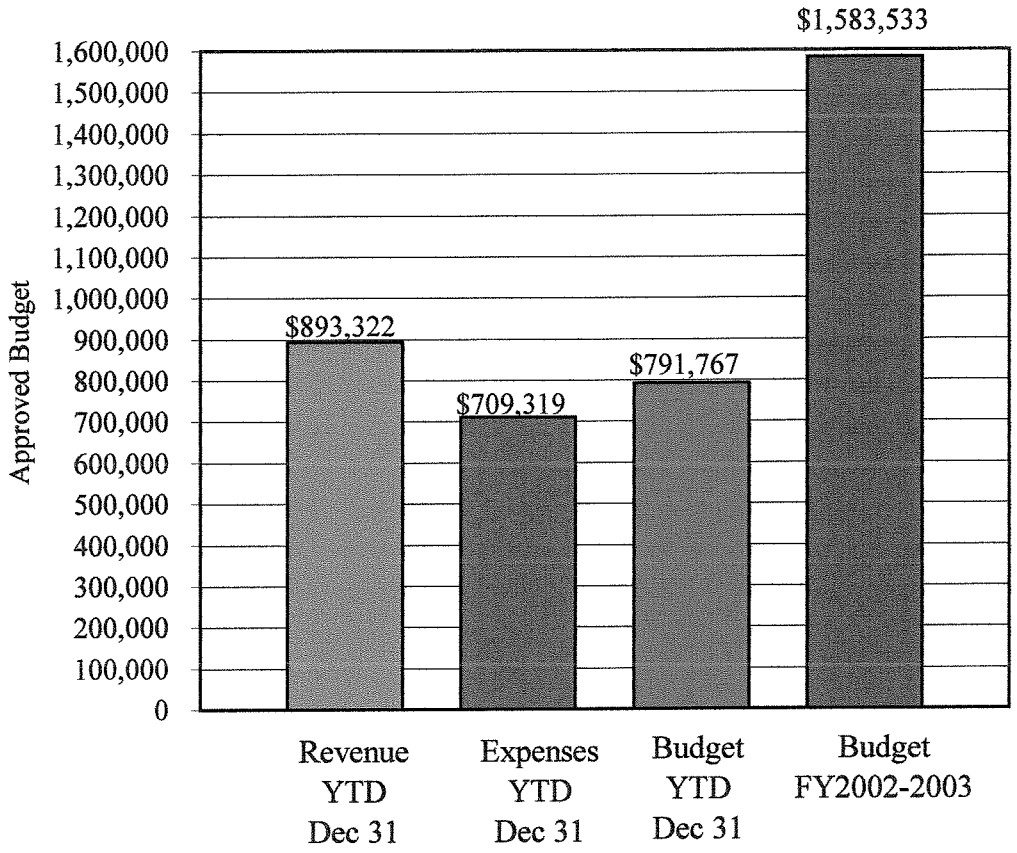
Fiscal Year 2001-2002

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
30-Jun-01	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25
31-Jul-01	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23
31-Aug-01	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82
30-Sep-01	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29
31-Oct-01	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35
30-Nov-01	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30
31-Dec-01	117,922.61	9,974.85	109,530.50	561,461.29	9,733.30	808,622.55	247,161.26
31-Jan-02						0.00	0.00
28-Feb-02						0.00	0.00
31-Mar-02						0.00	0.00
30-Apr-02						0.00	0.00
31-May-02						0.00	0.00
30-Jun-02						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 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
30-Jun-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)
January 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 DEC 2002	FY2001-2002 DEC 2001	FY2002-2003 % EXP BUD
6210-00	Prop. Taxes - current secured	1,068,983	575,664.98	405,959.69	458,058.04	304,755.91	53.85%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	13,000	(60.93)	13,876.41	0.00	0.00	-0.47%
	TOTAL PROP. TAXES - CURRENT SECURED	1,106,983	575,604.05	419,836.10	458,058.04	304,755.91	52.00%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	51,180.37	51,992.00	0.00	0.00	93.06%
6230-00	Prop. Taxes - Prior Secured	12,000	14,166.49	12,031.41	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	14,824.78	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	12,000	28,991.27	12,031.41	0.00	0.00	241.59%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	8,855.71	14,845.64	3,158.41	3,107.09	25.30%
6280-01	Final supplemental for prior years	0	0.00	1,746.82	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	35,000	8,855.71	16,592.46	3,158.41	3,107.09	25.30%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,363.50	1,302.90	0.00	0.00	170.44%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,219,533	665,994.90	501,754.87	461,216.45	307,863.00	54.61%

REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

January 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 DEC 2002	FY2001-2002 DEC 2001	FY2002-2003 % EXP BUD
6610-00	Interest	22,000	2,515.08	3,538.97	330.97	216.76	11.43%
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	2,515.08	3,538.97	330.97	216.76	11.43%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,800	2,450.78	2,415.15	2,450.78	2,415.15	15.51%
6970-00	State - ILL & Direct Loan Reimbursement	0	8,099.44	1,139.23	3,904.95	0.00	#DIV/0!
6970-01	State - CA Foundation Funds	25,000	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	16,000	6,030.00	5,000.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	85,200	140,680.00	0.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	146,200	154,809.44	6,139.23	3,904.95	0.00	105.89%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	14,754.58	15,462.46	1,851.71	1,785.04	49.18%
7670-01	Local Revenue -- Passport	150,000	51,796.80	26,711.40	6,693.94	4,021.45	34.53%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	1,000.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	180,000	67,551.38	42,173.86	8,545.65	5,806.49	37.53%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,583,533	893,321.58	556,022.08	476,448.80	316,301.40	56.41%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 DEC 2002	FY2001-2002 DEC 2001	FY2002-2003 % EXP BUD
0100	Salaries & Wages	691,920	342,859.30	324,806.00	60,859.30	50,124.00	49.55%
0200	Retirement (Social Security & Pension Contribution)	98,103	67,583.13	68,014.41	46,046.13	47,052.41	68.89%
	Health & Life Insurance/Blue Shield CA	48,584	20,974.92	16,175.89	6,990.12	(420.38)	43.17%
	Long Term Disability/CNA	3,903	1,541.12	1,369.79	498.56	0.00	39.49%
	Life Insurance/Fortis & Protective Life	2,194	537.45	317.60	236.25	0.00	24.50%
	Vision Service Plan/VSP	2,886	1,047.54	1,374.80	208.32	246.04	36.30%
	Dental/Ameritas	6,918	2,752.00	2,849.90	543.30	0.00	39.78%
0300	Total Employee Insurance	64,484	26,853.03	22,087.98	8,476.55	(174.34)	41.64%
0310	Unemployment Insurance	0	394.00	0.00	0.00	0.00	
0350	Workers Compensation - General	11,300	3,127.00	0.00	394.00	0.00	27.67%
	TOTAL SALARIES & EMPLOYEE BENEFITS	865,807	440,816.46	414,908.39	115,775.98	97,002.07	50.91%
0700-00	Communications - Telephone	4,000	976.81	1,776.93	130.39	1.23	24.42%
0700-01	Communications - Modem/Fax	6,000	3,116.79	2,404.29	128.19	0.00	51.95%
0700-02	Communications - Internet/Database	2,500	449.97	827.43	0.00	19.95	18.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	862.00	684.81	0.00	0.00	31.93%
0700-07	Communications - ELLI Grant	250	125 ~~0.00~~	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	500	760.14	154.25	448.53	0.00	152.03%
	Total Communications	15,950	6,165.71	5,847.71	707.11	21.18	38.66%
0900-00	Food - General Fund	100	68.06	0.00	0.00	0.00	
0900-07	Food - ELLI Grant	500	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	85.21	0.00	85.21	0.00	
0090-09	Food - Families for Literacy	0	68.63	0.00	39.94	0.00	
	Total Food	600	221.90	0.00	125.15	0.00	36.98%
1000-00	Household Expense	5,000	2,564.22	1,217.83	1,081.81	0.00	51.28%
1100-00	Insurance - Liability	6,506	7,614.40	5,279.54	0.00	0.00	117.04%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 DEC 2002	FY2001-2002 DEC 2001	FY2002-2003 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	4,500	932.45	1,991.00	277.52	0.00	20.72%
1300-01	Maintenance of Equipment - General Fund (Computer)	11,500	10,308.06	4,860.00	5,000.00	0.00	89.64%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	1,500	234.63	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	17,500	11,475.14	6,851.00	5,277.52	0.00	65.57%
	HVAC	2,500	5,689.88	769.88	318.51	295.73	227.60%
	Carpet Cleaning	3,500	430.98	0.00	0.00	0.00	12.31%
	Groundskeeping, City of Placentia	30,000	15,126.60	8,364.08	4,557.88	1,150.57	50.42%
	Plumbing	1,800	820.47	167.61	380.86	0.00	45.58%
	Electrical	1,500	1,442.49	313.19	1,000.00	0.00	96.17%
	Cleaning Service	13,700	6,600.00	6,450.00	1,100.00	1,100.00	48.18%
	Locksmith	200	1,099.48	131.41	0.00	0.00	549.74%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	1,001.19	234.96	830.00	0.00	20.02%
1400-00	Total Maintenance of Building & Grounds	58,200	32,211.09	16,431.13	8,187.25	2,546.30	55.35%
1600-00	Memberships - General Fund	3,750	140.00	922.50	0.00	285.00	3.73%
1600-07	Memberships - ELLI Grant	250	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	480.00	275.50	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,400	620.00	1,198.00	0.00	285.00	14.09%
1700-00	Miscellaneous Expense - General Fund	0	1,350.00	0.00	1,350.00	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	1,350.00	0.00	1,350.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 21, 2003

OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 DEC 2002	FY2001-2002 DEC 2001	FY2002-2003 % EXP BUD
	Library Supplies	10,000	4,495.51	7,874.22	1,977.38	1,892.16	44.96%
	Printing	10,000	5,168.61	3,345.81	2,724.82	207.62	51.69%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	647.75	1,210.09	274.97	0.00	43.18%
	Paper	1,700	184.43	911.77	31.34	0.00	10.85%
	Drinking Water Service	325	165.00	130.00	27.50	0.00	50.77%
	Other Office Supplies	8,500	4,145.63	6,953.72	932.08	1,119.51	48.77%
1800-00	Total Office Supply Expense - General Fund	32,025	14,806.93	20,425.61	5,968.09	3,219.29	46.24%
1800-07	ELLI Grant Supply Expense	2,611	901.06	513.56	465.32	0.00	
	Printing	1,500	0.00	2,324.77	0.00	0.00	
	Publications	0	4,045.59	1,649.71	1,375.52	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	3,500	256.74	4,078.40	85.00	429.92	
1800-08	Total Adult Literacy Office Supply Expense	5,000	4,302.33	8,052.88	1,460.52	429.92	86.05%
1800-09	Supply Expense Families for Literacy	500	108.54	518.94	54.66	99.71	
	Total Office Expense	40,136	20,118.86	29,510.99	7,948.59	3,748.92	50.13%
1803-00	Postage Expense - General Fund	5,500	2,772.70	2,624.67	513.65	179.53	50.41%
1803-01	Postage Expense - LSCA II Grant	0	0.00	535.85	0.00	535.85	
1803-08	Postage Expense - Adult Literacy	100	50.00	6.62	0.00	0.00	50.00%
1803-09	Postage Expense - Families for Literacy	0	50.00	0.00	0.00	0.00	
	Total Postage Expense	5,600	2,872.70	3,167.14	513.65	715.38	51.30%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 DEC 2002	FY2001-2002 DEC 2001	FY2002-2003 % EXP BUD
	Care Resources (Employee Assistance)	420	175.00	175.00	0.00	0.00	41.67%
	Pension Contribution & Operating Expenses	7,500	3,729.10	2,271.42	0.00	0.00	49.72%
	Anaheim Consortium Automated Library System	31,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Servicees	0	0.00	0.00	0.00	0.00	
	Clipping Service	504	247.71	188.55	42.00	0.00	49.15%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	7,212.36	135.40	6,123.60	8.97	79.26%
	Advertising (Including WEB Site)	2,000	1,127.52	0.00	30.00	0.00	56.38%
	Medical Exams	750	706.50	920.00	111.00	52.50	94.20%
	Collection Services - Accounts Receivable	2,500	1,107.09	1,449.58	453.65	221.52	44.28%
	Audit & Accounting Services	5,250	4,385.00	4,650.00	0.00	0.00	83.52%
	Payroll Preparation	3,250	1,396.56	1,401.65	249.35	123.85	42.97%
	Election Expenses	8,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	17,500	4,602.62	14,609.33	2,155.62	12,105.07	26.30%
1900-00	Total Specialized Services - General Fund	87,774	24,689.46	25,800.93	9,165.22	12,511.91	28.13%
1900-01	Specialized Services - Partnerships for Change Grant	0	0.00	12,292.81	0.00	591.63	
1900-07	Specialized Services - ELLI Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	9,500	3,059.27	1,125.00	1,026.12	700.00	32.20%
1900-09	Specialized Services - Families for Literacy	1,500	0.00	148.69	0.00	148.69	
1900-18	Tax Collection Services & Fees by Orange County	12,000	1,640.17	1,144.88	1,145.15	761.89	13.67%
	Total Specialized Services	110,774	29,388.90	40,512.31	11,336.49	14,714.12	26.53%
2000-00	Legal Notices - General Fund	650	137.70	0.00	0.00	0.00	21.18%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	137.70	0.00	0.00	0.00	21.18%
2100-00	Rents/Leases-Equipment	0	313.58	0.00	148.71	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 DEC 2002	FY2001-2002 DEC 2001	FY2002-2003 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	50,736.64	50,633.58	0.00	0.00	42.00%
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	24,286.05	28,743.72	10,994.14	12,050.12	16.70%
2400-02	Special Department Expense - Video	0	0.00	242.12	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	30,649.42	19,202.97	4,415.00	0.00	
2400-04	Special Department Expense - Periodicals	0	7,660.81	588.96	7,005.47	0.00	
2400-05	Special Department Expense - Audio	0	2,188.99	4,480.74	806.97	212.70	
2400-07	Special Department Expense - ELLI Grant	5,900	1,152.10	0.00	839.19	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	4,979.93	2,282.24	3,990.57	0.00	249.00%
2400-09	Special Department Expense - Families for Literacy	0	757.30	0.00	757.30	0.00	
	Total Special Department Expense	153,360	71,674.60	55,588.75	28,808.64	12,262.82	46.74%
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	2,053.95	1,673.23	560.08	0.00	82.16%
2700-01	Transportation/Travel - Meetings, Staff Local	7,500	2,845.10	2,746.70	548.60	189.21	37.93%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	896.62	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	399.00	287.52	132.00	0.00	79.80%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	197.97	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	393.68	391.44	163.85	17.94	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	1,025.35	343.49	20.08	24.15	102.54%
2700-09	Transportation/Travel - Meetings - Families for Literacy	500	126.49	0.00	40.16	0.00	
	Total Transportation/Travel - Meetings	14,500	6,843.57	6,536.97	1,464.77	231.30	47.20%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2002-2003 BUDGETED	FY2002-2003 YTD	FY2001-2002 YTD	FY2002-2003 DEC 2002	FY2001-2002 DEC 2001	FY2002-2003 % EXP BUD
	Electricity	63,000	14,500.67	33,437.69	0.00	5,550.58	23.02%
	Gas	5,000	326.10	370.62	267.36	0.00	6.52%
	Water	3,750	2,028.12	2,226.31	194.52	251.92	54.08%
2800-00	Total Utilities	71,750	16,854.89	36,034.62	461.88	5,802.50	23.49%
	TOTAL SUPPLIES & SERVICES	625,726	261,163.90	258,809.57	67,411.57	40,327.52	41.74%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000	2,339.80	2,028.68	2,339.80	0.00	58.50%
4000-00	Equipment - General Fund	20,000	1,810.15	3,381.47	0.00	0.00	9.05%
4000-07	Equipment - ELLI Grant	1,000	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0	2,726.01	0.00	0.00	0.00	#DIV/0!
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	4,536.16	3,381.47	0.00	0.00	21.60%
4200-00	Structures/Improvements	0	462.25	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	4,998.41	3,381.47	0.00	0.00	23.80%
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	709,318.57	679,128.11	185,527.35	137,329.59	44.79%

Placentia Library District
Balance Sheet
As of December 31, 2002

		Dec 31, '02
ASSETS		
Current Assets		
Checking/Savings		
County Exempt - Checking		1,597.66
County Exempt - Savings		1,337.97
General Fund - Checking		7,372.69
General Fund - Savings		5,271.21
Literacy Fund - Savings		7,516.21
Payroll Checking - Wells Fargo		16,635.58
Payroll Checking (CDs)		
387-0070269	5,000.00	
387-0070277	2,500.00	
387-0070285	2,500.00	
387-0070293	5,000.00	
387-0070301	10,000.00	
387-0070319	10,000.00	
Total Payroll Checking (CDs)		35,000.00
Payroll Savings (Int CDs)		467.26
Total Checking/Savings		75,198.58
Total Current Assets		75,198.58
TOTAL ASSETS		**75,198.58**
LIABILITIES & EQUITY		
Equity		
Retained Earnings		15,220.25
Total Capital		69,841.09
Net Income		-9,862.76
Total Equity		75,198.58
TOTAL LIABILITIES & EQUITY		**75,198.58**

01/13/03

Placentia Library District
Profit & Loss by Class
December 2002

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	381.91	0.00	0.00	0.00	381.91
COE Friends Contributions	6.00	0.00	0.00	0.00	6.00
COE Interest	0.96	0.00	0.00	0.00	0.96
COE Life Insur Suplmt(EDM)	59.82	0.00	0.00	0.00	59.82
COE Meeting Room Income	180.00	0.00	0.00	0.00	180.00
COE Passport Chck Reimbursement	2,420.00	0.00	0.00	0.00	2,420.00
COE Staff Appreciation Reimb	274.37	0.00	0.00	0.00	274.37
GF Cash Register - Childrens	0.00	15.00	0.00	0.00	15.00
GF Cash Register - Copy/Debit	0.00	164.60	0.00	0.00	164.60
GF Cash Register - Fines	0.00	1,285.45	0.00	0.00	1,285.45
GF Cash Register - Lost Items	0.00	86.83	0.00	0.00	86.83
GF Cash Register - Reserves	0.00	83.85	0.00	0.00	83.85
GF County Reimbursements	0.00	1,042.90	0.00	0.00	1,042.90
GF Interest	0.00	3.29	0.00	0.00	3.29
GF Miscellaneous Income	0.00	110.00	0.00	0.00	110.00
GF Passport Revenue	0.00	5,773.41	0.00	0.00	5,773.41
LIT Interest Inc - Savings	0.00	0.00	3.83	0.00	3.83
PA Wire Transfer from County	0.00	0.00	0.00	65,514.54	65,514.54
PA Wire Transfer from Paychex	0.00	0.00	0.00	223.36	223.36
Total Income	3,323.06	8,565.33	3.83	65,737.90	77,630.12
Expense					
COE Bank fees	21.00	0.00	0.00	0.00	21.00
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Passport Expenses	2,080.00	0.00	0.00	0.00	2,080.00
GF Bankcard Service Charge	0.00	15.00	0.00	0.00	15.00
GF Food	0.00	19.90	0.00	0.00	19.90
GF Insurance	0.00	651.95	0.00	0.00	651.95
GF Literacy	0.00	0.00	0.00	0.00	0.00
GF Office Expense	0.00	171.48	0.00	0.00	171.48
GF Transfers to County	0.00	4,880.96	0.00	0.00	4,880.96
GF Travel Staff	0.00	10.00	0.00	0.00	10.00
GF Travel Trustees	0.00	329.21	0.00	0.00	329.21
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	20.00	20.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	1,911.00	1,911.00
PA Employee 125 Co-Pay	0.00	0.00	0.00	1,642.03	1,642.03
PA Employee Life Insurance	0.00	0.00	0.00	59.82	59.82
PA Garnishment	0.00	0.00	0.00	1,176.00	1,176.00
PA Payroll Taxes	0.00	0.00	0.00	21,041.02	21,041.02
PA Prepaid Salaries	0.00	0.00	0.00	16,599.71	16,599.71
PA Salaries	0.00	0.00	0.00	38,799.75	38,799.75
Total Expense	2,752.95	6,078.50	0.00	81,249.33	90,080.78
Net Income	**570.11**	**2,486.83**	**3.83**	**-15,511.43**	**-12,450.66**

01/13/03

Placentia Library District
Profit & Loss by Class
July through December 2002

	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	838.00	0.00	0.00	0.00	838.00
COE Interest	6.17	0.00	0.00	0.00	6.17
COE Life Insur Suplmt(EDM)	319.04	0.00	0.00	0.00	319.04
COE Meeting Room Income	1,330.00	0.00	0.00	0.00	1,330.00
COE Miscellaneous Income	4,360.24	0.00	0.00	0.00	4,360.24
COE Passport Chck Reimbursement	22,033.85	0.00	0.00	0.00	22,033.85
COE Staff Appreciation Reimb	374.37	0.00	0.00	0.00	374.37
COE Test Proctoring Income	29.50	0.00	0.00	0.00	29.50
GF Cash Register - Childrens	0.00	115.83	0.00	0.00	115.83
GF Cash Register - Copy/Debit	0.00	884.86	0.00	0.00	884.86
GF Cash Register - Fines	0.00	9,077.75	0.00	0.00	9,077.75
GF Cash Register - Lost Items	0.00	728.59	0.00	0.00	728.59
GF Cash Register - Misc.	0.00	463.27	0.00	0.00	463.27
GF Cash Register - Reserves	0.00	770.89	0.00	0.00	770.89
GF County Reimbursements	0.00	6,163.18	0.00	0.00	6,163.18
GF Gifts Income	0.00	425.00	0.00	0.00	425.00
GF Interest	0.00	53.05	0.00	0.00	53.05
GF Miscellaneous Income	0.00	2,146.30	0.00	0.00	2,146.30
GF Non Goverment Grant	0.00	11,000.00	0.00	0.00	11,000.00
GF Office Expense Reimbursement	0.00	200.00	0.00	0.00	200.00
GF Other Grants	0.00	43.65	0.00	0.00	43.65
GF Passport Revenue	0.00	52,800.62	0.00	0.00	52,800.62
GF State Library Grants	0.00	136,710.00	0.00	0.00	136,710.00
GF State Library Reimbursements	0.00	8,099.44	0.00	0.00	8,099.44
GF Transfers from County	0.00	11,996.39	0.00	0.00	11,996.39
GF Typewriter Income	0.00	2.40	0.00	0.00	2.40
LIT Interest Inc - Savings	0.00	0.00	29.26	0.00	29.26
PA Deposit from B of A	0.00	0.00	0.00	33,726.77	33,726.77
PA Deposit from CalFED	0.00	0.00	0.00	7,000.00	7,000.00
PA Interest Inc - CD's	0.00	0.00	0.00	250.91	250.91
PA Interest Inc - Savings	0.00	0.00	0.00	10.63	10.63
PA Wire Transfer from County	0.00	0.00	0.00	374,756.76	374,756.76
PA Wire Transfer from Paychex	0.00	0.00	0.00	1,984.52	1,984.52
Total Income	31,071.27	241,681.22	29.26	417,729.59	690,511.34
Expense					
COE Bank fees	216.65	0.00	0.00	0.00	216.65
COE Bank Returned Deposit	30.00	0.00	0.00	0.00	30.00
COE Childn's Summer Rdng Prgm	2,734.00	0.00	0.00	0.00	2,734.00
COE Children's Camp Library	589.20	0.00	0.00	0.00	589.20
COE Children's Other	357.30	0.00	0.00	0.00	357.30
COE Copier Maintenance Contract	808.29	0.00	0.00	0.00	808.29
COE Friend's Director's Fund	1,009.16	0.00	0.00	0.00	1,009.16
COE Friend's Other Activities	135.00	0.00	0.00	0.00	135.00
COE Library Board Expenses	94.12	0.00	0.00	0.00	94.12

Placentia Library District
Profit & Loss by Class
July through December 2002

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Miscellaneous Expense	15.00	0.00	0.00	0.00	15.00
COE Office Expense	336.84	0.00	0.00	0.00	336.84
COE Passport Expenses	19,333.25	0.00	0.00	55.00	19,388.25
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	538.12	0.00	0.00	538.12
GF Bank Fees	0.00	24.00	0.00	0.00	24.00
GF Bank Return Check Item/Fees	0.00	107.65	0.00	0.00	107.65
GF Bankcard Service Charge	0.00	90.00	0.00	0.00	90.00
GF Children's Expense	0.00	275.00	0.00	0.00	275.00
GF Deposit Correction	0.00	44.94	0.00	0.00	44.94
GF Equipment (400)	0.00	591.50	0.00	0.00	591.50
GF Food	0.00	822.29	0.00	0.00	822.29
GF Insurance	0.00	651.95	0.00	0.00	651.95
GF Literacy	0.00	378.57	0.00	0.00	378.57
GF Miscellaneous	0.00	5,715.22	0.00	0.00	5,715.22
GF Office Expense	0.00	325.85	0.00	0.00	325.85
GF Postage	0.00	26.17	0.00	0.00	26.17
GF Printing	0.00	233.74	0.00	0.00	233.74
GF Prof & Spec Services	0.00	30.00	0.00	0.00	30.00
GF Registration/trans/travel	0.00	618.00	0.00	0.00	618.00
GF Transfers to County	0.00	221,844.95	0.00	0.00	221,844.95
GF Travel Staff	0.00	1,850.42	0.00	0.00	1,850.42
GF Travel Trustees	0.00	602.21	0.00	0.00	602.21
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00
PA Bank fees	0.00	0.00	0.00	504.42	504.42
PA Empl 457 Plan Contribution	0.00	0.00	0.00	11,553.16	11,553.16
PA Employee 125 Co-Pay	0.00	0.00	0.00	4,553.83	4,553.83
PA Employee Life Insurance	0.00	0.00	0.00	279.16	279.16
PA Garnishment	0.00	0.00	0.00	5,096.00	5,096.00
PA Interest Transfer to Savings	0.00	0.00	0.00	0.00	0.00
PA Payroll Taxes	0.00	0.00	0.00	108,162.27	108,162.27
PA Prepaid Salaries	0.00	0.00	0.00	50,128.47	50,128.47
PA Salaries	0.00	0.00	0.00	213,029.91	213,029.91
PA Transfer to new account	0.00	0.00	0.00	40,826.77	40,826.77
Total Expense	31,414.53	234,770.58	0.00	434,188.99	700,374.10
Net Income	-343.26	6,910.64	29.26	-16,459.40	-9,862.76

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 12/31/2002

Cleared Transactions

Previous Balance		1,124.38
Cleared Checks and Payments	31 Items	-2,444.00
Cleared Deposits and Other Credits	14 Items	3,082.28
Cleared Balance		1,762.66

Uncleared Transactions

Uncleared Checks and Payments	3 Items	-165.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 12/31/2002 (statement closing date)		1,597.66
New Checks and Payments	9 Items	-740.72
New Deposits and Other Credits	3 Items	335.00
Ending Account Balance		1,191.94

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 12/31/2002

Cleared Transactions:

Cleared Checks and Payments:

Date	No.	Payee	Memo	Account	C	Amount
12/31/2002		Bank of the West	Service Charge	County Exempt - Checking	X	-11.00
11/23/2002	4097	Passport Services	Amely Flourish 2/16/88	County Exempt - Checking	X	-40.00
11/24/2002	4099	Elizabeth D Minter	Reimbursement Berkely ...	County Exempt - Checking	X	-123.88
11/25/2002	4100	All Star Awards	Stark Plaque	County Exempt - Checking	X	-14.12
11/25/2002	4101	Passport Services	Mario Aquilera Castaned...	County Exempt - Checking	X	-95.00
11/26/2002	4102	Passport Services	Lila Sun Nam 04/29/86	County Exempt - Checking	X	-115.00
11/27/2002	4103	Passport Services	Loi Ngog Tran, dob 2/6/33	County Exempt - Checking	X	-55.00
11/30/2002	4104		Director's Fund: Pointset...	County Exempt - Checking	X	-75.00
12/02/2002	4105	Passport Services	Natalie Ines Meneses, do...	County Exempt - Checking	X	-40.00
12/02/2002	4106	Passport Services	Raul Rodriguez 1/4/70	County Exempt - Checking	X	-55.00
12/02/2002	4107	Passport Services	Adam Agathakis 7/16/79	County Exempt - Checking	X	-115.00
12/03/2002	4108	Passport Services	Geraldo Halo Dionio, Jr.,...	County Exempt - Checking	X	-115.00
12/03/2002	4109	Passport Services	Robert Rimpau Churney ...	County Exempt - Checking	X	-55.00
12/03/2002	4110	Passport Services	Nicole Sara Rodriguez 0...	County Exempt - Checking	X	-100.00
12/05/2002	4111	Passport Services	Joseph Edward Daigneau...	County Exempt - Checking	X	-11[illegible]
12/05/2002	4112	Passport Services	Irma Gonzalez 6/2/79	County Exempt - Checking	X	-11[illegible]
12/07/2002	4113	Passport Services	Jesus Manuel Ramirez, d...	County Exempt - Checking	X	-115.00
12/09/2002	4114	Passport Services	Christopher Alexandru V...	County Exempt - Checking	X	-40.00
12/09/2002	4115	Passport Services	Kenneth Lutkus, dob 10/...	County Exempt - Checking	X	-55.00
12/09/2002	4116	Passport Services	Tammy Michiko, dob 12/...	County Exempt - Checking	X	-150.00
12/10/2002	4117	Passport Services	Brady Alan Johnson 5/21...	County Exempt - Checking	X	-115.00
12/10/2002	4118	Passport Services	Laura Thuong Nguyen 6/...	County Exempt - Checking	X	-115.00
12/16/2002	4119	Passport Services	Jose Ramirez Fuentes 05/...	County Exempt - Checking	X	-55.00
12/17/2002	4120	Passport Services	Elaine Roberta Miles, do...	County Exempt - Checking	X	-55.00
12/17/2002	4121	Passport Services	Inez Laura Boisseranc, d...	County Exempt - Checking	X	-55.00
12/18/2002	4122	Passport Services	Betty Rashidy, dob 8/23/40	County Exempt - Checking	X	-55.00
12/19/2002	4123	Passport Services	Sandra Santoro, dob 3/30...	County Exempt - Checking	X	-115.00
12/19/2002	4124	Passport Services	Robert James Lariviere, ...	County Exempt - Checking	X	-115.00
12/21/2002	4125	Passport Services	Eunice Ann Chen, dob 5/...	County Exempt - Checking	X	-55.00
12/21/2002	4126	Passport Services	Lolita Diane Loughner, d...	County Exempt - Checking	X	-55.00
12/23/2002	4127	Passport Services	Allison Annie McKemie,...	County Exempt - Checking	X	-55.00
Total Cleared Checks and Payments				31 Items		-2,444.00

Cleared Deposits and Other Credits:

12/02/2002		Deposit	County Exempt - Checking	X	38[illegible]
12/03/2002		Deposit	County Exempt - Checking	X	300.00

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
12/03/2002			Deposit	County Exempt - Checking	X	150.00
12/04/2002			Deposit	County Exempt - Checking	X	100.00
12/08/2002			Deposit	County Exempt - Checking	X	115.00
12/10/2002			Deposit	County Exempt - Checking	X	55.00
12/10/2002			Deposit	County Exempt - Checking	X	115.00
12/12/2002			Deposit	County Exempt - Checking	X	274.37
12/12/2002			Deposit	County Exempt - Checking	X	6.00
12/19/2002			Deposit	County Exempt - Checking	X	55.00
12/22/2002			Deposit	County Exempt - Checking	X	55.00
12/23/2002			Deposit	County Exempt - Checking	X	1,245.00
12/30/2002			Deposit	County Exempt - Checking	X	55.00
12/30/2002			Deposit	County Exempt - Checking	X	175.00
Total Cleared Deposits and Other Credits				14 Items		3,082.28
Total Cleared Transactions				**45 Items**		**638.28**

Uncleared Transactions as of 12/31/2002:

Uncleared Checks and Payments:						
12/28/2002	4128	Passport Services	Tracy Anne Powers, dob ...	County Exempt - Checking		-55.00
12/30/2002	4129	Passport Services	Christopher Kelly Higgin...	County Exempt - Checking		-55.00
12/30/2002	4130	Passport Services	Timothy Sunti Mektrakar...	County Exempt - Checking		-55.00
Total Uncleared Checks and Payments				3 Items		-165.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions as of 12/31/2002				**3 Items**		**-165.00**

New Transactions:

New Checks and Payments:						
01/02/2003	4131	Passport Services	Christine Yoonsung Nam...	County Exempt - Checking		-115.00

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
01/02/2003	4132	Passport Services	Rick Oliver Trevino 8/21...	County Exempt - Checking		-110
01/02/2003	4133	Passport Services	Krystal Ann 11/12/56, G...	County Exempt - Checking		-175.00
01/02/2003	4134	Passport Services	Arianna Mirella Fajardo ...	County Exempt - Checking		-55.00
01/02/2003	4135	Passport Services	Mindy Lynn Niemela 5/6...	County Exempt - Checking		-115.00
01/04/2003	4136	Passport Services	Fernanda Cuevas Cervan...	County Exempt - Checking		-40.00
01/04/2003	4137	Passport Services	Anushri Mainthia, dob 7/...	County Exempt - Checking		-55.00
01/06/2003	4138	Home Depot	A/C 7901 861561 1 Dire...	County Exempt - Checking		-20.72
01/06/2003	4139	Passport Services	Enrique Zura Villasenor ...	County Exempt - Checking		-55.00
Total New Checks and Payments				9 Items		-740.72
New Deposits and Other Credits:						
01/06/2003			Deposit	County Exempt - Checking		225.00
01/06/2003			Deposit	County Exempt - Checking		95.00
01/06/2003			Deposit	County Exempt - Checking		15.00
Total New Deposits and Other Credits				3 Items		335.00
Total New Transactions				**12 Items**		**-40**

ECM
1/6/03

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 12/31/2002

Cleared Transactions

Previous Balance		1,759.14
Cleared Checks and Payments	1 Items	-10.00
Cleared Deposits and Other Credits	10 Items	240.78
Cleared Balance		1,989.92

Uncleared Transactions

Uncleared Checks and Payments	1 Items	-651.95
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 12/31/2002 (statement closing date)		1,337.97
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		1,337.97

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
12/31/2002		Bank of the West	Service Charge	County Exempt - Savings	X	-10.00
Total Cleared Checks and Payments				1 Items		-10.00
Cleared Deposits and Other Credits:						
10/31/2002			Deposit	County Exempt - Savings	X	
12/03/2002			Deposit	County Exempt - Savings	X	19.94
12/05/2002			Deposit	County Exempt - Savings	X	30.00
12/10/2002			Deposit	County Exempt - Savings	X	30.00
12/12/2002			Deposit	County Exempt - Savings	X	30.00
12/17/2002			Deposit	County Exempt - Savings	X	60.00
12/17/2002			Deposit	County Exempt - Savings	X	19.94
12/19/2002			Deposit	County Exempt - Savings	X	30.00
12/30/2002			Deposit	County Exempt - Savings	X	19.94
12/31/2002			Deposit	County Exempt - Savings	X	0
Total Cleared Deposits and Other Credits				10 Items		240
Total Cleared Transactions				**11 Items**		**230.78**
Uncleared Transactions as of 12/31/2002:						
Uncleared Checks and Payments:						
12/28/2002	1501	Protective Life Insurance C...	Minter Life Insurance Co...	County Exempt - Savings		-651.95
Total Uncleared Checks and Payments				1 Items		-651.95
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions as of 12/31/2002				**1 Items**		**-651.95**

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount

New Transactions:

New Checks and Payments:		
Total New Checks and Payments	0 Items	0.00
New Deposits and Other Credits:		
Total New Deposits and Other Credits	0 Items	0.00
Total New Transactions	**0 Items**	**0.00**

1/6/0

Reconciliation Report

General Fund - Checking account reconciled for the period ending 12/31/2002

Cleared Transactions

Previous Balance		8,183.45
Cleared Checks and Payments	11 Items	-1,181.71
Cleared Deposits and Other Credits	1 Items	1,042.90
Cleared Balance		8,044.64

Uncleared Transactions

Uncleared Checks and Payments	2 Items	-671.95
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 12/31/2002 (statement closing date)		7,372.69
New Checks and Payments	1 Items	-199.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,173.69

Reconciliation Report

General Fund - Checking account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
12/03/2002		Bank of the West	Bankcard service charge ...	General Fund - Checking	X	-15.00
11/24/2002	4615	Elizabeth D Minter	Reimbursements	General Fund - Checking	X	-51.15
11/26/2002	4617	Human Resources Council	The Personnel Law for S...	General Fund - Checking	X	-398.00
11/26/2002	4618	Sam's Club	Literacy: Food 0900-08	General Fund - Checking	X	-85.21
12/02/2002	4619	Elizabeth D Minter	Plant trays & S hooks; 1...	General Fund - Checking	X	-9.11
11/27/2002	4620	Al Shkoler	Printing Summer Camp ...	General Fund - Checking	X	-121.76
12/11/2002	4621	Sam's Club		General Fund - Checking	X	-19.90
12/10/2002	4633	Smart & Final	Literacy & General Fund...	General Fund - Checking	X	-82.01
12/10/2002	4634	CSDA	Registration Betty Escob...	General Fund - Checking	X	-165.00
12/10/2002	4635	Rancho Las Palmas Marriott	Betty Escobosa, Jan 15, ...	General Fund - Checking	X	-154.21
12/18/2002	4636	Smart & Final	Supplies: water cups	General Fund - Checking	X	-80.36
Total Cleared Checks and Payments				11 Items		-1,181.71
Cleared Deposits and Other Credits:						
12/15/2002			Deposit	General Fund - Checking	X	1,042.90
Total Cleared Deposits and Other Credits				1 Items		1,042.90
Total Cleared Transactions				**12 Items**		**-138.81**
Uncleared Transactions as of 12/31/2002:						
Uncleared Checks and Payments:						
12/19/2002	4637	Placentia Chamber of Com...	12/18/02 Mixer Jim Rob...	General Fund - Checking		-20.00
12/28/2002	4639	Protective Life Insurance C...	Life Insurance for Librar...	General Fund - Checking		-651.95
Total Uncleared Checks and Payments				2 Items		-671.95
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits				0 Items		0.00

Reconciliation Report

General Fund - Checking account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
Total Uncleared Transactions as of 12/31/2002				**2 Items**		**-671.**
New Transactions:						
New Checks and Payments:						
01/06/2003	4640	Capitol Weekly	1800-00 Publications	General Fund - Checking		-199.00
Total New Checks and Payments				1 Items		-199.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits				0 Items		0.00
Total New Transactions				**1 Items**		**-199.00**

EW
1/6/03

Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/31/2002

Cleared Transactions

Previous Balance		10,209.52
Cleared Checks and Payments	2 Items	-12,460.74
Cleared Deposits and Other Credits	28 Items	7,522.43
Cleared Balance		5,271.21

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 12/31/2002 (statement closing date)		5,271.21
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	4 Items	1,508.20
Ending Account Balance		6,779.41

Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
11/27/2002	1204	Orange County Auditor	Revenue Transfer 11/19-...	General Fund - Savings	X	-7,579.78
12/18/2002	1205	Orange County Auditor	Int $7.94; Local $896.08;...	General Fund - Savings	X	-4,880.96
Total Cleared Checks and Payments				2 Items		-12,460.74
Cleared Deposits and Other Credits:						
12/02/2002			Deposit	General Fund - Savings	X	120.00
12/02/2002			Deposit	General Fund - Savings	X	316.40
12/03/2002			Deposit	General Fund - Savings	X	396.15
12/04/2002			Deposit	General Fund - Savings	X	175.15
12/04/2002			Deposit	General Fund - Savings	X	916.49
12/05/2002			Deposit	General Fund - Savings	X	121.70
12/08/2002			Deposit	General Fund - Savings	X	253.05
12/08/2002			Deposit	General Fund - Savings	X	374.65
12/09/2002			Deposit	General Fund - Savings	X	330 [illegible]
12/10/2002			Deposit	General Fund - Savings	X	25[illegible]
12/10/2002			Deposit	General Fund - Savings	X	359.65
12/12/2002			Deposit	General Fund - Savings	X	123.95
12/15/2002			Deposit	General Fund - Savings	X	118.59
12/15/2002			Deposit	General Fund - Savings	X	240.00
12/16/2002			Deposit	General Fund - Savings	X	212.70
12/17/2002			Deposit	General Fund - Savings	X	218.39
12/18/2002				General Fund - Savings	X	213.90
12/19/2002			Deposit	General Fund - Savings	X	336.10
12/22/2002			Deposit	General Fund - Savings	X	15.85
12/22/2002			Deposit	General Fund - Savings	X	61.00
12/23/2002			Deposit	General Fund - Savings	X	166.60
12/23/2002			Deposit	General Fund - Savings	X	1,145.22
12/26/2002			Deposit	General Fund - Savings	X	110.00
12/26/2002			Deposit	General Fund - Savings	X	137.05
12/30/2002			Deposit	General Fund - Savings	X	142.70
12/30/2002			Deposit	General Fund - Savings	X	360.00
12/30/2002			Deposit	General Fund - Savings	X	293.40
12/31/2002			Deposit	General Fund - Savings	X	3.29
Total Cleared Deposits and Other Credits				28 Items		7,52[illegible]

Reconciliation Report

General Fund - Savings account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
Total Cleared Transactions				**30 Items**		**-4,938.31**
Uncleared Transactions as of 12/31/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments				0 Items		0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions as of 12/31/2002				**0 Items**		**0.00**
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments				0 Items		0.00
New Deposits and Other Credits:						
01/02/2003			Deposit	General Fund - Savings		236.95
01/06/2003			Deposit	General Fund - Savings		363.50
01/06/2003			Deposit	General Fund - Savings		332.00
01/06/2003			Deposit	General Fund - Savings		575.75
Total New Deposits and Other Credits				4 Items		1,508.20
Total New Transactions				**4 Items**		**1,508.20**

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 12/31/2002

Cleared Transactions

Previous Balance		7,512.38
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	3.83
Cleared Balance		7,516.21

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 12/31/2002 (statement closing date)		7,516
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,516.21

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
Cleared Transactions:						
Cleared Checks and Payments:						
Total Cleared Checks and Payments				0 Items		0.00
Cleared Deposits and Other Credits:						
12/31/2002			Deposit	Literacy Fund - Savings	X	3.83
Total Cleared Deposits and Other Credits				1 Items		3.83
Total Cleared Transactions				**1 Items**		**3.83**
Uncleared Transactions as of 12/31/2002:						
Uncleared Checks and Payments:						
Total Uncleared Checks and Payments				0 Items		0.00
Uncleared Deposits and Other Credits:						
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions as of 12/31/2002				**0 Items**		**0.00**
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments				0 Items		0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits				0 Items		0.00

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
Total New Transactions					**0 Items**	**0.00**

EOM
1/8/03

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 12/31/2002

Cleared Transactions

Previous Balance		33,347.58
Cleared Checks and Payments	39 Items	-71,993.15
Cleared Deposits and Other Credits	2 Items	65,514.54
Cleared Balance		26,868.97

Uncleared Transactions

Uncleared Checks and Payments	19 Items	-10,456.75
Uncleared Deposits and Other Credits	1 Items	223.36

New Transactions

Account Balance as of 12/31/2002 (statement closing date)		16,635.58
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		16,635.58

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 12/31/2002

Cleared Transactions:

Cleared Checks and Payments:

Date	No.	Payee	Memo	Account	C	Amount
12/03/2002		Paychex	Payroll	Payroll Checking - Wells F...	X	-16,792.86
12/04/2002		Direct Deposit of Salaries	Payroll taxes	Payroll Checking - Wells F...	X	-7,238.24
12/12/2002		Wells Fargo Bank	Wire transfer fee	Payroll Checking - Wells F...	X	-10.00
12/18/2002		Direct Deposit of Salaries	Direct Deposit of Payroll	Payroll Checking - Wells F...	X	-16,599.71
12/18/2002		Paychex	Payroll Taxes	Payroll Checking - Wells F...	X	-7,170.10
12/26/2002		Wells Fargo Bank	Wire transfer fee	Payroll Checking - Wells F...	X	-10.00
12/27/2002		Paychex	Direct Deposit	Payroll Checking - Wells F...	X	-15,903.81
12/04/2002	2005	Orange County Auditor	Replace check 2862 for ...	Payroll Checking - Wells F...	X	-754.01
10/09/2002	2722	Marlane Nebel	Payroll	Payroll Checking - Wells F...	X	-184.15
10/23/2002	2753	Marlane Nebel	Payroll	Payroll Checking - Wells F...	X	-194.31
11/06/2002	2776	Esther P. Guzman	Payroll	Payroll Checking - Wells F...	X	-255.63
11/20/2002	2804	Joy Di Loreto	Payroll	Payroll Checking - Wells F...	X	-264.72
12/04/2002	2833	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...	X	-64.13
12/04/2002	2836	Esther P. Guzman	Payroll	Payroll Checking - Wells F...	X	-217.07
12/04/2002	2837	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...	X	-31[illegible]
12/04/2002	2838	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...	X	-99[illegible]
12/04/2002	2840	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...	X	-80.79
12/04/2002	2843	Anna Y. McHugh	Payroll	Payroll Checking - Wells F...	X	-290.90
12/04/2002	2846	John Patterson	Payroll	Payroll Checking - Wells F...	X	-53.85
12/04/2002	2848	Barbara Phillips	Payroll	Payroll Checking - Wells F...	X	-63.68
12/04/2002	2849	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...	X	-285.76
12/04/2002	2851	Joshua Robbins	Payroll	Payroll Checking - Wells F...	X	-159.82
12/04/2002	2857	Edward Strysik	Payroll	Payroll Checking - Wells F...	X	-291.18
12/04/2002	2863	Placentia Library District - ...	Live Insurance Co-Pay f...	Payroll Checking - Wells F...	X	-19.94
12/04/2002	2864	Kathryn L. Roberts	Garnishment	Payroll Checking - Wells F...	X	-392.00
12/04/2002	2865	Nationwide Retirement Sol...	457 Plan Contributions	Payroll Checking - Wells F...	X	-637.00
12/18/2002	2866	Dorothy J. Cummings	Payroll	Payroll Checking - Wells F...	X	-101.70
12/18/2002	2868	Joy Di Loreto	Payroll	Payroll Checking - Wells F...	X	-224.57
12/18/2002	2870	Esther P. Guzman	Payroll	Payroll Checking - Wells F...	X	-176.99
12/18/2002	2871	Joyce G. Hampton	Payroll	Payroll Checking - Wells F...	X	-319.18
12/18/2002	2872	Vincent Howard	Payroll	Payroll Checking - Wells F...	X	-89.15
12/18/2002	2873	Phyllis E. Humple	Payroll	Payroll Checking - Wells F...	X	-481.43
12/18/2002	2880	Beatrice V. Quintanar	Payroll	Payroll Checking - Wells F...	X	-285.76
12/18/2002	2882	Joshua Robbins	Payroll	Payroll Checking - Wells F...	X	-177.73
12/18/2002	2888	Edward Strysik	Payroll	Payroll Checking - Wells F...	X	-29[illegible]
12/18/2002	2893	Orange County Auditor	Payroll	Payroll Checking - Wells F...	X	-444.01
12/18/2002	2894	Placentia Library District - ...		Payroll Checking - Wells F...	X	-19.94

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
12/18/2002	2895	Katherine L. Roberts	Payroll	Payroll Checking - Wells F...	X	-392.00
12/18/2002	2896	Nationwide Retirement Sol...	Payroll	Payroll Checking - Wells F...	X	-637.00
Total Cleared Checks and Payments				39 Items		-71,993.15

Cleared Deposits and Other Credits:

12/12/2002			Deposit	Payroll Checking - Wells F...	X	36,866.40
12/26/2002			Deposit	Payroll Checking - Wells F...	X	28,648.14
Total Cleared Deposits and Other Credits				2 Items		65,514.54

Total Cleared Transactions				**41 Items**		**-6,478.61**

Uncleared Transactions as of 12/31/2002:

Uncleared Checks and Payments:

12/30/2002		Paychex	Payroll Taxes	Payroll Checking - Wells F...		-6,632.68
12/11/2002	2006	Anna McHugh	Payroll December 1-11 2...	Payroll Checking - Wells F...		-167.67
12/30/2002	2008	Elizabeth D. Minter	Reimburse overwithheld ...	Payroll Checking - Wells F...		-223.36
11/06/2002	2780	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...		-53.85
11/20/2002	2806	Esther P. Guzman	Payroll	Payroll Checking - Wells F...		-247.91
12/04/2002	2854	Evena Shu	Payroll	Payroll Checking - Wells F...		-63.68
12/18/2002	2874	Matthew G. Mallard	Payroll	Payroll Checking - Wells F...		-26.93
12/18/2002	2885	Evena Shu	Payroll	Payroll Checking - Wells F...		-63.68
12/30/2002	2943	Esther P. Guzman	Salaries	Payroll Checking - Wells F...		-255.65
12/30/2002	2944	Joyce G. Hampton	Salaries	Payroll Checking - Wells F...		-319.37
12/30/2002	2951	Beatrice V. Quintanar	Salaries	Payroll Checking - Wells F...		-287.20
12/30/2002	2953	Joshua Robbins	Salaries	Payroll Checking - Wells F...		-143.87
12/30/2002	2956	Evena Shu	Salaries	Payroll Checking - Wells F...		-63.68
12/30/2002	2957	Donna Siloti	Salaries	Payroll Checking - Wells F...		-122.90
12/30/2002	2960	Edward Strysik	Salaries	Payroll Checking - Wells F...		-291.37
12/30/2002	2965	Orange County Auditor	Employee Section 125 C...	Payroll Checking - Wells F...		-444.01
12/30/2002	2966	Placentia Library District - ...	Minter Life Insurance Co...	Payroll Checking - Wells F...		-19.94
12/30/2002	2967	Katherine L. Roberts	Garnishment Payment	Payroll Checking - Wells F...		-392.00
12/30/2002	2968	Nationwide Retirement Sol...	Employee 457 Plan Cont...	Payroll Checking - Wells F...		-637.00
Total Uncleared Checks and Payments				19 Items		-10,456.75

Uncleared Deposits and Other Credits:

Reconciliation Report

Payroll Checking - Wells Fargo account reconciled for the period ending 12/31/2002

Date	No.	Payee	Memo	Account	C	Amount
12/30/2002			Deposit	Payroll Checking - Wells F...		223.
Total Uncleared Deposits and Other Credits				1 Items		223.36
Total Uncleared Transactions as of 12/31/2002				**20 Items**		**-10,233.39**
New Transactions:						
New Checks and Payments:						
Total New Checks and Payments				0 Items		0.00
New Deposits and Other Credits:						
Total New Deposits and Other Credits				0 Items		0.00
Total New Transactions				**0 Items**		**0.**

ACQUISITIONS REPORT FOR THE MONTH OF DECEMBER 2002

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	144.01	10	10	0.00	0	0	144.01	10	10	322.60	17	17	466.61	27	27
Adult Circulating Non-Fiction	1,947.58	92	89	0.00	0	0	1,947.58	92	89	277.75	14	14	2,225.33	106	103
Adult Reference	4,228.79	53	18	0.00	0	0	4,228.79	53	18	20.00	4	4	4,248.79	57	22
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	5,165.00	2	2	0.00	0	0	5,165.00	2	2	0.00	0	0	5,165.00	2	2
Total Adult Non-Fiction	11,341.37	147	109	0.00	0	0	11,341.37	147	109	297.75	18	18	11,639.12	165	127
TOTAL ADULT PRINT MATERIALS	11,485.38	157	119	0.00	0	0	11,485.38	157	119	620.35	35	35	12,105.73	192	154
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT MATERIALS	11,485.38	157	119	0.00	0	0	11,485.38	157	119	620.35	35	35	12,105.73	192	154
Juvenile Fiction	1,554.92	74	69	0.00	0	0	1,554.92	74	69	47.75	6	6	1,602.67	80	75
Juvenile Circulating Non-Fiction	222.94	12	10	0.00	0	0	222.94	12	10	38.85	3	3	261.79	15	13
Juvenile Reference	347.99	2	2	0.00	0	0	347.99	2	2	0.00	0	0	347.99	2	2
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	570.93	14	12	0.00	0	0	570.93	14	12	38.85	3	3	609.78	17	15
TOTAL JUVENILE PRINT MATERIALS	2,125.85	88	81	0.00	0	0	2,125.85	88	81	86.60	9	9	2,212.45	97	90
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	1,589.58	43	43	0.00	0	0	1,589.58	43	43	0.00	0	0	1,589.58	43	43
Total Juvenile Audio	1,589.58	43	43	0.00	0	0	1,589.58	43	43	0.00	0	0	1,589.58	43	43
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	1,589.58	43	43	0.00	0	0	1,589.58	43	43	0.00	0	0	1,589.58	43	43
TOTAL JUVENILE MATERIALS	3,715.43	131	124	0.00	0	0	3,715.43	131	124	86.60	9	9	3,802.03	140	133
Total Fiction	1,698.93	84	79	0.00	0	0	1,698.93	84	79	370.35	23	23	2,069.28	107	102
Total Non-Fiction	11,912.30	161	121	0.00	0	0	11,912.30	161	121	336.60	21	21	12,248.90	182	142
Total Audio	1,589.58	43	43	0.00	0	0	1,589.58	43	43	0.00	0	0	1,589.58	43	43
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	15,200.81	288	243	0.00	0	0	15,200.81	288	243	706.95	44	44	15,907.76	332	287

OUTSTANDING ORDERS AS OF DECEMBER 31, 2002

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
$12,637.93	$3,236.96	$15,874.89

ACQUISITIONS REPORT FOR FISCALYEAR 2002-2003 THROUGH THE MONTH OF DECEMBER 2002

Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	2,181.94	171	166	2,146.06	106	102	4,328.00	277	268	1,219.19	56	56	5,547.19	333	324
Adult Circulating Non-Fiction	2,647.18	132	128	2,350.69	100	86	4,997.87	232	214	2,400.79	116	115	7,398.66	348	329
Adult Reference	7,826.38	92	36	332.95	3	3	8,159.33	95	39	1,037.90	32	27	9,197.23	127	66
Adult Print Continuations	681.00	61	61	0.00	0	0	681.00	61	61	0.00	0	0	681.00	61	61
Adult Electronic Continuations	21,366.50	3	3	0.00	0	0	21,366.50	3	3	0.00	0	0	21,366.50	3	3
Total Adult Non-Fiction	32,521.06	288	228	2,683.64	103	89	35,204.70	391	317	3,438.69	148	142	38,643.39	539	459
TOTAL ADULT PRINT MATERIALS	34,703.00	459	459	4,829.70	209	191	39,532.70	668	585	4,657.88	204	198	44,190.58	872	783
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	145.00	10	10	145.00	10	10
Adult Audio Books	1,871.85	30	30	0.00	0	0	1,871.85	30	30	0.00	0	0	1,871.85	30	30
Total Adult Audio	1,871.85	30	30	0.00	0	0	1,871.85	30	30	145.00	10	10	2,016.85	40	40
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,871.85	30	30	0.00	0	0	1,871.85	30	30	145.00	10	10	2,016.85	40	40
TOTAL ADULT MATERIALS	36,574.85	489	489	4,829.70	209	191	41,404.55	698	615	4,802.88	214	208	46,207.43	912	823
Juvenile Fiction	4,755.11	339	315	5,476.17	387	310	10,231.28	726	625	322.41	34	34	10,553.69	760	659
Juvenile Circulating Non-Fiction	2,197.71	123	118	894.46	60	60	3,092.17	183	178	134.80	14	14	3,226.97	197	192
Juvenile Reference	1,460.04	10	6	0.00	0	0	1,460.04	10	6	0.00	0	0	1,460.04	10	6
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	300.00	1	1	0.00	0	0	300.00	1	1	0.00	0	0	300.00	1	1
Total Juvenile Non-Fiction	3,957.75	134	125	894.46	60	60	4,852.21	194	185	134.80	14	14	4,987.01	208	199
TOTAL JUVENILE PRINT MATERIALS	8,712.86	473	440	6,370.63	447	370	15,083.49	920	810	457.21	48	48	15,540.70	968	858
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	2,164.53	65	65	5,242.07	125	125	7,406.60	190	190	0.00	0	0	7,406.60	190	190
Total Juvenile Audio	2,164.53	65	65	5,242.07	125	125	7,406.60	190	190	0.00	0	0	7,406.60	190	190
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,164.53	65	65	5,242.07	125	125	7,406.60	190	190	0.00	0	0	7,406.60	190	190
TOTAL JUVENILE MATERIALS	10,877.39	538	505	11,612.70	572	495	22,490.09	1110	1000	457.21	48	48	22,947.30	1158	1048
Total Fiction	6,937.05	510	481	7,622.23	493	412	14,559.28	1,003	893	1,541.60	90	90	16,100.88	1,093	983
Total Non-Fiction	36,478.81	422	353	3,578.10	163	149	40,056.91	585	502	3,573.49	162	156	43,630.40	747	658
Total Audio	4,036.38	95	95	5,242.07	125	125	9,278.45	220	220	145.00	10	10	9,423.45	230	230
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	47,452.24	1,027	929	16,442.40	781	686	63,894.64	1,808	1,615	5,260.09	262	256	69,154.73	2,070	1,871

Summary of Current Status of Unique Management Accounts
January 21, 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	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0		
TOTAL YTD	**63**	**2721**	**28**	**2265.53**	**0**

UNIQUE MANAGEMENT SERVICES, INC.
SUMMARY STATUS REPORT

CREATED: 01/01/2003 7:17 PM RJK

PAGE: 127

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 12/31/2002

Accounts Submitted	:	721	Dollars Submitted	:	66,008.18	Dollars Received	: 18,952.35
Bankruptcies	:	1	Dollars in Bankruptcy	:	101.75	Material Returned	: 12,104.02
Incorrect Addresses	:	91	Dollars in Skips	:	6,052.49	Dollars Waived	: 2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	: 42,644.51
Accounts in Process	:	628	Dollars in Process	:	58,242.12	% of Dollars Activated	: 73.22%
# of Accounts Activated	:	444					
% of Accounts Activated	:	70.70%					

TO: Placentia Library Foundation Board of Directors

FROM: Elizabeth Minter, Library Director

DATE: January 21, 2003

SUBJECT: GIFT REPORT

The following gifts were received from December 1, 2002 through December 30, 2002.

ADOPT A BOOK DONATIONS

Ralph Goff
David Berry
Joseph & Ann Capraro

TOTAL ADOPT A BOOK DONATIONS: $150.00

BOOK ENDOWMENT FUND

Margaret Sevre
Laurel McCarthy
Susan Grimm

TOTAL BOOK ENDOWMENT FUND $375.00

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: $0.00

TOTAL ALL DONATIONS $525.00

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Building Maintenance Report for December 2002**

DATE: January 21, 2003

HVAC: Routine maintenance. No service calls in December.

Plumbing: No service calls in December.

Electrical: No service calls in December.

Locksmith: No service calls in December.

Exterminator: No service calls in December.

General Contractor: No service calls in December.

Doors: Replaced upper forearm foreclosure on rear door.

Prepared by: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Personnel Report for December 2002**

DATE: January 21, 2003

RESIGNATIONS:

None in December

APPOINTMENTS:

Donna Siloti, Administrative Assistant, 12/26/02

Ruth Peterson, Library Aide, 12/29/02

OPEN POSITIONS:

None

WORKERS' COMPENSATION LEAVE:

None

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator JR

SUBJECT: Volunteer Report for the Month of December 2002

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 December	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	4.00	51.00	Sep-95	686.50
Backes, Theresa	4.00	18.75	6/98	299.00
Bart, Lillian	4.00	52.00	May-01	203.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	2.00	32.00	Apr-01	113.50
Botha, Jill	2.00	16.00	Nov-01	32.00
Clugston, Patricia	7.00	55.00	6/98	384.25
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	13.25	95.00	8/98	676.75
Fioroni, Pete	0.00	5.25	3/97	242.25
Fitzgerald, Joan	10.00	49.25	10/93	2,069.00
Frazee, Kathy	0.00	5.00	Jul-02	5.00
Godwin, Nita	2.00	42.00	2/96	234.75
Haagan, John	4.50	31.50	Jan-00	50.00
Hemmerling, Barbara	11.00	55.25	9/95	557.50
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	4.00	21.50	10/95	238.00
Hunsinger, Debbie	0.00	28.75	Jul-02	28.75
Irot, Pat	21.00	213.50	2/96	2,516.50
Jertberg, Pat	17.00	87.00	4/98	782.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lord, Audrey	12.00	85.50	Jul-00	305.75
Mehta, Neela	8.25	23.25	Jun-02	83.75
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	7.50	52.50	10/95	1,142.75
Olson, Bob	4.00	24.00	9/95	432.00
Pence, Thomas	4.00	25.00	1/99	245.00
Peterson, Ruth	25.00	61.50	Mar-02	213.00
Rankin, Eleanore	5.00	143.50	May-02	183.75
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	0.00	16.00	2/00	178.00
Salem, Rose	6.00	41.00	Oct-00	174.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Ginny	6.00	30.00	Aug-02	30.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	16.00	133.00	4/98	301.00
Shaw, Dixie	0.00	5.50	5/94	202.00
Stoller, Frances	2.00	18.00	May-96	124.00
Walker, Virginia	0.00	2.00	Mar-99	131.50
Wymer, Betty	10.00	53.25	1/96	845.00
TOTAL	211.50	1,621.25		15,407.65

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY02/03 December	FY02/03 YTD
Acosta, Anthony	4	23.5
Afsar, Asif	0	0
Banks, Vanessa	0.00	0.00
Battaglia, Emelie	0.00	0.00
Beauchamp, Elder	0.00	13.50
Behmaran, Roxana	0.00	11.00
Boisineau, Emma	0.00	16.50
Born, Ashley	0.00	15.50
Camacho, Ana Lilia	0.00	14.00
Clark, Anthony	0.00	14.00
Chisholm, Kaitlan	2.00	4.50
Chiu, Jone Shawn	0.00	14.50
Chopra, Reema	0.00	38.00
Delgado, Jesse	0.00	25.00
Dolan, Adam	0.00	5.00
Dominici, Nicholas	0.00	21.25
Dougherty, Brad	0.00	38.00
Eng, Jonathon	0.00	12.00
Eng, Lawrence	0.00	42.50
Enomoto, Esther	0.00	0.00
Giulietti, Alex	0.00	6.75
Guo, James	0.00	45.75
Javier, Dana	2.00	14.00
Ju, Christina	0.00	0.00
Kim, Joseph	0.00	0.00
Guiletti, Alex	5.75	12.75
Haag, Elisha	0.00	0.00
Haag, Jennifer	0.00	12.75
Haag, Katie	0.00	0.00
Haag, Stephanie	0.00	12.25
Hess, Vinny	9.00	24.50
Hill, Joseph	0.00	0.00
Hovendon, Corin	0.00	7.50
Hung, Yung	0.00	3.50
Hurtado, Armando	0.00	3.25
Hurtado, Cynthia	0.00	3.25
Keezer, John	0.00	2.00
Khan, Marina	0.00	10.75
Lada, Steven	0.00	50.00
Laehnemann, David	3.00	25.25
Le, Brian	0.00	0.00
Le, Phillip	0.00	0.00
Lee, James	0.00	38.50
Lucero, Branden	0.00	5.50
Mamer, Liz	0.00	4.50
Maru, Sid	0.00	15.25
TOTAL	21.75	583.25

	FY02/03 December	FY02/03 YTD
McCarthy, Shannon	0.00	0.00
McClung, Elder	0.00	9.25
Messenger, Daniel	0	1
Meza, Jack	0.00	23.75
Miladi, Omid	0.00	38.25
Montes, Eric	10.00	10.00
Montes, Juan	0.00	25.25
Montiel, Edgar	4.75	15.75
Moore, Tray	0.00	3.50
Moru, Vik	0.00	6.00
Murray, Ryan	0.00	0.50
Nolen, Chris	0.00	2.00
Otto, Jessica	0.00	24.00
Pecot, Zipporah	0.00	0.00
Peechaphand, Thanin	0.00	0.00
Piol, Nick	0.00	38.50
Powell, Ashley	0.00	3.00
R, Janes	0.00	3.50
Sanchez, Jackie	0.00	2.25
Shah, Sweny	2.50	49.25
Shah, Soham	0.00	3.25
Siciliani, Melissa	0.00	3.00
Sindi, Fred	0.00	27.00
Seufae, Elder	0.00	4.25
Stapleton, Jeremy	6.00	32.00
Sy, Victoria	0.00	10.00
Takata, Michael	0.00	13.25
Torres, Daniel	0.00	0.00
Tran, Michael	0.00	40.00
Tran, Chi	0.00	3.50
Trejo, Ricardo	0.00	2.75
Truex, Nick	0.00	14.50
Turczynskyi, Stephen	0.00	0.00
Ukes, Kyle	2.00	2.00
Vaziri, Ali	0.00	17.00
Villarreal, Tania	0.00	1.50
Victores, Ryan	1.50	19.25
Vu, Elizabeth	0.00	0.00
Vu, Thomas	0.00	20.25
Ward, Alan	0.00	0.00
Wills, Gessica	0.00	3.00
Wong, Winston	0.00	20.25
Wymer, Betty	0.00	6.25
Yu, Lilian	0.00	22.25
TOTAL	26.75	521.00

TOTAL Library Volunteer Hours 260.00
TOTAL Literacy Volunteer Hours 504.00

TOTAL VOLUNTEERS HOURS 764.00

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

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 December	FY02/03 YTD	Cumulative
Alcantara, Carmelita	6.00	36.00	196.00
Anderson, Susan	6.00	36.00	237.00
Bayne, Linda	6.00	36.00	94.00
Belsher, Kristin	6.00	30.00	240.00
Bereiter, Gretchen	6.00	36.00	258.00
Bolkovatz, Alta	6.00	36.00	293.00
Brackett, Jim	6.00	36.00	45.00
Braun, Geoff	6.00	33.00	33.00
Casias, Michelle	-	6.00	24.00
Chen, April	6.00	36.00	49.00
Choi, Jason	-	12.00	48.00
Coffee, Nancy	6.00	36.00	295.00
Colenso, Bill	6.00	30.00	166.00
Croom, Carolyn	-	6.00	290.00
Curtis, Daniel	12.00	60.00	114.00
Duffie, Pat	12.00	72.00	422.00
Fakoufar, Reihaneh	6.00	33.00	33.00
Fay, Sonia	-	12.00	50.00
Fitsimons-Diaz, Chelsea	-	27.00	27.00
Garry, Kenneth	6.00	36.00	51.00
Gast, Polly	12.00	72.00	1,601.00
Gasper, Chris	6.00	36.00	47.00
Gonzalez, Polize Felipe	6.00	36.00	66.00
Gonzalez, Natasha	6.00	33.00	33.00
Goodman, Dale	30.00	180.00	2,253.00
Graves, David	6.00	36.00	211.00
Hatch, Bill	6.00	33.00	33.00
Healey, Kathleen	6.00	36.00	194.00
Heer, Kim	6.00	36.00	181.00
Hernandez, Rosy	-	-	340.00
Ho, Irene	-	6.00	36.00
Homrighausen, Scott	6.00	36.00	66.00
Humple, Phyllis	6.00	36.00	96.00
Hugar, Jessica	6.00	33.00	33.00
Hutton, Katherine (Kate)	6.00	36	192.00
Jiminez, Daisy	6.00	36.00	57.00
Keller, Christina	-	-	201.00
Kightlinger, Dana	6.00	36.00	57.00
Kelly, Jerry	6.00	36.00	45.00
Knank, Sam	6.00	36.00	39.00
Knudson, Chip	6.00	36.00	51.00
Lada, Stephan	6.00	36.00	66.00
Lasker, Marilyn	6.00	36.00	133.00
Larson, Li	-	6.00	134.00
Leslie, Sandra	6.00	36.00	194.00
Livezey, June	12.00	72.00	116.00
Malkowicz, Edward	12.00	78.00	104.00
Martinez, Diane	-	6.00	30.00
Martlaro, Diane	24.00	144.00	336.00
Medland, Karen	6.00	36.00	110.00
Meza, Jack			116.00
Mohr, Kelsey	6.00	34.00	39.00
Total	318.00	1,954.00	10,175.00

	FY02/03 December	FY02/03 YTD	Cumulative
Morales, Gabriela	-	30.00	58.00
Morrissey, Jean-Marie	6.00	36.00	39.00
Moyer, Disa	-	-	170.00
Murray, Snell	6.00	30.00	30.00
Murray, Edward	6.00	40.00	194.00
Naples, David	-	6.00	6.00
Narcisco, Dennis	12.00	83.00	356.00
Nguyen, Kelly	-	6.00	42.00
Norwood, Sophie	-	6.00	36.00
Nozot, Helena	-	6.00	60.00
Oropeza, Mikela	6.00	36.00	66.00
Pandya, Prerna	-	6.00	38.00
Patel, Deepa	6.00	36.00	141.00
Patterson, John	-	3.00	3.00
Pelto, Ernest	6.00	36.00	74.00
Precht, Jeanette	6.00	33.00	33.00
Purcell, Lisa	6.00	36.00	48.00
Pydeski, Linda	6.00	36.00	66.00
Quintana, Michele	6.00	33.00	33.00
Rahmari, Razi	6.00	36.00	48.00
Record, Ben	6.00	30.00	84.00
Risso, Edith	-	-	240.00
Rodriguez, Carmen	-	-	166.00
Roth, Howard	-	-	180.00
Sanchez, Margo	-	-	230.00
Schaal, Linda	-	6.00	18.00
Schultheis, William	-	6.00	42.00
Serafica, Christina	-	6.00	30.00
Shah, Sheadeha	6.00	36.00	36.00
Shepherd, Kathy	6.00	36.00	167.00
Singer, Stephanie	6.00	36.00	66.00
Skimizu, Ken	6.00	36.00	253.00
Soto, Nina	6.00	33.00	33.00
Springston, Madlyn	-	6.00	66.00
Stalnaker, Linda	-	-	281.00
Stichter, Julie	-	-	130.00
Teeter, Robert	6.00	24.00	24.00
Tran, Chi	-	6.00	9.00
Troumby, Pamela	6.00	36.00	60.00
Truong, Christine	6.00	33.00	33.00
Truong, Will	6.00	33.00	33.00
Truong, Richard	-	6.00	52.00
Truong, Steven	-	6.00	52.00
Turczyasfyi, Stephan	-	3.00	18.00
Van Zee, Karin	-	-	180.00
Vester, Ricki	6.00	42.00	78.00
Villarreal, Tanya	6.00	38.00	70.00
Vu, Elizabeth	6.00	36.00	66.00
Vukovick, Kathy	6.00	36.00	114.00
Walters, Catherine	-	6.00	36.00
Wang, Sue	12.00	60.00	69.00
Westfall, Carolyn	-	-	180.00
Wiegman, Karin	-	-	188.00
Yang, Yale	-	6.00	18.00
Yom, Gina	6.00	142.00	142.00
Zamora, Mary	6.00	36.00	36.00
Total	186.00	1,314.00	5,021.00

Placentia Library District
Circulation Report
January 21, 2003

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 December	FY01-02 December
1st Time Checkouts	71,370	70,071	1.85%	9,441	6,818
Phone Renewals	8,944	9,503	-5.88%	1,616	1,091
In-Building Renewals	1,795	2,481	-27.65%	320	310
Total Renewals	10,739	11,984	-10.39%	1,936	1,401
TOTAL CHECKOUTS	82,109	82,055	0.07%	11,377	8,219
On-Time Checkins	64,833	67,915	-4.54%	11,650	7,744
Late Checkins	6,306	13,427	-53.03%	1,417	2,082
TOTAL CHECKINS	71,139	81,342	-12.54%	13,067	9,826
Holds Placed	2,571	1,549	65.98%	125	171
Holds Cancelled	282	321	-12.15%	8	32
Holds Filled	2,118	1,567	35.16%	98	155
Holds Expired	55	15	266.67%	7	0
Patrons Registered	1,698	1,724	-1.51%	695	157
Titles Added	2,866	4,679	-38.75%	650	615
Volumes Added	4,133	7,139	-42.11%	910	890
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	31,696	34,766	-8.83%	4,744	3,687
Juvenile Print	40,923	37,969	7.78%	5,394	3,477
Total Print	72,619	72,735	-0.16%	10,138	7,164
Audio	4,629	3,524	31.36%	563	504
Visual	4,880	5,773	-15.47%	721	583
Equipment	0	0	0.00%	0	0
Total Audio Visual	9,509	9,297	2.28%	1,284	1,087
TOTAL CIRCULATION	82,128	82,032	0.12%	11,422	8,251
Placentia Circulation	37,031	49,173	-24.69%	6,899	4,689
%Placentia Circulation	45.09%	59.94%	-24.78%	60.40%	56.83%
Anaheim/Yorba Linda Circulation	19,937	14,287	39.55%	2,112	1,567
%Anaheim/Yorba Linda Circulation	24%	17.42%	39.38%	18%	18.99%
TYPES OF ACTIVE BORROWERS					
Adult	33,576	52,634	-14.69%	7,472	5,408
Young Adult	1,643	1,926	-14.69%	279	270
Juvenile	12,017	17,285	-30.48%	2,829	1,687
New Borrower	2,984	6,911	-56.82%	677	575
Non Resident	4,132	0		0	0
Other (staff)	440	0		190	0
TOTAL ACTIVE BORROWERS	54,792	78,756	-30.43%	11,447	7,940
TOTAL REGISTERED BORROWERS	26,138	16,961	54.11%	14,281	16,961
ATTENDANCE	152,096	159,085	-4.39%	38,725	16,123
Adult Reference-In Building	3,463	6,393	-45.83%	661	710
Adult Reference-Telephone	536	1,153	-53.51%	127	176
Children's Reference-In Building	3,212	4,124	-22.11%	380	324
Children's Reference-Telephone	943	167	464.67%	27	15
Total Adult Reference	4,740	7,546	-37.19%	788	886
Total Children's Reference	2,210	4,291	-48.50%	407	339
Total in Building Reference	5,424	10,517	-48.43%	1,041	1,034
Total Telephone Reference	1,569	1,320	18.86%	154	191
TOTAL REFERENCE	6,903	11,837	-41.68%	1,195	1,225

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	7/10/20	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	10/10/02		1,195.57	650.63			8.17	1,854.37
Oct-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Nov-02								0.00
Dec-02								0.00
Jan-03								0.00
Feb-03								0.00
Mar-03								0.00
Apr-03								0.00
May-03								0.00
Jun-03								0.00
TOTAL		11,162.23	5,473.79	2,603.74	215.00	0.00	40.90	19,495.66
AVG		2,790.56	1,368.45	650.94	53.75		10.23	4,873.92

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-01	1,127.26	174.00	0.00	1,301.26	650.63
Aug-01	1,127.26	174.00	2.48	1,303.74	651.87
Sep-01	1,127.26	174.00	0.00	1,301.26	650.63
Oct-01	1,127.26	174.00	0.00	1,301.26	650.63
Nov-01				0.00	0.00
Dec-01				0.00	0.00
Jan-02				0.00	0.00
Feb-02				0.00	0.00
Mar-02				0.00	0.00
Apr-02				0.00	0.00
May-02				0.00	0.00
Jun-02				0.00	0.00
TOTAL	4,509.04	696.00	2.48	5,207.52	2,603.76
AVG	1,127.26	174.00	0.62	1,301.88	650.94

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-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-01						0.00
Dec-01						0.00
Jan-02						0.00
Feb-02						0.00
Mar-02						0.00
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	1,528.96	937.60	254.32	0.00	1,788.16	4,509.04
AVG	382.24	234.40	63.58	0.00	447.04	1,127.26

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

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul-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	8.00	8.00	2.00	0.00	16.00	34.00
Oct-01	8.00	8.00	2.00	0.00	16.00	34.00
Nov-01						0.00
Dec-01						0.00
Jan-02						0.00
Feb-02						0.00
Mar-02						0.00
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	32.00	32.00	8.00	0.00	64.00	136.00
AVG	8.00	8.00	2.00	0.00	16.00	34.00

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

CSDA Legislative

CSDA Legislative Update for January 10, 2003

Budget Released Today

Governor Davis will release his 2003-04 proposed state budget at noon today, a budget the Governor stated will be "painful." The Governor is expected to propose a 1-cent increase in the sales tax; an increase in the state's top personal income tax brackets, and increasing the tobacco tax by approximately $2 per pack. Additionally, the proposed budget is expected to contain drastic cuts in every state department and as the Governor stated in his State-of-the-State address Wednesday evening, "virtually no program will escape unscathed."

Davis is expected to earmark the 1-cent increase in the sales tax to counties for programs the state will shift to them. The 1-cent increase is expected to raise approximately $4.5 billion and until the budget details are better understood, no one knows if the new revenues will offset the program-shift costs to counties.

On the rumor front, special districts may also realize significant impacts from the Governor's proposed budget. We hear that such proposals may include repealing the multi-county special district exemption from ERAF; shifting all non-debt property tax revenues from enterprise special districts; shifting special districts' reserves; and requiring ethics training for special district managers and board members. Until we see the budget today, we underscore these are only rumors - albeit good ones.

In his State-of-the-State address, Governor Davis again urged the Legislature to enact his proposed $10 billion mid-year reductions by the end of January. Both the Assembly and Senate will hold budget subcommittee hearings next week on the proposed reductions, with Assembly and Senate Floor votes expected shortly thereafter.

Following review of the budget, CSDA will endeavor to report on any proposal that will impact special districts.

Local Outreach

Be sure to watch your mail, CSDA's Local Outreach Packet is on its way. We have designed the packet to help special districts build statewide influence beginning at the local level. It contains a Local Outreach Guide, which provides a detailed outline of how to conduct the local outreach we are asking you to do, as well as several support documents, such as key facts about special districts and answers to common questions about special districts. This outreach program is an essential element in our ongoing efforts to increase the visibility and influence of special districts throughout the state.

To: eminter@placentialibrary.org
Subject: Special Budget Information from CSDA

CSDA Legislative

BUDGET UPDATE

December 16, 2002

Please Continue to Call, Write or Visit Your Senators, Assembly Members and Governor Davis and Urge them to Protect Essential Local Services

Thanks to the many coalition allies who have responded to our previous Action Alerts and have contacted Governor Davis and Senate and Assembly members. Your efforts have made a difference but our work is far from done. As detailed below, the Governor recently outlined more than $10 billion in mid-year spending reductions -- including many proposals that will have a direct impact on our local services -- and the Senate and Assembly will be holding hearings and evaluating the Governor's proposals over the next few weeks.

It is vital that all coalition allies continue to contact your elected officials right away and urge them to protect essential local services. **In particular, Assembly Speaker Herb Wesson has appointed more than 30 Assembly Members to serve on the Assembly Budget Committee (see below). It is critical that LOCAL coalition partners contact each of these Assembly members or copy them on the communication you've already sent.** Contact information for each of the appointed Assembly Budget Committee members is listed at the end of this update. A sample letter, LOCAL's 2003 Budget Principles, and a copy of the latest "Action Alert" can be found on the coalition's home page (www.calocal.org). Please take the time today to ensure your voice is heard and urge state lawmakers to protect essential local services.

Governor Davis Proposes $10 Billion in Cuts and Savings

On Friday, December 6th, Governor Davis released a list of proposed spending reductions, cuts and budget adjustments totaling more than $10 billion over the next two years. A complete list of proposed cuts or reductions that impact local services can be found in the "Budget Watch" section of the LOCAL website (www.calocal.org). It is important to note that, at most, these proposals represent only 50% of the total expected deficit and more actions will be needed to bring the budget into balance. A complete list of the Governor's mid-year spending reduction proposal can be found at http://www.dof.ca.gov/HTML/BUD_DOCS/midyr02.pdf.

Legislators Meet in Special Session to Deal with State Budget Crisis

This past Monday, the Senate and Assembly met in a rare special session to discuss the Governor's proposals and deal with the budget deficit. Both the Senate and Assembly indicated that they will not

vote on any final budget proposals until after the Governor releases his full spending proposal on January 10th. However, the Assembly announced plans to hold hearings across the state beginning next week to analyze the impact of proposed cuts and to discuss revenue enhancement options. Representatives of the LOCAL coalition will be on hand at these budget hearings.

In addition, members and staff from both houses will be evaluating the Governor's proposals, as well as additional spending cuts and revenue enhancements, over the next few weeks. We'll continue to keep you updated as hearings are scheduled and throughout the process.

In the meantime, it is essential that LOCAL and its members remain vigilant throughout this process and continue to advocate for the protection of local services. Please contact Governor Gray Davis, your State Legislators, and the members of the Assembly budget committee listed below right away!

Please contact Brandon Castillo @ 916.443.0872 with any questions.

Assembly Budget Committee Members

Assembly Member	Party - City	Phone	Fax	E-mail Address
Jenny Oropeza - Chair	D-Long Beach	916-319-2055	916-319-2155	assemblymember.oropeza@assembl
John Campbell - Vice Chair	R-Irvine	916-319-2070	916-319-2170	assemblymember.John.Campbell@a
Patricia Bates	R-Laguna Niguel	916-319-2073	916-3192173	assemblymember.bates@assembly.c
John Benoit	R-Palm Desert	916-319-2064	916-319-2164	assemblymember.benoit@asm.ca
Rudy Bermudez	D-Norwalk	916-319-2056	916-319-2156	assemblmemberbermudez@asm
Joe Canciamilla	D-Pittsburg	916-319-2011	916-319-2111	assemblymember.canciamilla@asse
Wilma Chan	D-Oakland	916-319-2016	916-319-2116	assemblymember.chan@asm.ca.
Judy Chu	D-Monterey Park	916-319-2049	916-319-2149	assemblymember.chu@asm.ca.g
Dave Cogdill	R-Modesto	916-319-2025	916-319-2125	assemblymember.cogdill@asm.c
Lynn Daucher	R-Brea	916-319-2072	916-319-2172	assemblymember.daucher@asm
Manny Diaz	D-San Jose	916-319-2023	916-319-2123	manny.diaz@asm.ca.gov
John Dutra	D-Fremont	916-319-2020	916-319-2120	assemblymember.dutra@asm.ca
Merv Dymally	D-Los Angeles	916-319-2052	916-319-2152	assemblymemberdymally@asser
Dario Frommer	D-Glendale	916-319-2043	916-319-2143	assemblymemberfrommer@asm.
Jackie Goldberg	D-Los Angeles	916-319-2045	916-319-2145	jackie.goldberg@asm.ca.gov
Tom Harman	R-Huntington Beach	916-319-2067	916-319-2167	assemblymember.harman@asse
Ray Haynes	R-Riverside	916-319-2066	916-319-2166	ray.haynes@asm.ca.gov
Hannah-Beth Jackson	D-Santa Barbara	916-319-2035	916-319-2135	assemblymember.jackson@asse
Rick Keene	R-Chico	916-319-2003	916-319-2103	
Lloyd Levine	D-Levine	916-319-2040	916-319-2140	assemblymember.levine@assem
Carol Liu	D-La Canada	916-319-2044	916-319-2144	assemblymember.liu@assembly.
Bill Maze	R-Visalia	916-319-2034	916-319-2134	assemblymember.maze@asseml
Kevin McCarthy	R-Bakersfield	916-319-2032	916-319-2132	assemblymember.mccarthy@asn
Cindy Montanez	D-San Francisco	916-319-2039	916-319-2139	assemblymember.montanez@as
George Nakano	D-Torrance	916-319-2053	916-319-2153	geaorge.nakano@assembly.ca.g
Fran Pavley	D-Agooura Hills	916-319-2041	916-319-2141	fran.pavley@asm.ca.gov
	D-City of	916-319-2060	916-319-2160	

In

Robert Pacheco	Industry			assemblymember.Bob.Pacheco@as
Sarah Reyes	D-Fresno	916-319-2031	916-319-2131	sarah.reyes@asm.ca.gov
Sharon Runner	R-Lancaster	916-319-2036	916-319-2136	
Joe Simitian	D-Palo Alto	916-319-2021	916-319-2121	joe.simitian@asm.ca.gov
Lois Wolk	D-Davis	916-319-2008	916-319-2108	lois.wolk@assembly.ca.gov

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

☒ Legislative

CSDA Legislative Update for Friday, December 13, 2002

Budget Special Session Update

On Monday the Senate and Assembly met only briefly in the Budget Special Session and recessed until January 6th. The Legislative Leadership indicated that they wanted more time to analyze the Governor's proposed $10 billion reductions in the 2002-03 State Budget, coupled with their ability to analyze the Governor's proposed 2003-04 State Budget prior to acting on the initial cuts. The Governor is expected to release his 2003-04 State Budget on January 10.
It is anticipated that Governor Davis will announce today that the estimated deficit for the 2002-03 and 2003-04 State Budgets is not $21 billion as previously reported, but closer to $30 billion.
While the Legislature is in recess until January 6, the Assembly Budget Committee and numerous Assembly Budget Subcommittees will hold hearings next week, the first scheduled for Monday in Sacramento. Additional hearings are scheduled for Tuesday in Sacramento and Los Angeles and on Wednesday in San Jose and Oakland.
With respect to the Governor's proposed $10 billion in reductions to the 2002-03 State Budget, we have identified 3 issues of specific interest to special districts. The first relates to local flood control subventions. Over the last 3 years, $128.3 million General Fund has been appropriated for flood control subventions and the Administration proposes to revert $58.1 million to the General Fund.
Second, the Administration proposes to reduce $15.8 million non-Proposition 98 General Fund from the Public Library Foundation per capita formula grants to local libraries.
Finally, the Administration is proposing to continue suspending payments for various budget year (2003-04) and prior year (2002-03) reimbursable non-Proposition 98 mandates, resulting in savings of $769.4 million in 2003-04.
Finally, rumors abound that the Governor's proposed 2003-04 State Budget will contain numerous recommendations relative to the state/local fiscal relationship, including the possibility of additional property tax shifts from cities, counties and special districts. We'll know on January 10th.

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

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NEWS FROM THE CAPITOL: Legislative Updates 2003

January 10, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist, Christina Dillon, Lobbyist

RE: **NEWS FROM THE CAPITOL**

I. GOVERNOR RELEASES 2003-04 BUDGET – NO FURTHER CUTS TO PUBLIC LIBRARY FUND

Shortly after noon, Governor Gray Davis appeared before the press corps to release his much-anticipated 2003-04 Budget. With the state facing a newly adjusted $34.6 billion deficit, the Governor told those present that "it was not easy putting this [Budget] together," but added his proposal would "return the state to sound financial footing." He noted that "virtually every program in the state will be reduced," under the terms of his plan. One of the primary features of the Governor's Budget includes a major $8.2 billion realignment program for county services such as Medi-Cal, local alcohol and drug programs, and court security. The Governor is proposing that funding for these programs be shifted from local governments, who will be responsible for providing these services locally, and the money will be back-filled by three revenue sources: 1) a one cent sales tax increase, 2) an increase in the excise tax of $1.10 for cigarettes and tobacco products, and 3) revenues gained by adding a 10 percent and 11 percent personal income tax bracket. The reason for this shift is to avoid having to provide 50 percent of any new state revenues to schools under the Proposition 98 requirements.

With regard to the Public Library Foundation, the Governor did not propose any reduction to the program beyond his proposed December cuts package. You will recall that in December, the Governor recommended that the PLF, which currently has a baseline dollar amount of $31.5 million, be reduced by $15.8 million. We have been arguing at the Capitol that the proposed reduction would equate to a 72 percent cut to the program since the 2000-01 Budget year, but had been prepared to see the PLF reduced even further, given the rapidly expanding Budget deficit. Today's news was certainly welcomed, and we will be working in the next month, during the Special Session discussions on the Governor's so-called "December Cuts," to protect the PLF baseline.

II. RESOURCE SHARING AND STATE LIBRARY OPERATIONS THREATENED

Several programs within the State Library did not fare as well as the Public Library Foundation. In particular, State Library operations, the Library of California, and Transaction Based Reimbursement are subject to reductions or radical policy change. The Governor's Budget states as follows:

Transaction Based Reimbursements – "The Administration proposes legislation to authorize local libraries to charge user fees to cover administrative costs associated with providing direct or inter-library loans of materials. The related fees would be approximately $1 for direct loans and $5 for inter-library loans. General Fund savings of $12.1 million would result by eliminating State support of these loans."

Library of California – "The Governor's Budget proposes eliminating support for this program, as it provides little direct service and is primarily administrative in nature at this time."

Literacy Program Consolidation – "To streamline administration and provide local flexibility for literacy services, the Administration proposes legislation to consolidate the existing California Literacy Campaign, Families for Literacy Program, and English Language and Literacy Intensive program. The Governor's Budget provides $5.3 million General Fund for this purpose."

Library Construction and Renovation Bond Fund Audits - "The Governor's Budget proposes an appropriation of $398,000 from bond funds for state operations to ensure that the authorized funds are used appropriately."

State Operations

The State Library is already facing a proposed 20 percent reduction in its state operations. Today's Budget contains two additional reductions that affect the State Library's operating overhead, and may be difficult for them to absorb.

User Fees for State Administration: - "The Administration proposes legislation to allow the CSL to establish user fees (via a State Library Card, as an example) to cover a portion of its administrative expenses. General Fund savings of $3 million would result."

State Operations – "The Governor's Budget proposes a $1.3 million General Fund State administrative cost savings to effect the elimination of local assistance programs."

The proposed reductions, presented today by the Governor, including those listed above, will be considered by the Budget Subcommittees in March, April and May. When more information is available regarding their schedules, we will alert the field.

January 7, 2003

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: **NEWS FROM THE CAPITOL**

I. SENATOR ALPERT AND ASSEMBLYMEMBERS MALDONADO AND WOLK INTRODUCE LIBRARY BOND BILL

The members of the Senate and Assembly returned yesterday from their holiday break to officially

convene the 2003 legislative session, with many legislators attending various parties and ceremonies for the swearing in of constitutional officers. We are pleased to announce that yesterday Senator Dede Alpert introduced SB 40, a $2 billion library construction bond measure. She will be joined in this effort by her Assembly colleagues, Republican Abel Maldonado, and freshman Democrat Lois Wolk. As most of you know, Senator Alpert is a member of the current library construction bond board, was a lead author on SB 3-Rainey/Burton/Alpert, the implementing bill for the 2000 library bond, and authored several library bond measures while a member of the Assembly. In her role as bond board member, the Senator has been concerned about the lack of available bond funds, compared to the overwhelming number of applicants for grants. In essence, approximately 75 percent of all applicants will be denied funding, as the $350 million in available bond dollars simply won't meet the need. The Senator publicly announced at two different bond hearings that she would be carrying legislation this year to try to meet that need.

During the Fall, CLA established a Task Force to assist Senator Alpert in the drafting of the new legislation. One of the significant components in SB 40 is the ability for applicants denied funding under Cycle Three of the current bond, to get "first call" on any new funding in the new bond, without having to reapply. The remaining funds would be used for all new bond applicants – those who did not participate in the first bond act.

During the Fall, we met with Mike Gotch, the Governor's Secretary for Legislation regarding the possible introduction of a major library bond bill. While we won't know the Governor's position on the library bond for some time, we are fortunate that Mr. Gotch has been quite engaged in monitoring the process of the current bond measure, and understands the challenges facing the library community and the bond board members.

SB 40 must be in print for 30 days before it can be assigned to committee for hearing. We will inform you when that occurs.

II. SENATE DESIGNATES COMMITTEE CHAIRS

The Senate has proposed its Chairs for the 2003 session, which will be put to the Rules Committee for vote and approval tomorrow. Of interest to CLA members, is the anticipated appointment of several "friends" of the library community to key legislative positions. Senator Tom Torlakson will be returning as the Chair of Senate Local Government. Senator Torlakson is a strong advocate for the libraries, and authored an important measure two years ago, with Senator Jackie Speier, to return property tax dollars back to so-called "ERAF Orphan libraries," independent libraries, and county general fund libraries. Senator Dede Alpert will continue to Chair the powerful Senate Appropriations Committee. In this role, she remains the highest ranking female legislator in the Senate. Senator Wes Chesbro will be named the new Chair of the Senate Budget Committee, (replacing termed-out Senator, Steve Peace) and will also Chair the important Budget Conference Committee. You may recall that Senator Chesbro was a member of the Conference Committee last year. When the Conferees voted to zero-out the Public Library Foundation funding in the Budget, it was Senator Chesbro who made the official motion to reinstate $31.5 million of the PLF funding. Lastly, Senator Jack Scott will Chair the Budget Subcommittee Number One on Education Finance, which has jurisdiction over the PLF. He replaces Senator Jack O'Connell, who was sworn into office on Sunday as the new Superintendent of Public Instruction. Senator Scott, a former community college president, is well positioned to take the reigns from Senator O'Connell, as he chaired the Assembly Subcommittee on Education Finance for several years in the Assembly, and regularly supported increases to the PLF.

III. GOVERNOR'S STATE OF THE STATE AND RELEASE OF THE BUDGET

Tomorrow night Governor Davis will present his annual "State of the State Address" before the members of the legislature, in the Assembly Chambers. His corresponding Budget is scheduled to be released on Friday, usually around 11 a.m. or 1 p.m., coinciding with his press conference. Details are never available prior to the Governor's press conference. Many of you may be participating in CLA's "Day In The District" on Friday and have asked us for details from the Governor's Budget to use in your discussions with legislators. While we will try to get information out to you as soon as possible on Friday, some of you may have meetings scheduled with your legislators before the Governor holds his press conference and releases the Budget document. If this is the case, please do not hesitate to use the existing information that we provided to you in our recent memos regarding his proposed $15.8 million cut to the PLF. In addition, your legislator might find the chart we developed, showing the depth of the cuts – 73% total reduction over two years – helpful during your discussion regarding library funding.

You might also take this opportunity to encourage your legislators to sign on to SB 40 as a co-author. You should also be aware that Assemblywoman Ellen Corbett's staff has contacted us to let us know that the Assemblywoman, a member of the library bond board, will be introducing a bond bill on the Assembly side. The provisions of Ms. Corbett's bond bill are still under discussion.

December 19, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

GOVERNOR DAVIS ANNOUNCES BUDGET DEFICIT IS APPROACHING $35 BILLION

You will recall that in late November, the Governor called a "Special Session" on the Budget, to encourage the legislature to begin making early cuts in an enormous $21 billion deficit. At that time, the Governor had indicated to the legislative leaders in both houses that the "shortfall is expected to be even more serious than the $21 billion shortfall estimated by the Legislative Analyst." Many Capitol insiders had predicted the true number closer to $30 billion. Therefore, yesterday's announcement caught many by surprise as the Governor announced that the Budget deficit now stands at a staggering $34.8 billion.

On Wednesday morning, Governor Davis met with members of the legislative leadership in both houses, known as the "Big Five," to discuss new projected numbers for the state's growing Budget deficit. Later that afternoon, he held a press conference back in his chambers and subsequently released a statement about the enormity of the Budget problem. In his written remarks he comments, "This budget shortfall is larger than any expert predicted A shortfall of this size represents 45 percent of the current year General Fund." He added that he was "releasing information on the size of the shortfall now so that the Legislature and the public can grasp the importance of swift action. This is a national problem. 46 states and the federal government are

also facing serious budget shortfalls. To address this challenge in California, it is clear that everyone must be part of the solution." The growing deficit is due to several factors including: 1) the
"underperformance of the economy," 2) "required increases in spending to address caseload growth and the loss of anticipated federal funds," 3) "one-time solutions used to close the current budget that are no longer available."

In related news, the Governor announced the departure of Finance Director, Tim Gage. We also learned yesterday that one chief deputy in the Department of Finance will be leaving, in addition to Director Gage, and perhaps even a third. Mr. Gage's successor will be former Senator Steve Peace, who served as Chair of the powerful Budget Conference Committee for a number of years, and was recently termed out of office. Said Governor Davis of his appointment, "In Steve Peace I have found a worthy successor. Because of his in-depth knowledge of the budget process and strong ties to legislative leaders, we won't lose any momentum as we begin this difficult year. His experience as Chair of the Budget committee and his skill in tackling difficult issues will be critical assets as we face this extraordinary challenge."

This week, the Assembly Budget Subcommittees have been holding preliminary hearings in Sacramento and regionally. Assembly Budget Subcommittee Number Two on Education Finance will be forgoing discussions of the Public Library Foundation proposed cuts until January, after the Governor's Budget is released.

While we are still waiting for the Senate to name its members to the Budget Subcommittee, the Assemblymembers have been named. Please take a moment today to write them and encourage their strong support of the Public Library Foundation and explain what the proposed $15.8 million cut means to your library. (Note: Chairman Simitian has been a strong supporter of the PLF in the past - you might wish to thank him for his past support in your letter.)

ASSEMBLY BUDGET SUBCOMMITTEE NUMBER 2 ON EDUCATION FINANCE

Assemblyman Joe Simitian, Chair
Assemblywoman Wilma Chan
Assemblywoman Lynn Daucher
Assemblywoman Jackie Goldberg
Assemblywoman Carol Liu
Assemblywoman Sharon Runner

Sample address:

The Honorable Joe Simitian
Chair, Assembly Budget Subcommittee Number Two on Education Finance
State Capitol
Sacramento, CA. 95814

California Library Association
717 20th Street, Suite 200

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: January 21, 2003

BACKGROUND:

Several Los Angeles Times articles are attached. The articles contain background information and no additional court cases have been decided. The Library Director will make a report at the Library Board meeting if additional information becomes available.

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 2001-2002 would be $129,228.22. For each year the refund is delayed the amount would increase by approximately $66,000, plus interest.

The ongoing impact (permanent loss) on future revenue would be a loss of $65,913.61 per year.

RECOMMENDATION:

Receive & File

Landmark Property-Tax Suit: It's All About Doing the Math

A court will decide whether the method Orange County uses violates Prop. 13.

By JEAN O. PASCO AND PHIL WILLON
Times Staff Writers

Nearly a quarter-century after California voters revolted against soaring property taxes by approving Proposition 13, a court battle over a single paragraph in the measure could mean thousands of dollars in tax refunds for individual homeowners and the loss of billions in revenue for the cash-strapped state.

An Orange County Superior Court judge has ruled that the method local tax assessors have used for years to set property-tax rates violated the 1978 landmark ballot initiative. If upheld on appeal, the decision could lead to the biggest property-tax break since the birth of Proposition 13.

The case boils down to a basic question: What exactly did Proposition 13 mean when it limited increases in property assessments to 2% a year?

County assessors around California have one interpretation. Tax attorney Robert Pool had another, and he filed a lawsuit against Orange County after the assessment on his $330,000 Seal Beach home jumped 4% in 1999. He argued the increase clearly violated the easy-to-understand language of Proposition 13, and in December 2001 Judge John M. Watson agreed. Last week, the judge turned the case into a class-action suit, potentially extending any tax refunds to millions of homeowners.

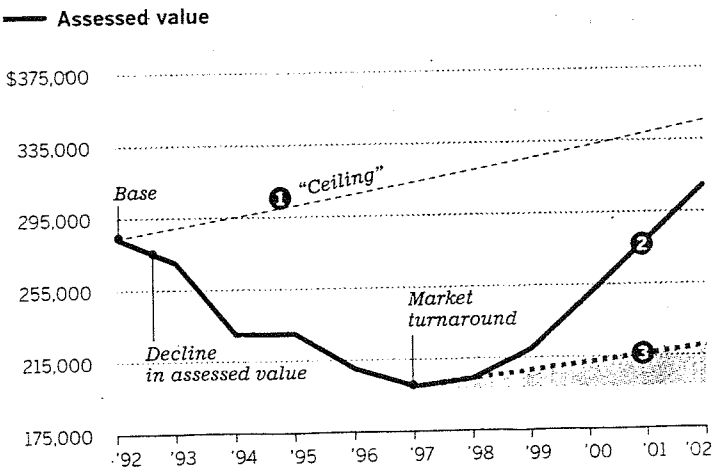
"A victory for Pool would be a victory for taxpayers statewide. It's not the government's money. It's the people's money," said Jon Coupal, president of the Howard Jarvis Taxpayers Assn., the anti-tax organization founded by Proposition 13's author, Howard Jarvis.

Still, Coupal and other tax experts said the potential effect of Pool's lawsuit is muddied by legal complexities, and homeowners banking on an eventual tax refund may find themselves sorely disappointed. Even if Pool

[*See Tax, Page B9*]

The value of homeownership

A dispute over the assessed value of Alan Lavallee's home in Buena Park illustrates a conflict over Proposition 13.



1 **"Ceiling" established**
County assessors say Proposition 13 set the maximum growth rate in assessed value at 2% annually from base value.*

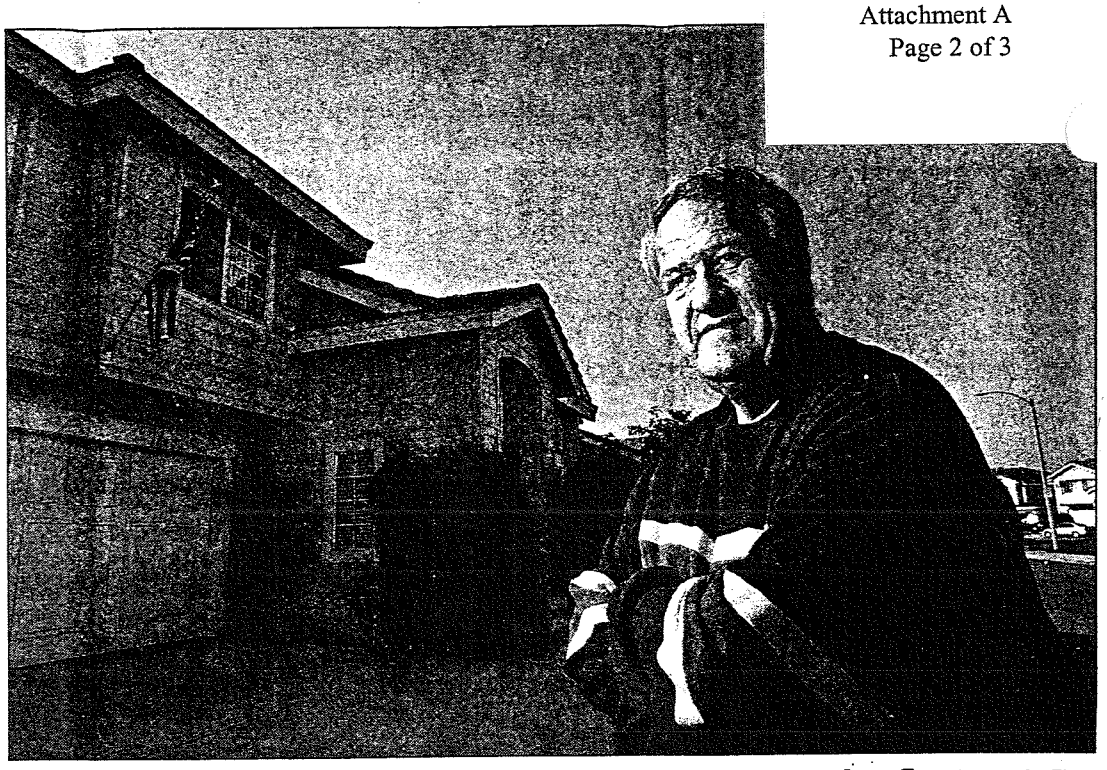
2 **Sharp increase**
After years of decline, the value increases by an average of 9% over the last five years — but is still beneath the "ceiling."

3 **Lavallee's view**
Lavallee contends the assessed value should increase only 2% per year once declines end.

* 1992 used as base year because of assessment following home improvements.
Source: Alan Lavallee

PAUL D. RODRIGUEZ *Los Angeles Times*

Billions Riding on Tax Lawsuit



IRFAN KHAN *Los Angeles Times*

INTERESTED PARTY: *Alan Lavallee says taxes on his home have gone up more than law allows.*

[*Tax, from Page B1*]
prevails on appeal, the state Legislature may decide how tax refunds would be dished out.

Before California voters approved Proposition 13 in June 1978, assessments were based on a property's "fair market value," and the skyrocketing housing market was triggering mammoth property-tax increases.

Proposition 13 limited annual property-tax increases to 1% of the assessed property value and prohibited counties from increasing a property assessment more than 2% a year. The measure also mandated that all future tax increases would be added to a base value defined as the purchase price or, if in the hands of the same owner since Proposition 13 was approved, the property's assessed value in the 1975-76 tax year.

A companion ballot initiative, Proposition 8, passed in November 1978. It refined Proposition 13 to allow property values to be reduced in a declining market.

The much-argued paragraph at the heart of the matter, now part of the state Constitution, reads: "The full cash value base may reflect from year to year the inflationary rate not to exceed 2 percent for any given year or reduction as shown in the consumer price index or comparable data for the area under taxing jurisdiction, or may be reduced to reflect substantial damage, destruction or other factors causing a decline in value."

Under Scrutiny

This bureaucratic prose was put under the microscope in the Pool case.

Pool said the language in the Constitution is clear and must be followed: The county is prohibited from raising a resident's property assessment by more than 2% above the previous year.

An example is what happened to Alan Lavallee of Buena Park. Though not involved in the

'The county has really screwed up.'

Alan Lavallee, Buena Park homeowner

He complains his assessment jumped an average of more than 9% per year in the last five years.

"No one really understands what's been happening, what the county has been doing," said Lavallee, who believes his last property-tax bill overcharged him by about $1,600. "The county has really screwed up."

Orange County Assessor Webster J. Guillory and state tax officials said the language can be interpreted differently. He said the Proposition 13 limit on a property-assessment increases at a rate of 2% every year from the time the property is purchased. That cap continues to rise, no matter what. And a county is allowed to increase assessments at any rate so long as the value remains under that cap, they contend.

For example, a $100,000 home purchased this year can have a maximum assessment of $102,000 in 2003; a maximum assessment of $104,040 in 2004; a maximum assessment of $106,120 in 2005; and a maximum assessment of $108,242 in 2006.

Even if a flat housing market forces the county to keep the home's assessment at $100,000 until 2005, the county can increase the property assessment

that is more than an 8% increase, Guillory argues.

"All I'm doing is following the market, and I'm following the market back to cap," he said.

Temporary Changes

Lowered assessments — allowed by the passage of Proposition 8 — are temporary, he said.

In effect, assessors treat a drop in property value the same way they treat homes damaged by a disaster. When a house is significantly damaged, the owner can apply to have the county lower the assessment on the property. When repairs are complete, the house is reassessed to the value of the property before the disaster — even if the assessment increase is greater than 2%.

Under Pool's interpretation of the law, Guillory argued, a homeowner whose house is gutted by a fire would only pay property taxes based on the assessed value of the remains, even after the home was restored.

The case, which is expected to head to the state 4th District Court of Appeal this winter, is being watched closely throughout the state. All 58 counties in California use the same method for determining property tax as-

officials said if the ruling is upheld and applies to all taxpayers, the county might have to refund up to $1 billion. Los Angeles County officials said the c could be as high as $4 billion.

"There are two different readings of two different clauses in the Constitution. I don't think this is a frivolous case at all," said Paul Steinberg, senior tax counsel for the state Board of Equalization.

But legal opinions are far from unanimous. Though a judge ruled for the plaintiff in Orange County, a judge in Los Angeles County dismissed a similar case in April. "You've got a lot of uncertainties on this. We didn't even attempt to assess the impact," Steinberg said.

Even if courts find in favor of the plaintiffs, the ultimate effect is hard to predict. To begin with, California has a three-or four-year statute of limitations on claiming tax refunds. In the Orange County case, the judge has one final element of the case to decide. He is expected to rule Jan. 30 on how taxpayers should be notified that they could be due a refund. He said he will suspend his ruling to allow the case to move ahead on appeal.

Coupal said that if the cou uphold Pool's court victory, th every assessor in California would be inundated with claims for property-tax refunds. To avoid that bureaucratic nightmare, the state Legislature would probably be forced to rush in with some sort of remedy to

Los Angeles Times / O.C. Edition Friday Dec. 13/04

Class-Action Status for O.C. Tax Lawsuit

Judge rules on litigation that accuses the county of property-tax overcharges. Local governments stand to lose billions through refunds.

By JEAN O. PASCO
Times Staff Writer

A judge on Thursday granted class-action status to a lawsuit accusing Orange County of overcharging on property taxes, setting the stage for a legal showdown that could cost local governments billions of dollars in tax refunds.

The decision comes a year after Judge John M. Watson ruled in favor of a Seal Beach homeowner, concluding that Orange County violated Proposition 13 in the way it calculated the man's property tax bill.

The case now goes to the 4th District Court of Appeal, whose decision will have far-reaching implications because all 58 counties in California use the same method for determining property-tax assessments.

Orange County officials say that if the ruling is applied to all taxpayers, the county would have to refund up to $1 billion. Los Angeles County officials, who have been closely watching the case, said they could be liable for $4 billion if the outcome applies to them. Proposition 13, the landmark 1978 ballot measure, limited annual property-tax assessments to no more than 2%. Counties, however, frequently boost tax assessments more than 2% to "recapture" taxes they could not collect when property values dropped or stayed flat.

(cont'd)

Seal Beach homeowner Robert Pool sued Orange County, saying his tax bill went up by 4% in one year. He bought the home for $330,000 in 1995, and for years its value stayed flat because of the cool real estate market. Then, in 1998, the county boosted the tax assessment of his home by 4%, to $343,332.

Watson sided with Pool a year ago. And on Thursday, he ruled that all Orange County property owners whose assessments rose more than 2% a year since Proposition 13's passage were potentially harmed.

In a sign of how far-reaching the issue is, Watson also removed himself as a potential member of the class-action suit after attorneys for the county noted that he owned rental property in La Habra that might qualify for a refund.

County officials said their assessment method was agreed upon by tax officials across the state after Proposition 13 was passed. They maintain it's legal to reclaim taxes on properties that did not receive tax increases during depressed years.

Proposition 13, they say, set a ceiling on property taxes that grew at 2% a year since 1978, regardless of how much the increases are year to year.

Fighting the suit has proved costly for Orange County. Assessor Webster J. Guillory will ask supervisors Tuesday to increase to $900,000 the amount to be paid to his attorney, Robert Luskin. Treasurer John M.W. Moorlach said his attorney, Harvey

[*See Tax, Page B13*]

Court Gives Class-Action Status to Tax Lawsuit

[*Tax, from Page B1*]

Liederman, has charged less than $100,000.

The 4th District Court of Appeal has not been shy about challenging local governments on issues of taxation. In his ruling, Judge Watson quoted liberally from a 4th District appellate decision published last month that chastised Orange County for failing to follow the law in a different property-tax case.

That ruling, written by Presiding Justice David Sills, reinstated a class-action lawsuit filed by a San Juan Capistrano man on behalf of about 1,500 taxpayers who were denied reductions in 1994 after challenging their tax bills.

Attending Thursday's court hearing were a handful of taxpayers such as Alan Lavallee of Buena Park. Lavallee said the county hiked the assessed value of his home nearly 52% between 1999 and 2002.

MANDATED COST CLAIMS RECEIPT

AGENCY **PLACENTIA LIBRARY DISTRICT**
AGENCY ID **1730040**

Chapter	Mandate	Fiscal Year	Amount
486/75	Mandate Reimbursement Process	2002/2003 estimate	$2,273

Total of Claims Submitted $2,273

State Controller's Office acknowledges the receipt of the above mandated cost claims submitted by Shields Consulting Group, Inc.

Received by

Date

Mandated Cost Manual

State Controller's Office

CLAIM FOR PAYMENT
Pursuant to Government Code Section 17561
MANDATE REIMBURSEMENT PROCESS
(LOCAL AGENCIES)

For State Controller Use Only
(19) Program Number 00041
(20) Date Filed ___/___/___
(21) LRS Input ___/___/___

Program 041

(01) Claimant Identification Number: 1730040
(02) Claimant Name: PLACENTIA LIBRARY DISTRICT
County of Location: ORANGE
Street Address or P.O. Box: 411 E. CHAPMAN AVENUE
Suite:
City: PLACENTIA
State: CA
Zip Code: 92670

Reimbursement Claim Data	
(22) MRP-1, (03)(a)	
(23) MRP-1, (03)(b)	4
(24) MRP-1, (03)(c)	
(25) MRP-1, (04)(1)(d)	
(26) MRP-1, (04)(2)(d)	2273
(27) MRP-1, (04)(3)(d)	
(28) MRP-1, (06)	
(29)	
(30)	
(31)	
(32)	
(33)	
(34)	
(35)	
(36)	

Type of Claim	Estimated Claim	Reimbursement Claim
	(03) Estimated X	(09) Reimbursement
	(04) Combined	(10) Combined
	(05) Amended	(11) Amended
Fiscal Year of Cost	(06) 2002/2003	(12)
Total Claimed Amount	(07) $2,273	(13)
Less: 10% Late Penalty, not to exceed $1,000		(14)
Less: Prior Claim Payment Received		(15)
Net Claimed Amount		(16)
Due From State	(08) $2,273	(17)
Due to State		(18)

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 486, Statutes of 1975, and Chapter 1459, Statutes of 1984, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 486, Statutes of 1975, and Chapter 1459, Statutes of 1984.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 486, Statutes of 1975, and Chapter 1459, Statutes of 1984 set forth on the attached statements.

Signature of Authorized Officer: X E D Minter

Date: X January 7, 2003

ELIZABETH D. MINTER
Type or Print Name

LIBRARY DIRECTOR
Title

(38) Name of Contact Person For Claim
Steve Shields, Shields Consulting Group, Inc.

Telephone Number (916) 454-7310
E-Mail Address steve@shieldscg.com

Form FAM-27 (Revised 12/01)

Chapters 486/75 and 1459/84

State Controller's Office

Mandated Cost Manual

Program 041	MANDATED COSTS MANDATE REIMBURSEMENT PROCESS (LOCAL AGENCIES) CLAIM SUMMARY	FORM MRP-1

(01) Claimant	(02) Type of Claim	Fiscal Year
PLACENTIA LIBRARY DISTRICT	Reimbursement Estimated X	2002/2003

Claim Statistics

(03) Chapter/Statute, Name, and Number of Mandates	(a) Test Claims	(b) Reimbursement Claims	(c) Incorrect Reduction Claims
486/75 MANDATE REIMBURSEMENT PROCESS		1	
641/86 OPEN MEETINGS ACT II		1	
641/86 OPEN MEETINGS ACT/BROWN ACT REFORM		2	
Total Number of Claims Filed		4	

Direct Costs by Department	**Object Accounts**			
(04) Reimbursable Component Test Claims X Reimbursement Claims Incorrect Reduction Claims	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Total
ADMINISTRATION			$2,273	$2,273
(05) Total Direct Costs			$2,273	$2,273

Indirect Costs by Department

(06) Indirect Cost Rates	Department Indirect Cost Rate	Distribution Base	Total
(07) Total Indirect Costs			
(08) Total Direct and Indirect Costs		[Line (05)(d) + line (07)]	$2,273

Cost Reduction

(09) Less: Offsetting Savings		
(10) Less: Other Reimbursements		
(11) Total Claimed Amount	[Line (08) - {line (09) + line (10)}]	$2,273

Revised 12/01

Chapter 486/75 and 1459/84

Mandated Cost Manual

State Controller's Office

Program 041	MANDATED COSTS MANDATE REIMBURSEMENT PROCESS (LOCAL AGENCIES) COMPONENT/ACTIVITY COST DETAIL	FORM MRP-2

(01) Claimant	(02) Fiscal Year
PLACENTIA LIBRARY DISTRICT	2002/2003

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

Test Claims X Reimbursement Claims Incorrect Reduction Claims

(04) Description of Expenses			Object Accounts		
(a) Employee Names, Job Classifications, Functions Performed, and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies
Assist consultant with gathering information necessary to prepare and submit successful reimbursement claims.					
POSTAGE					$21
Consultant costs necessary to prepare and submit successful reimbursement claims SHIELDS CONSULTING GROUP, INC.					$2,252
(05) Total X Subtotal	Page 1 of 1				$2,273

Revised 12/01

Chapter 486/75

AGENCY **PLACENTIA LIBRARY DISTRICT**

FISCAL YEAR 2002/2003
MANDATE REIMBURSEMENT PROCESS CLAIM
CHAPTERS 486/75 AND 1459/84

The Parameters and Guidelines for this program provide that if a local agency contracts with an independent contractor for the preparation and submission of reimbursement claims, the costs reimbursable by the state for that purpose shall not exceed the lesser of (1) 10 percent of the amount of the claims prepared and submitted by the independent contractor, or (2) the actual costs that would necessarily have been incurred for the purpose if performed by employees of the local agency.

The Parameters and Guidelines for this program further provide that the maximum amount of reimbursement provided for an independent contractor may be exceeded if the local agency establishes, by appropriate documentation, that the preparation and submission of these claims could not have been accomplished without incurring the additional costs claimed by the local agency. An estimate of actual costs that would necessarily have been incurred if performed by employees of the local agency shall accompany the claim. This cost estimate is to be certified by the governing body or its designee.

The Agency's governing board or its designee determined that the cost of having its mandated cost claims completed by Shields Consulting Group, Inc. would be less than the if the Agency staff would have performed the same work. The Agency has determined that the contractor's expertise and lack of available staff time make contracting with Shields Consulting Group. Inc. the most cost effective manner to file for its mandated cost reimbursement.

Cost Estimate/Analysis	Hours	Blended Rate	
Shields Consulting Group, Inc.	24.00		$2,252
Agency Staff	72.00	$51	$3,686

Invoices and a list of claims prepared and submitted by Shields Consulting Group, Inc. on Agency's behalf follow.

MANDATED COST CLAIMS RECEIPT

AGENCY **PLACENTIA LIBRARY DISTRICT**
AGENCY ID **1730040**

Chapter	Mandate	Fiscal Year	Amount
641/86	Open Meetings Act/Brown Act Reform	2001/2002	$7,692
641/86	Open Meetings Act/Brown Act Reform	2002/2003 estimate	$7,692
641/86	Open Meetings Act II	2000/2001	$7,930
			<793>

Total of Claims Submitted $23,314
<793>
22,521

State Controller's Office acknowledges the receipt of the above mandated cost claims submitted by Shields Consulting Group, Inc.

GLENN HOLDERBEIN
Received by

OCT 30 2007
Date

Note: Signature by the State Controller's Office only serves as a confirmation that this office, as of that date, received the claims. The signature does not imply that the claims have the necessary documentation for completion.

CLAIM FORM

English Language and Literacy Intensive Program (ELLI)
2001/2002
California Codes; Education Code; Sections 420-428 •CSL Budget Item 6120-212-0001

The Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in its ELLI application and in Sections 420 – 428 of the California Education Code.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their ELLI application and in Sections 420 – 428 of the California Education Code.

Library Director (signature) — Elizabeth D. Minter, Typed Name of Signatory

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District
(Name of Authorized Library)

Address 411 East Chapman Avenue, Placentia, CA 92870

Date Dec 17, 2002
Amount Claimed:

State Library Budget Office Use Only
ELLI Literacy $ 6,000

For Period From: upon execution to June 30, 2002
Type of Payment: **FINAL**

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that the claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.

By Elizabeth D. Minter, Official Representative of Fiscal Agent — Library Director, Title

Note: Warrant to be issued for payment to the library to be addressed to:

Placentia Library District
(Authorized agency to receive, disburse and account for ELLI funds)

411 East Chapman Avenue, Placentia, CA 92870-6198
(Address of above agency)

Approval by State:

STATE LIBRARY BUDGET OFFICE
BY: _____
DATE: _____

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

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

DATE: January 21, 2003

BACKGROUND

The following claim for damages was received in the office of the Library Director and is recommended for denial.

Frank Frizell – Received December 19, 2002

Claimant alleges that he suffered disability discrimination, constructive termination and other related causes of action as a result of a vision disability. Claimant alleges lack of accommodation by his supervisor.

A copy of the SDRMA Claims Manager's letter to the Claimant's attorney dated January 9, 2003 is Attachment A.

RECOMMENDATION

Receive & File and Deny Claim

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
1481 River Park Dr. Ste 110
Sacramento, CA 95815
Tel: 916.641.2773
Fax: 916.641.2776

January 9, 2003

Ms. Cynthia L. Stratton, Esq.
438 Camino del Rio South, Suite 213
San Diego, CA 92108

Re: Discrimination Claim
Claimant: Frank Frizell
Member: Placentia Library District
File No.: GC - 1916
Your File: 743

Dear Ms. Stratton:

As we discussed on December 23, 2002, Placentia Library District is a self insured public entity and a member of the Special District Risk Management Authority. We have received a copy of the demand letter you sent Elizabeth Minter, Library Director, which set forth allegations that your client was harassed and discriminated against by District personnel due to his medical condition.

At this time we are conducting an investigation into the allegations contained in your letter and cannot respond to your $185,000 demand within the time frame referenced in your letter. I have advised the District to proceed with this document as a formal claim under the Government Code and as such you will receive formal notice of the District's rejection of this claim as required under the Code.

Once I have completed my investigation I will contact you to discuss our position on liability in this matter.

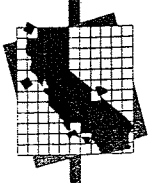
Sincerely,

Dennis J. Timoney
Claims Manager

cc: Elizabeth Minter, Placentia Library District

U:\My Files\gc1916.frizzel v placentiald. claimdt.wpd

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

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

DATE: January 21, 2003

BACKGROUND

The State Budget analysis prepared by the California Special Districts Association (CSDA) is Attachment A.

Governor Gray's proposal to eliminate the Transaction Based Reimbursement (TBR) program will have an impact of approximately $15,000. His recommendation that this program be replaced with local fees charged to the borrower will be highly controversial in the public library community. If implemented, all of the Placentia residents who use another public library would have to pay $1 for each item borrowed. Interlibrary loans would cost $5.

Participating in the CSDA Government Affairs day is included with the travel authorizations in Agenda Item 34.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

To: eminter@placentialibrary.org
Subject: CSDA Special Budget Update

Governor's State Budget Proposal Released

Following an initial analysis of the Governor's 2003-04 Budget Proposal there appears to be no sweeping impact on special district revenues at this time. Our local government partners' (cities and counties) revenues were impacted in a number of ways, most significantly with the proposed loss of the Vehicle License Fee (VLF) backfill.

Regarding local mandate reimbursement, the proposal does continue deferring payments for all non-Proposition 98 mandate obligations. Cities, counties and special districts would have to continue providing the mandated activities, and the state is obligated to reimburse those entities in the future, with interest.

District services that find themselves part of the proposed fiscal crisis solution include:

• The 2003-04 Proposed Budget adjusts the amount of the General Fund revenue to the Public Library Foundation to $15.8 million for both 2002-03 and 2003-04, reflecting a 50 percent reduction from the 2002 Budget Act. The Public Library Foundation provides grants to local libraries for local library operational costs and materials.

• Reversion of $58.1 million of local flood control subventions (out of $128.3 million appropriated in the past three years) to the General Fund.

• The budget proposes to eliminate $38.2 million in state reimbursement to cities and special districts that provide police protection for fees charged by counties to cover actual administrative booking costs.

Important for all special district representatives to remember is that this is the starting point for the budget deliberations. The revenue enhancements in the Governor's proposal include increasing sales tax rate by one cent, raising a projected $4.58 billion; adding 10 percent and 11 percent personal income tax brackets, raising $2.58 billion; increasing excise tax by $1.10 on cigarettes and tobacco products, raising $1.17 billion, for a grand total of $8.33 billion.

The proposal implements a new realignment of services to counties and designates the proposed revenue enhancements to the newly established Enhanced State and Local Realignment Fund for allocation back to the counties for fund-identified programs. There has already been vocal opposition by many legislators to any revenue increases.

It is also important to remember that as the budget deliberations continue any dollars for social and public services taken out of the proposed budget will need to be made-up with other revenue sources. This is just the beginning for local government representatives.

CSDA remains strongly committed to the Leave Our Community Assets Local (LOCAL) Coalition, which stands on the principle that all local revenues must remain local and that cities, counties and special districts are already part of the cure for the state's fiscal crisis through the continued transfer of property tax revenues to the Education Revenue Augmentation Fund (ERAF). LOCAL has already launched its response to the Governor's proposed budget and its significant impact on local government discretionary revenues.

CSDA is actively engaged on behalf of special districts in the state/local

government fiscal relationship on a number of fronts:

- Monitoring of the 2003-04 state budget deliberations
- LOCAL - Leave Our Community Assets Local Coalition
- Fiscal Reform Proposals - discussions with the League of California Cities and California State Association of Counties to develop long-term solutions that will not only buffer the state from future budgetary crisis but also protect and secure local revenues in future years
- 2004 Ballot Measure - preliminary discussions are underway on a possible ballot measure that would institute a process allowing local governments predictability in their revenue sources.

Now, more than ever, it is imperative for special district representatives to engage in public outreach and education efforts to decision-makers and the district's constituents on the value of special districts and the vital services they provide. CSDA has launched its local outreach and grassroots lobbying program giving officials the essential tools and messages they need and a map to follow in their respective districts. The LOCAL Coalition will also be reaching out to special district representatives in delivering their message on keeping local revenues local. LOCAL's website is www.calocal.org.

We ask that your district commit to monitoring the state budget process through CSDA's communications and respond to any request for action on the state budget and other legislative proposals in 2003. If your district does not receive your **CSDA Local Outreach Packet** within the next couple of days, contact CSDA and we will forward the comprehensive packet to your district. Identify specific governing officials and staff for CSDA who will be the point persons in your district for Legislative Action alerts and related requests.

CSDA, the League and CSAC are all committed to finding solutions to the state's current budget crisis and long-term fiscal reform that will remove the vulnerability of local government revenues and offer local officials the predictability they need to make good decisions on behalf of those they represent on the local level.

If you have not yet done so, please forward your district's contact names to CSDA's Public Affairs Assistant Geoffrey Neill at gneill@csda.net.

You can monitor the state budget deliberations and other legislative issues through CSDA's "Members Only" section at www.csda.net.

TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Technical Services Manager

DATE: January 21, 2003

SUBJECT: Recommended changes to the District's Internet Access Policy

With the prospect of discontinuing use of the Library Channel and the forthcoming installation of a new PC reservation system, as well as changes in how the public uses the Internet, the staff proposes changing to the following Use Policy for the Electronic Reference Services.

Proposed new policy:

Electronic Reference Resources, including the Internet, are services provided by the Placentia Library District in fulfillment of it's mission of providing materials and services that satisfy the educational and informational needs of the community.

- Users of these services are required to register initially at the Reference Desk. Reservations can then be made at the reservation station, or at any unused Internet PC.
- Each patron is guaranteed 30 minutes of uninterrupted use per session, and will be given a 10 minute notice if another patron is waiting. There is a maximum of 3 hours use per day.
- No more than two people per terminal.
- Only web-based email (i.e. Hotmail or Yahoo!Mail) is available.
- Downloading of materials from the Internet onto the computer hard drive is not allowed. Files may be printed or saved to 3 ½ inch floppy discs.
- Patrons under the age of 18 will have access to 'filtered' Internet only. Unfiltered access is available to adult patrons upon request.
- Patrons using unfiltered access must use a computer with a privacy screen.
- No personal peripherals may be attached to Library computers.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Authorization of Grant Writing Agreement with Drew & Associates for the Placentia History Room Digitization Project in the amount of $5,400**

DATE: January 21, 2003

BACKGROUND

The Placentia History Room volunteers and Library Staff have been developing a plan to preserve the Library's collection of maps, photographs, manuscripts, books and other documents by transferring them into electronic format so that they may be made available to researchers and the general public through the District's website.

Staff and volunteers attended a workshop presented by the State Library on the topic of local history digitization projects and grant programs. Several individuals are preparing to take a more intensive combination of online classes and on site workshops to prepare for the implementation of a digitization project at Placentia Library.

Preparation of this grant application is a major project that would be very time-consuming for staff. The Library Director is recommending that an outside consultant be used to complete the application in order to maximize the presentation of the Library's readiness to work on this project. Staff will continue to be involved with coordinating the gathering of information and the design of the project.

The proposal by Drew & Associates is Attachment A.

RECOMMENDATION

Authorize grant writing contract with Drew & Associates for digitization projects for the Placentia History Room. Contract to be in the amount of $5,400 with $1,800 to be paid in Fiscal Year 2002-2003 and $3,600 to be paid in Fiscal Year 2003-2004.

DREW & ASSOCIATES

December 22, 2002

Ms. Elizabeth Minter
Library Director
Placentia Library Foundation
411 East Chapman Avenue
Placentia, CA 92870-6198

Dear Ms. Minter,

I was inspired to meet you and some of the Board Members who have done so much to ensure the future of Placentia's public library. The generousity of your time has been extraordinary.

This letter is to set out how I propose to assist the Placentia Library Foundation – and save it money - by service as your grant-writing consultant.

MY UNDERSTANDING OF THE ISSUES

I understand that the task I would be facing at the Placential Library Foundation (Foundation) would be multi-faceted. It would require research, project design, community involvement, needs assessment, and writing skills. The primary objective of this project would be to produce complete applications to the following programs:

- Institute of Museum and Library Services (IMLS) – National Leadership Grants for Libraries.
- California State Library, Library Services and Technology Act (LSTA) Program.

The Foundation's motivation for participating in these programs is to obtain funding for its efforts to preserve and/or digitize library resources. The challenge the Foundation faces is that these programs have multi-stage deadlines, strict needs assessment requirements, and high standards for community/stakeholder involvement. Given the current state budget crisis, it is unrealistic to assign full-time staff to these highly specialized responsibilities. Although community volunteers are capable of handling these responsibilities themselves, the hours they devote to these detailed and time-consuming projects are probably better spent in other activities which will have large benefits for the library including fund-raising, volunteer development, and the overall leadership of the Foundation.

As we have discussed, you need to have me take responsibility for these applications, from beginning to end, and to prepare final drafts which would only require your signature for their completion.

DREW & ASSOCIATES, 41 ALBERTI AISLE, SUITE A • IRVINE, CALIFORNIA 92614
MAILING ADDRESS: P.O. BOX 6574, IRVINE, CALIFORNIA 92616 • TEL./FAX: (949) 660-8986
E-MAIL: JOHND_92612@YAHOO.COM

THE PROPOSAL

I think the most powerful contribution I can make is to provide the Foundation with the full scope of my skills as a funding researcher, project manager, and grant-writer. To do my work in the most cost-effective, and least expensive manner, I need to implement some standard grantsmanship tools including organizing up-to-date grantsmanship library, producing rank-ordered project innovator forms, preparing an annual grantsmanship calendar, implementing key project benchmarks, and supplying the writing and organizational skills needed to produce the best possible applications to the two (2) sources cited above.

Based on the deadlines facing the Foundation, I'm assuming that I will be responsible for creating an application for LSTA funding in the 2004/05 cycle. The application for this program will be available April 15, 2003. The preliminary project proposal is due November 15, 2003. I'm assuming that I would be responsible for creating an application for IMLS funding in the 2004 cycle. The application deadline would be February 1, 2004. I'm also assuming that the intention of the Foundation is to have me establish, and then implement, project benchmarks which will set-up the Foundation to successfully compete in these programs. I'm assuming that the start date for this project will be February 1, 2003.

(As you may know, Drew & Associates does not seek or try to negotiate retainer agreements. If my research uncovers other high potential funders for the Foundation's activities, I will simply create new proposal letters which will set out my plan of work and schedule of fees for drafting additional grant proposals.)

Stage 1. Funding Opportunity Research: Within the first 30 days from the project start date, I will thoroughly research your funding opportunities, work with your volunteers to precisely define the elements of your digitization and local history project(s), and to work with your volunteers to establish a credible needs assessment process. Part of this overall effort will include the identification of what, if any, contacts you, your staff, or your board of directors has with the funders. I will also include in this phase, my own interviewing of the potential funders.

State 2. Creation of Project Benchmarks: Within the first 60 days from the project start date, I will prepare a grantsmanship calendar which sets out the key community meetings, grant application deadlines, and technical needs assessment standards which need to be complied with if the Foundation is to be competitive in the IMLS and California State Library LSTA programs.

Stage 3. Implementation of a Grantsmanship Library: Within the first 90 days from the project start date, I will need your assistance to compile all the information needed to establish a grantsmanship library including (but not limited to) copies of past proposals (winners and losers), resumes of the staff (and key community volunteers), proposals prepared by other organizations with similar missions, all current federal grants management and procurement regulations, any books, reports, memoranda and similar documents regarding the submission of proposals, detailed descriptions of all current and past projects, and essential financial and organizational information about the Placentia Library Foundation.

Stage 4. Completion of First Drafts: Within the first 180 days from the project start date, I will complete first drafts of applications to the IMLS and California State Library LSTA programs. These drafts will be shared with the volunteers who will be asked to comment on them and make revisions.

Stage 5. Completion of Final Drafts: Within the first 240 days from the start of the project, I will complete final drafts of both of these applications. They will be complete in ever detail except for your signature. At no additional charge to the organization, you and your staff will have the option to review (and if necessary adjust) these applications – prior to their submission to the funders - so that the applications represent the most accurate and most compelling argument for funding your organization and or its specific projects.

Although Murphy's Law still can and does rule in non-profit consulting, within 240 days, the Foundation should have at least two (2) high quality, well-planned, and well-executed applications which will represent my very best argument in favor of funding the Foundation's most important projects.

TIMING AND RESPONSIBILITIES

Based on our discussions, it would seem that the last week in October is the best time to deliver the final product(s) of this proposal. I will deliver the materials myself. I will report directly to you in your role as Executive Director or to any other officer of the Board of Directors you may designate.

ARRANGEMENTS FOR MY SERVICES

My professional fees for Stages 1-5, as proposed, would be as follows: Stage 1 – funding opportunities research 1.0 day(s), Stage 1 - creation of project benchmarks 0.5 day(s), Stage 3 - establishment of grantsmanship library 0.5 day(s), Stage 4 completion of first drafts of applications to the IMLS and California State Library LSTA programs 3.0 day(s), Stage 5 – final drafts of applications to the IMLS and California State Library LSTA programs 4.0 days of writing billed at a discounted rate of $75 per hour, will be $5,400. Payment of my professional fees would be in three stages: $1,800 upfront to start work on February 1, 2003, and $1,800 due August 31, 2003, and $1,800 due September 30, 2003 contingent on your complete satisfaction with the implementation of the above outlined plan.

BENEFITS

Elizabeth, I'm really excited about this opportunity to preserve an important element of our nation's history. Through proper planning and effective communication, I know that your team will be able to meet every requirement of the funders – for the needs assessment, stakeholder buy-in, and technical excellence. Moreover, I will be able to take responsibility for this project so that key benchmarks are achieved on schedule.

The benefits of this proposed grantsmanship program will be the

- Opportunity to immediately implement a proven systematic grant research program appropriate for an agency the size of the Placentia Library Foundation.
- Opportunity to leverage existing resources in an extremely efficient fashion consistent with the deadlines you are facing in the year ahead.
- Opportunity to refocus scarce volunteer hours on the leadership, public relations, and fund-raising activites of the Foundation, and to refocus scarce staff hours on the technical work needed to preserve local history for future generations.
- Opportunity to benefit from a proven system of organization, planning, communication, and follow-up.
- Opportunity to work with a prize-winning author and political scientist with a realistic understanding of the needs of funders and a practical understanding of how to advance a non-profit organization to its next level of achievement.

This project will also give me a chance to get to know the Placentia Library Foundation and to establish productive relationships with you, your staff, and your volunteers. I'm looking forward to getting to work on this exciting, and meaningful project.

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

Sincerely,

John C. Drew, Ph.D.

Managing Director
Drew & Associates
41 Alberti Aisle
Irvine, CA 92614
Phone/Fax: 949.660.8986

Agreed to for the Placentia Library Foundation: _____

Date: _____

DREW & ASSOCIATES

Federal Applications

U.S. Department of Agriculture
U.S. Department of Housing and Urban Development (2)

State of California Applications

California Department of Health and Human Services
California Arts Council

Local Applications

City of Long Beach Community Development
CDBG – City of Mission Viejo
CDBG – City of Newport Beach
Los Angeles County Department of Children's Services
Los Angeles County Arts Council Grant
Orange County Probation Department (2)
Orange County Department of Children's Services
Public Corporation for the Arts – Long Beach

Representative Foundation Applications

Bank of America
Boeing
Delta Airlines
Edison International
GTE Foundation
Pacific Mutual
Merrill Lynch
Rockwell
Southern California Gas Company
Steel Foundation
Target
Tides Foundation
Toyota
Walt Disney Company Foundation
Weingart Foundation
Wells Fargo Foundation
Yamaha

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

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

DATE: January 21, 2003

BACKGROUND

The Library's Local Area Network (LAN) equipment is now over eight years old. It has served very well and has required very little maintenance or replacement of parts.

Performance Technology Group, the Library's computer consulting firm, is strongly recommending replacing the LAN this year. Since many of the most frequently used reference services are housed on the LAN and the LAN controls all the internet connections for both the public and staff, and since all of the component parts are not immediately available and the time of the installing technician must be scheduled in advance, staff is recommending that the LAN replacement be scheduled during the next several months so that an orderly transition may occur with minimum disruption to public service and staff.

The budget estimate provided by Performance Technology Group is Attachment A.

RECOMMENDATION

Authorize replacement of the Library's Local Area Network (LAN) by Performance Technology Group at an equipment cost not to exceed $13,500 and installer's cost not to exceed $4,250 to be paid from the General Fund.

Performance Technology Group

Phone 714-936-1449
Fax 310-544-9640

June 18, 2002

Placentia Library District
411 E. Chapman Ave.
Placentia CA 92670
Atten: Elizabeth Minter

Dear Elizabeth,

Below, please find the configuration for a new Rack Mount Network Server. We recommend you install this system ASAP as your current system is at the point where serious system problems can occur because of age.

1	Compaq Proliant DL380 1.26 Ghz Rack server with 512 Meg. 48x CD	$3,296.00
6	Compaq 18 GB Hot Plug SCSI HDD @$430.00	$2,580.00
1	Sony INT 50/130 GB AIT-2 Tape Dr.	$1,589.00
1	APC Netshelter 40U Enclosure	$1,278.00
1	APC Heavyduty sliding shelf	$ 399.00
1	APC 17" Keyboard Drawer	$ 229.00
1	Belkin 4 Port autoswitch & cables	$ 395.00
1	APC Smart 1400 RM UPS	$ 969.00
1	MS MBL Server W2000	$ 849.00
20	MS MBL W2000 CAL @$32.00	$ 640.00
	Total Hardware & Software	$12,224.00

Peter recommends a block of 30 hrs for this project.
30 hr. block @$125.00 $3,750.00

Sincerely,

Martin Baghramian

TO: Elizabeth D. Minter, Library Director

FROM: Donna Siloti, Administrative Assistant ds

DATE: January 13, 2003

SUBJECT: **Reinvestment of Certificates of Deposit**

BACKGROUND:

Over ten years ago, Certificates of Deposit were established for backup emergency funds to be used primarily in the event of a payroll shortfall. The certificates are held in amounts of $2,500, $5,000, and $10,000, so that in the event a withdrawal was necessary, the required funds could be withdrawn without disturbing the entire investment.

These Certificates of Deposit have an annual maturity date of January 23. The District has seven days from that date to make alternate decisions for the investment of these funds. The Certificates of Deposit are currently held at Citibank, Placentia. The CDs earn interest at the rate of 2.82% which is rolled into a Savings Account at the same institution. Currently, the savings account is earning 0.75%.

Account numbers and values of the Certificates of Deposit are as follows:

387-0070269		$5,000.00	387-0070293	$5,000.00
387-0070277		$2,500.00	387-0070301	$10,000.00
387-0070285		$2,500.00	387-0070319	$10,000.00
387-0070327	Savings	$ 467.26		

A number of local Banks and Savings and Loans were contacted this date to get their current rates for 1-year CDs. Citibank is currently paying 1.19% on a 1-year CD. The best rate quoted was 1.88% at Bank of the West.

COMPARISON OF INTEREST RATES ON CERTIFICATES OF DEPOSIT AS OF JANUARY 13, 2003

Financial Institution	Current Rate	Savings Rate	Penalty for Early Withdrawal
Bank of America	1.34%	0.50%	3 months interest
Bank of the West	1.88%	0.50%	3 months interest
Citibank	1.19%	0.50%	3 months interest
Downey Savings and Loan Association	1.34% (up to $4,999) 1.39 ($5,000-$24,999)	0.65%	3 months interest
Fullerton Community Bank	1.50%	0.75%	6 months interest
Hawthorne (Fidelity Federal) Bank	1.63%	0.25% (under $500) 1.00% ($500 or more)	6 months interest
Washington Mutual	1.34%	0.65%	3 months interest
Wells Fargo Bank	1.29%	0.25%	Refused to disclose, prorated

RECOMMENDATION:

1. Determine where to invest the Certificates of Deposit.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Amendment and Restatement of the District's Money Purchase Pension Plan to remain in compliance with Federal requirements**

DATE: January 21, 2003

BACKGROUND

National Retirement Services, the District's pension fund manager, has prepared a resolution to bring the District's plan contract in compliance with new Federal regulations. The resolution is Attachment A.

RECOMMENDATION

Adopt Resolution as presented by National Retirement Services and authorize signature by the Library Director.

ADOPTING RESOLUTION

The undersigned Principal of Placentia Library District of Orange County (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on _____, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended Money Purchase Pension Plan and Trust effective July 1, 2002, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Trustee of the Plan one or more counterparts of the Plan.

RESOLVED, that for purposes of the limitations on contributions and benefits under the Plan, prescribed by Section 415 of the Internal Revenue Code, the "limitation year" shall be the Plan Year.

RESOLVED, that not later than the due date (including extensions hereof) of the Employer's federal income tax return for each of its fiscal years hereafter, the Employer shall contribute to the Plan for each such fiscal year such amount as shall be required to meet the minimum funding standards and that a duly authorized agent of the Employer is authorized and directed to pay such contribution to the Trustee of the Plan in cash and to designate to the Trustee the year for which such contribution is made.

RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Money Purchase Pension Plan and Trust by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A, B and C, respectively, are true copies of Placentia Library District of Orange County Money Purchase Pension Plan as amended and restated, Summary Plan Description and Funding Policy and Method approved and adopted in the foregoing resolutions.

_____
Principal

_____
Date

Agenda Item 33

TO: Elizabeth Minter, Library Director

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

DATE: January 13, 2003

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

BACKGROUND:

At the December 18, 2002, Library Board of Trustees' meeting, President Al Shkoler, Board of Trustees, asked that a discussion of PLLS partnerships with community organizations be added to the agenda.

DISCUSSION:

Over the past three years, PLLS has form several partnerships/coalitions in the community to provide outreach and better literacy services, principally to our at-risk and under-served population. They all are aimed at expanding the literacy operational area that the Placentia Library serves. The following is a list of the PLLS partnerships/coalitions and any fiscal impact.

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. PRREP recruits high school students to tutor grade school children at the Library and at one elementary school. Fiscal impact: Staff time.
- Reach Out and Read is a national pediatric 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. Fiscal impact: None.
- 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. Fiscal impact: Grant funded.
- 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. Fiscal impact: Funded by the U.S. Department of Education. Staff time.
- Cal State Fullerton and PLLS have two partnerships: 1. The Department of Human Services Intern Program; and 2. Service learning. Fiscal impact: Staff time.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency. Fiscal impact: Staff time.
- English Language and Literacy Intensive (ELLI) is a California State Library grant funded program that is a partnership with the Placentia/Yorba Linda Unified School District and outreaches to five elementary schools and Kraemer Middle School. Fiscal impact: Grant funded including staff.
- Families for Literacy (FFL) is a State Library grant funded program that is a coalition with Placentia Head Start and Ruby Drive Elementary School. FFL reaches limited English parents with pre-school age children. Fiscal impact: Grant funded including staff.
- Starbucks and PLLS formed a partnership by writing a grant request for $10,000 to provide materials and services to children. Fiscal impact: Grant funded. Staff time.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Travel/training authorizations for the quarterly membership meeting of the Independent Special District of Orange County (ISDOC), the annual Government Affairs Conference of the California Special Districts Association, and the annual Trustees and Commissioners Workshop of the California Association of Library Trustees and Commissioners (CALTAC).**

DATE: January 21, 2003

BACKGROUND

Information about the quarterly membership meeting and election of offices for the Independent Special Districts of Orange County (ISDOC) on Thursday, January 30, 2003 at 11:30 A.M. at the Municipal Water District of Orange County Headquarters is Attachment A. Orange County Supervisor Chris Norby is one of the scheduled speakers. Trustee Wood is the District's representative to ISDOC.

California Special Districts Association (CSDA) has just announced that the dates for the annual Government Affairs Conference have been changed from March 31 and April 1 to April 1 and 2. The information about this Conference is Attachment B.

The southern session of the annual Trustees and Commissioners Workshop of the California Association of Library Trustees and Commissioners (CALTAC) will be held in at the Glendora Library on Saturday, March 8, 2003 from 9:00 A.M. to 3:30 P.M. The information is Attachment C.

RECOMMENDATIONS

1. Determine who will attend and authorize the registration and travel expenses for the Independent Special Districts of Orange County (ISDOC) quarterly membership meeting on Thursday, January 30, 2003 at a cost of $12 per person plus mileage to be paid from the General Fund.

2. Determine who will attend and authorize the registration and travel expenses for the California Special Districts Association (CSDA) annual Government Affairs Conference in Sacramento, April 1 –2, 2003 at a cost of registration, travel plus one night lodging to be paid from the General Fund.

3. Determine who will attend and authorize the registration and travel expenses for the annual California Association of Library Trustees and Commissioners workshop in Glendora on Saturday, March 8, 2003 at a cost of $27 per person plus mileage to be paid from the General Fund.

NOTICE

MARK YOUR CALENDAR!
Independent Special Districts of Orange County
ANNUAL MEETING

Luncheon Meeting
Thursday, January 30, 2003
11:30 AM

MWDOC Headquarters
10500 Ellis Avenue, Fountain Valley
(Ellis & Ward)

SPEAKERS:
Phil Anthony, New Chairman of
the Orange County Council of Governments

Supervisor Chris Norby,
3rd District
"Perspective from Newly Elected Supervisor"

Luncheon Charge: $12.00
$15.00 without a reservation

RSVP: **Please make reservations by January 21 to Joan Finnegan at 949/548-3690. Mail your check to Joan Finnegan. Address: 258 Sherwood Street, Costa Mesa, CA 92627. Also, please make your check payable to ISDOC.**

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
ANNUAL MEETING
AGENDA

Thursday, January 30, 2003, 11:30 a.m.

Auditorium Orange County Water District
Municipal District of Orange County

Lunch

A. Call to Order - Mary Aileen Matheis, President

1. Pledge of Allegiance

B. Reports

1. Treasurer's Report – Joan Finnegan
2. LAFCO Report – John Withers
3. CSDA Report – Arlene Schaefer
4. Legislative Report – Keith Coolidge
5. Nominating Committee – Mary Aileen Matheis

C. Election of Officers

D. Introduction of Speakers – Arlene Schaefer

Chairman Phil Anthony
Orange County Council of Government

Supervisor Chris Norby, 3rd District
"Perspective from Newly Elected Supervisor"

E. Questions/Discussion

F. Old Business

G. New Business

H. Adjournment

To: eminter@placentialibrary.org
From: karen@csda.net
Subject: CSDA Education Update
Date: Thu, 19 Dec 2002 17:26:56 -0800

CSDA Education

California Special District Association has selected a date for the annual **Government Affairs Day**. We will meet at the Sacramento Convention Center on March 31st and April 1st. CSDA has increased the meeting to a one and a half day event. We had so many requests for more information and further interaction with legislatures – we had to add an extra day! As follows is a tentative agenda for the day.

~~March 31~~st, 2003 April 1

- Ralph Heim with the Legislative Review and Special District Update
- LOCAL Coalition discussion of what is happening with the State Budget. What the coalition has done and how your district can get involved.
- State Budget: What is the impact to your community?
- Reception with your Legislatures

~~April 1~~st, 2003 April 2

- Advocacy Training
- Media Training
- Legislative visits

CSDA hopes you will join us for this very important session!
Have a safe and happy holiday season!

CAL TAC

Trustees & Commissioners

BUILDING COMMITMENT, COMMUNICATION, AND COOPERATION WITH LIBRARY FOUNDATIONS, FRIENDS OF THE LIBRARY, AND LIBRARY STAFF

In the North and South,
three panels of Trustees/Commissioners,
Friends, Foundation Members & Staff
– from three different cities –
will share their plans, successes, and failures
while working together to support
their local libraries.

African American Museum and Library (AAMLO), Oakland
Saturday, February 8, 2003

Glendora Public Library and Cultural Center, Glendora
Saturday, March 8, 2003

A Program Designed Especially for:
Trustees • Commissioners • SAB Members • Librarians • Friends • City Council Members • County Supervisors • Library Supporters

California Association of Library Trustees & Commissioners

Southern Workshop

Saturday, March 8, 2003

Glendora Public Library and Cultural Center 140 Glendora Avenue

Directions

The Library is located in the City Hall complex on the corner of Foothill and Glendora Ave. Parking is free along Glendora Ave. and in the Vista Bonita Street parking lot off of Foothill, past City Hall.

From the InLand Empire: Take I-10 or I-60 WEST to CA-57 NORTH. Take I-210 WEST toward Pasadena. (You can also take I-15 NORTH to I-210.) Take the Grand Ave. exit and make a right at the bottom of the ramp onto Baseline Rd. Turn left on Glendora Ave. Continue on Glendora Ave. for approx. 1 mile.

From Orange County: Take I-57 NORTH. Take I-210 WEST toward Pasadena. Take the Grand Ave. exit and make a right at the bottom of the ramp onto Baseline Rd. Turn left on Glendora Ave. Continue on Glendora Ave. for approx. 1 mile.

From LA: Take I-210 EAST. Take the Grand Ave. exit and go north on Grand to Foothill. Make a right onto Foothill Blvd.

Hosted by
The Friends and Foundation of the Glendora Public Library & the Glendora Public Library

For further information, contact:
Mary Jean Place
tel: 650-326-4967 • email: mjp809@aol.com

CAL TAC

2003 Workshops in Library Leadership

Program

9:00	Registration & Coffee
9:30	**Introduction & Welcome** *Cathy Penprase – CALTAC President*
9:45	**If you have a Lemon, Make Lemonade —Making the Best of Bad TImes** *State Librarian, Dr. Kevin Starr*
10:30	Break
10:45	**Strategies for Understanding Mutual Needs** *North, Oakland* – Communication Between Organizations *South, Riverside* – How their Communications Work for Them
12:00	Lunch, Tour of Facility in each Location & Networking
1:00	**Rewards of Team Success** *North, Berkeley* – Success of their Bond Measure *South, Newport Beach* – A Prop 14 Grant
2:15	Break
2:30	**Communicating for Success** *North, Walnut Creek* – Success with a Partial Tax *South, Glendora* – Raising Funds in the Foundation
3:30	Adjournment & Networking

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Report on Staff Training**

DATE: January 21, 2003

BACKGROUND:

At the time of the Library Director's evaluation the Library Board requested that a staff training session on interpersonal communications be scheduled for the upcoming year. Trustee Wood has requested a status report on this project.

Santiago Library System (SLS) conducts an annual staff training day for public library staff in Orange County. I have asked that interpersonal communications be included in this year's workshop. However, this program is presented in May and the final agenda has not yet been negotiated. Since I am not guaranteed that my topic will be included I have also made other inquiries.

For the past five years the SLS workshop has been conducted by Susan Berk, a Southern California trainer who specializes in library issues. Placentia staff knows her and likes her training style. Most of the sessions have dealt with dealing with difficult/hostile clients, inter staff communications and safety issues. One of the features most often mentioned in the evaluations is that she always includes "scripts" for various situations. Her normal fee for a full day of training is $2,500.

I have sent an inquiry to Susan to find out if she would be willing to do a half-day session specifically for Placentia Library staff. This way we could customize the agenda to local interests. By using substitutes on the desk I could arrange a half-day of full staff participation for full time and regular part time employees.

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: **Request for Reconsideration of the Library Board Meeting Date and Time.**

DATE: January 21, 2003

BACKGROUND

At its meeting on December 18, 2002 the Library Board voted to have its meetings for 2003 on the Tuesday following the 18th of each month at 6:30 P.M.

Trustee Dinsmore was absent from the December 28 meeting and is requesting a reconsideration of this item.

RECOMMENDATION

Action to be determined by the Library Board.

Agenda Item 37

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager JR

DATE: January 13, 2003

SUBJECT: Program Committee Report for the month of December.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
ADULT SERVICES	**2**	**25**
TYD Total	**5**	**76**
CHILDREN'S SERVICES		
Wed. PM Story Times	0	00
Thurs. AM Story Times	0	00
3-4 year-old music times	0	00
5-6 year-old music times	0	00
Lapsits	0	00
Class tours	2	19
Comm Center Storytimes	0	00
Head Start Storytimes	21	420
Parenting Class	0	00
TOTAL FOR DECEMBER	**23**	**425**
YTD TOTAL	**114**	**3,569**

LITERACY SERVICES	***Dec* 2002-03**	**FY 2002-03 YTD**
Total Tutors	170	212
Total Students	210	268
Total Hours	1,208	8,263

For more detailed literacy statistics, see Agenda Item 389 pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian CMS

Date: January 21, 2003

Subject: December Activities in the Children's Department

Programming- Library on-site programming ended in November. There were no programs in December. Storytime programming will resume in January.

Offsite Programming- Storytimes at Placentia Head Start has continued. There were 3 storytimes performed for each of the seven Head Start classes with a combined attendance of 420.

Library Visits- Two groups visited during December. A special education class from Tynes brought three children for a short storytime, and Placentia Headstart brought a group of twelve parents and children for an orientation tour.

Other activities- The Children's Librarian attended this year's International Book Fair (FIL) held in Guadalajara, Mexico. FIL specializes in Spanish language materials from all over the world. The ALA and FIL organizations sponsor a program for American librarians wishing to attend the event. The Children's Librarian and the ELLI Co-ordinator both applied for the program and were accepted. The program covers the individual's FIL registration, the hotel stay, several meals, and $100.00 towards airfare.

Attending FIL proved useful. The Librarian was able to make connections with a variety of smaller publishers specializing in Spanish language materials from Spain, Mexico and several Central and South American countries. Most useful was working with Chulainn Publishing. Chulainn sends reps to FIL every year. They were able to help the Librarian find vendors specializing in the subject areas she wished to purchase in. Chulainn also handles placing all the orders, shipping them to the library, dealing with the vendors, and invoices the library to the Librarian's specifications. In future years, if the Librarian is unable to attend FIL, Chulainn reps can make purchasing suggestions for the library based on the subject areas the Librarian gives them.

In between attending FIL the Librarian had a great time touring Guadalajara. It's amazing what you can do with 7 pesos, the bus system and a smattering of Spanish.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager

DATE: January 13, 2003

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

Tutor Training. The Literacy Coordinator conducted one regular tutor training workshop and several accelerated workshops in December and thirteen tutors were trained, three adults and ten teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for February 2, 2003.

Families for Literacy (FFL) Program Status. FFL tutors are now volunteering at Head Start and Ruby Drive's CBET preschool 2-3 hours a week; recruiting FFL families through parenting classes and meetings; and sharing literacy activities with the parents and children. "A Holiday Celebration/Una Celebracion de los Dias Festivos" was featured this month as FFL's first event of the fiscal year. Ten families participated in story time, dance and song, and each received a book for their home library. Five additional books were given away in a raffle. Six additional FFL students were matched with tutors this month.

Placentia Rotary Reading Enrichment Program (PRREP). PRREP continues to recruit high school volunteers at El Camino Real, El Dorado and Valencia High Schools. More than fifty high school students have signed up this year for PRREP, and we have thirty-five matches. Thirty meet at the Library and five tutor at Van Buren Elementary School.

Reach Out and Read Partnership Continues. In December, Placentia Library Literacy Services continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who go to the Whitten Center in Placentia on Monday mornings and read to children while they are waiting to see the St. Judes pediatric staff.

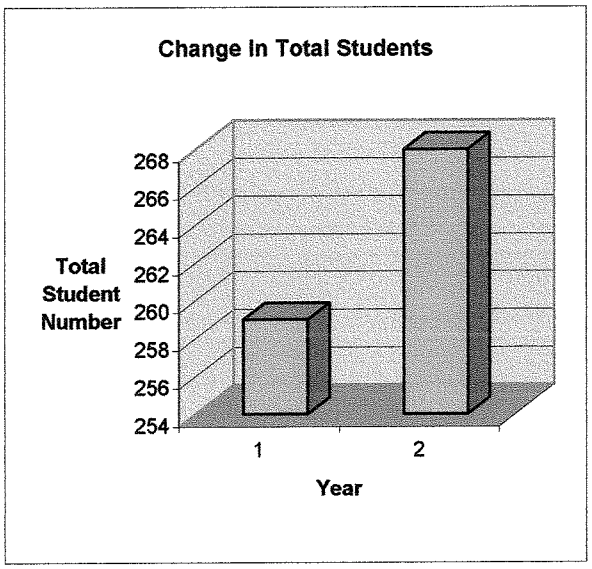
English Language and Literacy Intensive (ELLI) Program Update. The ELLI Program added two additional schools, Morse Elementary and Topaz Elementary. Over 350 students are now receiving tutoring in the ELLI Program, and an additional 50-70 students will be added the month of January.

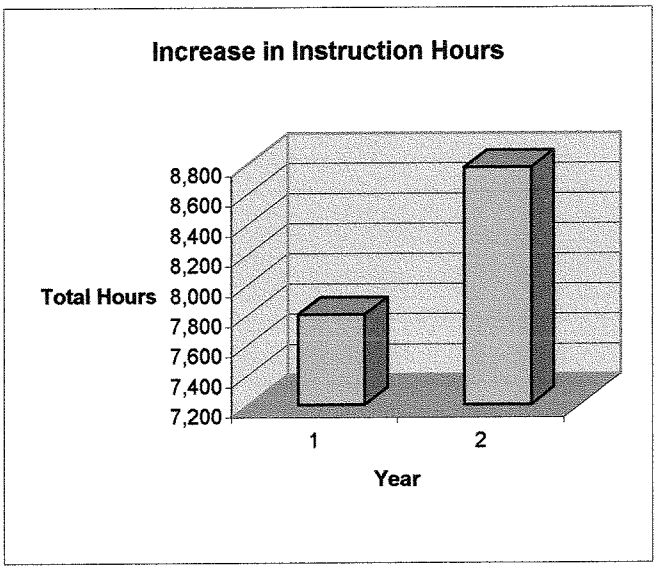
Literacy statistics. See Agenda Item 39, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Dec-01	Dec-02	YTD 2001	YTD 2002
Tutors				
Adult	101	98	103	128
Teen	57	72	62	84
Hours Instruction	1,110	1,208	7,798	8,263
Other Volunteer Hours	36	48	224	512
Total Hours	1,146	1,256	8,022	8,775
Training Workshops				
Workshops Held	2	5	12	18
Tutors Trained	11	13	60	97
Students				
With Adult Tutors	153	130	163	165
With Teen Tutors	57	80	85	97
In Groups	16	2	28	8
Total Active Students	210	210	259	268
Families for Literacy				
Family Students	7	25	7	25
Family Tutors	12	15	12	15
Hours of Instruction	68	65	268	269
ELLI Program				
K-6th Grade Students	NA	341	NA	341
Tutors for K-6th Grade	NA	9	NA	12
Hours of Instruction	NA	220	NA	808
Total Tutors	158	170	165	212
Total Students	210	210	259	268
Total Instruction Hours	1,110	1,208	7,798	8,775


Change In Total Students
Total Student Number
268
266
264
262
260
258
256
254
1
2
Year


Increase in Instruction Hours
Total Hours
8,800
8,600
8,400
8,200
8,000
7,800
7,600
7,400
7,200
1
2
Year

Agenda Item
40

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager JR

Date: January 13, 2003

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

In December, the Placentia Library District had 8,124 "hits" on the Web Site, an average of 262 a day. The following are our year to date statistics:

Pages Visited	Jul-02	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02
Borrowers	99	156	115	126	161	131
Friends	136	195	84	167	101	104
Hours	98	78	21	47	8	0
Information	98	154	125	149	10	0
Foundation	158	136	77	86	69	81
History Room	99	86	42	72	68	95
Literacy/CLC Logo	157	139	96	117	98	84
Passports	385	232	113	230	235	241
Total Views Most Hits	1230	1176	673	994	750	739

Total Most Hits YTD 5,562

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator JR.

DATE: January 21, 2003

SUBJECT: Publicity materials produced for December 2002

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

Newspaper articles published:

1. Class-Action Status for O.C. Tax Lawsuit
2. Exhibit focuses on Placentia early days
3. City Hall and Library close for holidays
4. Filtering Internet Porn
5. Helping buy books as Christmas gifts, 2 articles
6. Used Book Sale
7. Bargains offered at book sale, auction
8. Placentia gets jump on state with cuts
9. Now 3 cities in O.C. will manage
10. Festival sprouts charitable seeds
11. OC Job Finder
12. Orange County preserves

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Booksale bookmarks
4. Library Closed for President's Day
5. Sweetheart Day at the Library Feb 12

Class-Action Status for O.C. Tax Lawsuit

Judge rules on litigation that accuses the county of property-tax overcharges. Local governments stand to lose billions through refunds.

By JEAN O. PASCO
Times Staff Writer

A judge on Thursday granted class-action status to a lawsuit accusing Orange County of overcharging on property taxes, setting the stage for a legal showdown that could cost local governments billions of dollars in tax refunds.

The decision comes a year after Judge John M. Watson ruled in favor of a Seal Beach homeowner, concluding that Orange County violated Proposition 13 in the way it calculated the man's property tax bill.

The case now goes to the 4th District Court of Appeal, whose decision will have far-reaching implications because all 58 counties in California use the same method for determining property-tax assessments.

Orange County officials say that if the ruling is applied to all taxpayers, the county would have to refund up to $1 billion. Los Angeles County officials, who have been closely watching the case, said they could be liable for $4 billion if the outcome applies to them. Proposition 13, the landmark 1978 ballot measure, limited annual property-tax assessments to no more than 2%. Counties, however, frequently boost tax assessments more than 2% to "recapture" taxes they could not collect when property values dropped or stayed flat.

Los Angeles Times.
CA. O.C. Edition
Friday, Dec. 13, '02

(cont' Seal Beach homeowner Robert Pool sued Orange County, saying his tax bill went up by 4% in one year. He bought the home for $330,000 in 1995, and for years its value stayed flat because of the cool real estate market. Then, in 1998, the county boosted the tax assessment of his home by 4%, to $343,332.

Watson sided with Pool a year ago. And on Thursday, he ruled that all Orange County property owners whose assessments rose more than 2% a year since Proposition 13's passage were potentially harmed.

In a sign of how far-reaching the issue is, Watson also removed himself as a potential member of the class-action suit after attorneys for the county noted that he owned rental property in La Habra that might qualify for a refund.

County officials said their assessment method was agreed upon by tax officials across the state after Proposition 13 was passed. They maintain it's legal to reclaim taxes on properties that did not receive tax increases during depressed years.

Proposition 13, they say, set a ceiling on property taxes that grew at 2% a year since 1978, regardless of how much the increases are year to year.

Fighting the suit has proved costly for Orange County. Assessor Webster J. Guillory will ask supervisors Tuesday to increase to $900,000 the amount to be paid to his attorney, Robert Luskin. Treasurer John M.W. Moorlach said his attorney, Harvey

[See Tax, Page B13]

Court Gives Class-Action Status to Tax Lawsuit

[Tax, from Page B1]

Liederman, has charged less than $100,000.

The 4th District Court of Appeal has not been shy about challenging local governments on issues of taxation. In his ruling, Judge Watson quoted liberally from a 4th District appellate decision published last month that chastised Orange County for failing to follow the law in a different property-tax case.

That ruling, written by Presiding Justice David Sills, reinstated a class-action lawsuit filed by a San Juan Capistrano man on behalf of about 1,500 taxpayers who were denied reductions in 1994 after challenging their tax bills.

Attending Thursday's court hearing were a handful of taxpayers such as Alan Lavallee of Buena Park. Lavallee said the county hiked the assessed value of his home nearly 52% between 1999 and 2002.

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly DEC 12 2002

Exhibit focuses on Placentia early days

As part of the Bradfor House's 100th anniversary cel ebration this year, an exhibi focused on Placentia of 10 years ago is on display from 1 a.m. to 4 p.m. weekday through December at the Ol Orange County Courthouse i Santa Ana.

The display includes pho tographs and documents fron the historic house's recentl acquired collection of artifacts

The courthouse is at 211 W Santa Ana Blvd., Santa Ana. In formation: (714) 993-2470 o **www.bradfordhouse.com**

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly DEC 19 2002

City Hall and Library close for holidays

City Hall and the Placentia Library will be closed Christmas Eve and Christmas Day, as well as Jan. 1 for New Year's Day. They will resume normal hours Jan. 2.

Information: City Hall, (714) 993-8117; library, (714) 528-1906.

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

The Register
Daily NOV 18 2002
332

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly DEC 19 2002

Agenda Item 41
Page 9 of 11

Helping buy books as Christmas gifts

Members of Friends of Placentia Library are seeking financial donations to provide books for 1,400 local underprivileged children, from preschool to ninth grade, during the holidays and into the new year.

The books will be selected by the library's Children's Department and distribution will be handled by the Placentia Human Services Department.

You may make checks payable to Friends of the Library and mail them to 411 E. Chapman Ave., Placentia, CA 92870. Donations are tax deductible.

Information: Jim Roberts, (714) 528-8404, Ext. 213.

Filtering Internet porn

Should local communities or the federal government determine what can be seen on library computers? Last Tuesday the U.S. Supreme Court decided to take up that matter by reviewing the 2000 Children's Internet Protection Act, which withdrew federal funds from libraries that don't install adequate Internet filtering software to prevent patrons, especially children, from accessing offensive sites.

Last May the act was ruled unconstitutional by the Third Circuit Court of Appeals in Philadelphia. Judge Edward R. Becker noted in his opinion that current filter software sometimes can block out innocent sites, such as one that promotes federalism in Uganda.

Wired magazine quoted Jan LaRue, director of Concerned Women for America, a conservative group. "We've had multiple incidents across the country where some pervert looks at porn and intentionally leaves it on the screen for someone to find, and that someone's often a kid," she said. "There is no constitutional right to look at pornography and no reason a library should be providing access to x-rated material at the taxpayer's expense."

But there's also no constitutional authority for Congress to micro-manage local libraries. The 10th Amendment guarantees that powers not directly granted to the Congress by the Constitution "are reserved to states respectively, or to the people."

Orange County has a patchwork quilt of city libraries and the separate Orange County Public Library system. Some libraries use Internet filters, and some don't. Some allow children's access only with a parent present.

County Librarian John Adams, who oversees the county system, told us that in their system, any library patron under 18 logging onto the Internet automatically "defaults to filtered access. If parents request, it defaults to unfiltered." The restrictions are similar to videos, which can be rented only by those over 18.

This is the way America's founders intended democracy to work under local control. Citizens can influence matters by lobbying at the local level. We hope the Supreme Court upholds the Third Circuit and rejects the Children's Internet Protection Act.

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly DEC 0 5 2002

Helping buy books as Christmas gifts

332 Members of Friends of Placentia Library are seeking financial donations to provide books for 1,400 local underprivileged children, from preschool to ninth grade, during the holidays and into the new year.

The books will be selected by the library's Children's Department and distribution will be handled by the Placentia Human Services Department.

You may make checks payable to Friends of the Library and mail them to 411 E. Chapman Ave., Placentia, CA 92870. Donations are tax deductible.

Information: Jim Roberts, (714) 528-8404, Ext. 213.

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Events

332 **Today**

BOOK SIGNING: 1 p.m. Borders Books, Music & Café, 22401 Old Canal Road, Yorba Linda. (714) 974-4743. **Josephine Carlton** will sign "Life Messages: Inspiration for the Woman's Spirit."

USED BOOK SALE: 1 p.m. Placentia Library, 411 E. Chapman Ave., Placentia. (714) 996-8390. Enter at loading dock from parking lot.

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post office box 11789
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Placentia News
Weekly DEC 0 5 2002

Bargains offered at book sale, auction

332 The Friends of Placentia Library will host a backroom book sale from 1 to 4 p.m. Sunday at the library, 411 E. Chapman Ave.

Avid readers may select books to buy at discounted prices before they are placed on bookstore shelves.

Also, Friends of Placentia Library members will receive a 10 percent discount on purchases of $10 or more. Memberships are available during the sale.

Also, the library is holding an ongoing silent auction on special books in the lobby area. Items up for auction change every four weeks.

Information: (714) 528-1906.

The Register DEC 0 1 2002
Daily

Placentia gets jump on state with cuts

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By PATRICK VUONG
THE ORANGE COUNTY REGISTER

PLACENTIA • City officials slashed $1.1 million in spending this week, eliminating 12 positions and some programs to avoid a financial squeeze when the state's budget shortfall – estimated at more than $21 billion – cuts into the town's revenue.

"We're trying to take some evasive action ahead of time instead of getting get caught behind the eight ball," Finance Director Steven Brisco said.

Eight of the eliminated jobs were vacant, City Administrator Robert D'Amato said. In addition, development service director Joyce Rosenthal and engineering services manager Art Burgner retired and two employees were laid off.

D'Amato declined to detail the layoffs or program cuts, saying not everyone involved had been informed.

This reduces Placentia's staff from 150 full-time employees to 138, D'Amato said.

"At this point, it's just a matter of trying to balance the budget without drastically cutting the level of services," Councilwoman Constance Underhill said.

Mayor Scott Brady said the council instructed city staff recently to trim all departments by 5 percent, letting D'Amato plan the layoffs.

The city's top priorities, D'Amato said, are a $440 million rail-lowering effort that will eliminate 11 street-and-rail intersections and an approximately $5 million "quiet zone" effort to temporarily ban train whistles.

D'Amato said he is not certain what funds the state will cut from Placentia's income. Gov. Gray Davis last week unveiled a plan for more than $1 billion in cuts in the current and next fiscal years. It's estimated that $10 billion more in

Pacific Clippings
pmb 11789
The Register Daily Dec 8 2002.

How 3 cities in O.C. will manage

Here's how officials expect the budget ax to fall in three Orange County cities: Huntington Beach, one of the county's large, full-service cities; Mission Viejo, a planned

private companies for some services; and Rancho Santa Margarita, one of the county's newest cities.

• **Huntington Beach:** City Manager Ray Silver said the last round of state cuts cost his city $70 million over the past decade.

Sewer lines went unrepaired, city employees went five years without

budget got so low that "when people ran into walls in city streets, all we could do was put plywood sheets on the walls," he said.

The city has largely recovered, with its general fund now at $134 million.

But the next cuts will get to the bone, Silver said.

"We're going to have to look at core services again.

police, fire, street maintenance and repair, sewer maintenance and repair?"

• **Mission Viejo:** The city stands to lose $4.6 million out of its roughly $36 million General Fund if the state cuts vehicle license payments. But officials aren't worried yet.

Mission Viejo keeps costs low and flexible enough to

ing in-house services with outside contracts, City Manager Dan Joseph said.

Mission Viejo "didn't have to make cuts" in the early 1990s, he said. Vehicle license cuts may cause the city to scale back its tree-trimming contract, Joseph said. But "I don't foresee us going anywhere near the public-safety budget."

• **Rancho Santa Margarita:** If the state decides to stop replacing city revenues lost when car-registration fees were lowered, $3.4 million of Rancho's $11 million operating budget would disappear.

Rancho pays private companies to handle nearly all its services. Homeowners' associations take care of parks. Thirteen employees

staff a tiny City Hall.

"What you'd have to do cut out everything," City Manager Jim Hart said. "Yo would end up with a skelet planning staff, engineering staff. You'd have limited ac cess to recreation program administration would be whittled down. Then after that, you'd have to get int police services."

– **JIM HINCH** / The Regis

SORELY NEEDED: Nora Jacob was hired as Orange's head librarian only two years ago, the first in the city since 1992. She recently secured a grant that will fund an addition to the library to house its historical documents, languishing now in a basement storage room with busts of Albert Chapman, left, and Andrew Glassell.

MICHAEL GOULDING, THE REGISTER

Orange remembers

In 1993, the city cut deeply after its budget lost $2.5 million. New crisis has officials worried again.

By JIM HINCH
THE ORANGE COUNTY REGISTER

It was 1993. Residents strolled the city of Orange's tidy historic plaza and shopped for antiques under a warm California sun.

Headlines muttered that state budget cuts loomed. Tax more, spend less, raged the familiar arguments. But who had time to listen?

A few months later, time is exactly what Orange residents were losing everywhere, as the cascading effects of state cuts washed through city coffers, sweeping away money for library hours, cutting days City Hall remained open and clearing afternoons and evenings of karate and pottery classes.

history, I'm deeply sensitive to what was done before. We have to cut to the bone because the state is going to dump on us."

Already hobbled by a slowing economy, the city budget lost $2.5 million in 1993 – a 7 percent cut that has continued every year since. Officials closed a library branch, slashed library hours, laid off employees, shut City Hall one day per week and cut back on everything from library books to sprinkler repair.

Newspaper articles, faulting Orange officials for reacting too slowly to the crisis, singled out the city when detailing effects of state

meted from 215 a week to 63. Workers stopped fixing the air conditioning. The roof leaked.

As librarians departed, the city didn't replace them. An archivist hired to catalog tens of thousands of historical documents was let go.

Nora Jacob, the head librarian hired two years ago, is the first in the city since 1992. When the budget was cut, Gary Wann, director of community services, was put in charge of the library and given the task of reducing staff and book-buying.

Only this year has the city finally cobbled together $9 million to expand the library and make room for the his-

pared back a Halloween program. Lights were shut off in parks. "Those were not good times."

Rudat acknowledged that the cuts had a silver lining. "We are running leaner and we did things to be smarter, to contract more services" to private companies.

Still, the years of cuts took their toll. Though residents didn't notice when the city eliminated a police captain and two lieutenants, the remaining officers lacked time to draw up response plans to earthquakes and other emergencies, and police morale dropped, Rudat said.

Only recently has the city returned to building parks, aggressively fixing potholes and repairing city buildings. Letting such work slide ends up cost-

"We have to cut to the bone because the state

Local leaders are ready to fight cuts

By JIM HINCH
THE ORANGE COUNTY REGISTER

A coalition of local leaders – ran ing from big-city mayors to offici of a senior center and Kiwanis Club is preparing to fight state offici seeking to bridge a $21 billion sho fall by raiding city and county bu gets.

It promises to be their biggest nancial battle in a decade, but th time, they say they won't be su prised.

"We're trying ... to put a face these cuts," said Dwight Stenbakke a strategist for newly formed Lea Our Community Assets Loc dubbed LOCAL. "This means poli officers or firefighters or closed braries."

A decade ago, faced with a then-r cord $10.7 billion budget gap, sta officials balanced the books by takin back nearly $4 billion in local su sidies.

The cuts forced cities and counti to lay off workers and scale back pr grams. Now, the coalition fears th state will target $4 billion paid to l cal governments to make up revenu lost when vehicle license fees we lowered in 1998. License fees are major source of local government nance, especially for smaller cities.

Stenbakken said his group w propose alternatives to ending th vehicle-license subsidy: Rais car-registration fees; float bond backed by pension fees; or roll bac state regulations, such as water-qua ity measures, that cost local gover ments.

The local agencies' aggressive lo bying stems from a larger shift state financing that followed passag of Proposition 13 in 1978.

In the past two decades, state go ernment has gradually assume greater control over property taxe and other revenues once largely l vied and spent by local agencies.

The result: State officials contr the purse strings, but local agenci deliver the most visible services, suc as libraries, recreation classes an

How 3 Cities in O.C. will manage
The Register Daily Dec 8, '02 (cont'd)

then-unprecedented $10.7 billion budget shortfall by ending $4 billion in subsidies that had replaced property taxes lost to Proposition 13.

This week, state legislators again meet in the shadow of a towering budget gap, last estimated at more than $21 billion and growing. Though such troubles seem far from the bustle of everyday life, Orange's struggles almost a decade ago show how plunging state finances can undermine programs residents count on.

City Manager Dave Rudat said memories of that time linger and give officials extra reason to worry about this round of trimming. "Having this cuts. "It was ugly," said Rudat, who was fire chief at the time. "We were an example of what not to do."

Mara Brandman remembers. Then president of the library board, Brandman said she and her family visited the tiny Santiago Hills library branch nearly every day. Her son walked there to research book reports. Kids went for story hour. Seniors relaxed with books. In June 1993, officials closed it and never reopened it. "I had to drive (my kids) down to the main library," she said.

There, she and other residents found more cuts. Library hours plummet in the shadow of a towering budget gap, last estimated at more than $21 billion and growing. Though such troubles seem far from the bustle of everyday life, Orange's struggles almost a decade ago show how plunging state finances can undermine programs residents count on.

City Manager Dave Rudat said memories of that time linger and give officials extra reason to worry about this round of trimming. "Having this

torical archive. And even that money comes from a statewide library-construction bond measure.

Wann said he still remembers the Tuesday meeting when then-City Manager Ron Thompson broke the bad news. "Notepads were out. ... You could hear a pin drop," he said.

Wann bore the brunt of cuts because his departments – community services and the library – are the first to go when officials look to preserve core services like police departments and street maintenance.

He eliminated the annual Christmas tree-lighting in the city plaza and

ers have already identified $3 million in trims from the city budget, and he recently told department heads to list everything they could shed in the event of a real downturn.

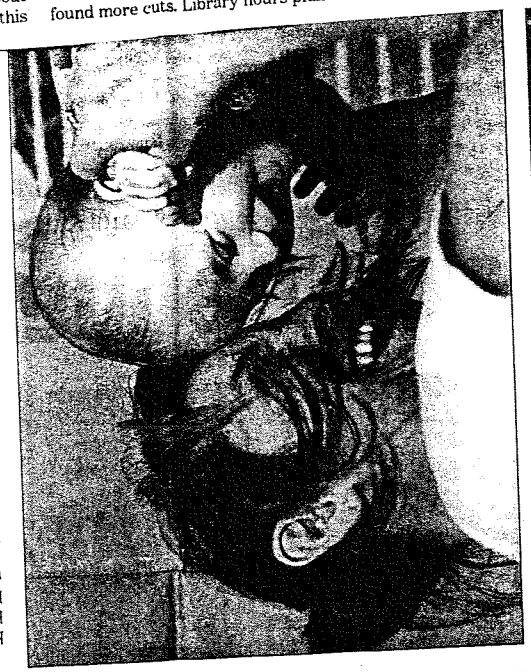
"People said: 'Dave, you're overreacting.' I said: 'No way. It was an emotional event in the life of this city, and we are not going to go back to make those same mistakes.' "

Register staff writer Jit Fong Chin contributed to this report.

CONTACT THE WRITER:
(714) 445-6688 or jhinch@ocregister.com

A decade ago, local governmen were caught unaware by state cu Stenbakken said. Since then, cit and counties often have clashed, w counties charging cities to make for lost state revenue and cities buying state officials to shift bud cuts onto counties.

Now, officials said memories past cuts spur them to work toget State officials "can take the m and we have to face voters at the level," said Ray Silver, Huntin Beach city administrator who h the state city managers' associa "We are the ones on the front li



MICHAEL GOULDING, THE REGISTER

CUTBACKS: Phalen Lim works with first- through third-graders at The Cambodian Family after-school program in Santa Ana. The organization has cut staffing and program hours in the face of reduced income.

SOME ORGANIZATIONS ARE SEEKING NEW SOURCES

But further down the charity chain, local groups that rely on donations to serve the poor say they aren't just bracing for bad times – they're already experiencing them.

The Society of St. Vincent de Paul Council of Orange County, for instance, says grants from foundations and large corporations have fallen drastically.

"9/11 combined with recession, the larger corporations kind of put us on hold," said Joe Kay, the council's executive director.

And those donors that haven't put the charities on hold have cut their gifts and become choosier about where their money goes, he said.

Especially hard-hit have been prison outreach programs. As a result, the group gave up control of its Catholic Detention Ministry to the Catholic Diocese of Orange. It also cut staff of a program called Friends Outside, depending more on volunteers.

The Second Harvest Food Bank of Orange County, which supplies food to more than 350 local agencies, says donations this fall dropped 51 percent from last year.

"Usually during Thanksgiving time our shelves are stacked and we have tons of food. (This year) we don't have food for our people," said Sarah Neely, food bank development manager. "People are holding on to their money more."

With longtime donors

economy may have
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business environment,
has hurt corporate
and diminished giving
sinesses; job losses that
weighed on individual

ISING SITUATION BE WORSENING

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Placentia News
Weekly Dec. 5, 2002

DECORATED TREES catch the e of Betty Alpago, left, at the Fest of Trees Christmas benefit Satur hosted by Placentia Round Tabl Women's Club at Alta Vista Cou Club. Drawings for the trees, ea featuring custom decorations su as snowman above, raised $13,0

PHOTOS BY
JACK E. HANCOCK

Festival sprouts charitable seeds

The Placentia Round Table Women's Club hosted its 17th annual Festival of Trees holiday benefit Saturday at the Alta Vista Country Club.

Some 280 people attended the fund-raiser, which garnered almost $13,000for local charities.

Festivalgoers paid $40 for the luncheon and a fashion show.

The program included a silent auction and climaxed with opportunity drawings for 35 3-foot-high, individually decorated Christmas trees – a record number – and the gifts surrounding them.

Each tree with its decorations and presents was valued at $150 or more – all donated by companies and community members. The drawing tickets were sold for $1 each.

"We think that the 17th annual Festival of the Tress was a great success," club President Brenda Benner said, "and that many thousands of dollars was raised to serve local organizations with scholarships and cash donations."

The money raised will be divided among a variety of nonprofit groups, including the Placentia Library, the Boys & Girls Club of Placentia and the Homeless Intervention and Shelter House.

The festival is the club's largest fund-raising event of the year.

— Patrick Vuong

FASHION MODEL Conner Contreras walks the ramp hand in hand with Trina Ritchie during the fashion show featured dur

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OC Job Finder

OCJobFinder.com

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by Bill Quinnan
FOR O.C. REGISTER SPECIAL SECTIONS

A better *informed* job seeker is a better APPLICANT

Put yourself behind the employer's desk for a moment. You are interviewing two candidates with virtually identical qualifications for a given position, one candidate right after the other. During the interviews you ask the candidates why they want the job in question.

The first candidate answers, "Well, I've always been good at analysis, and I feel that this position would provide ample opportunity to use that skill. I think constemporator analysis sounds especially intriguing, and I am interested in learning more about that."

The second candidate answers, "Your company has been a leader in the development of filagated constemporators for the past 30 years, with products like the X547 Constemporator Pro, or the JC Dual-Filagation Constemporator that you've just released. My background is in pontialated constemporators, which are similar to filagated constemporators in design. I have enjoyed my past work in the area of constemporator analysis, and I feel that I could provide your company with a valuable service in that capacity."

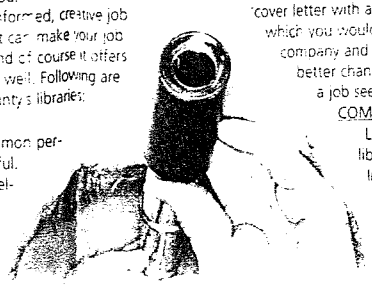
Based on these answers, which person do you think you would be more likely to hire?

Being an informed job applicant will go a long way in making you more appealing to prospective employers. The better informed you are, the better you can carry on a conversation with a given employer about their products or services, job requirements and the needs of the employers. For that reason, it is important to conduct research about an employer even before sending your resume to the employer for the first time.

Research can also be valuable for uncovering the "hidden job market" — the unadvertised positions for which companies are hiring. While classified sections and online job boards are very valuable resources, these do not list all of the positions that are open at any given time. Plus, once a position is advertised, the competition for it increases dramatically. If you can get your resume in the employer's hands before an available position has been advertised, that job could be yours before it ever becomes public.

In his popular job-seeker manual, "What Color Is Your Parachute?", author Richard Nelson Bolles claims that the single most-effective method of job hunting is the "creative" approach. This entails getting to know yourself first – the skills and knowledge you enjoy using. Second, it requires you to research any business that interests you before making contact. Finally, it involves using any contacts you have – inside or outside a company – to get an interview with someone in that company who has the power to hire you.

A public library can be your best friend in being an informed, creative job seeker. You'll find a wide range of helpful materials that can make your job hunt more productive without breaking your budget, and of course it offers access to traditional newspaper and online resources as well. Following are some of the resources available at many of Orange County's libraries:



CAREER GUIDES

Obviously, libraries are loaded with books, but a common perception is that the books are too out-of-date to be useful. The Orange County Public Library System maintains a relatively up-to-date inventory of books on creating resumes, writing cover letters, interviewing and choosing a career. Guides on breaking into specific fields are also available.

Also, industry publications often contain job listings that may not have appeared elsewhere. The response to such advertisements is often smaller, giving you a better shot at the jobs.

BUSINESS DIRECTORIES

Directories such as the "U.S. Industry & Trade Outlook," published by McGraw-Hill Cos. and the U.S. Department of Commerce International Trade Administration, report major changes occurring in various industries.

"Hoover's Handbook of American Businesses," published by Hoover's Business Press, is an excellent resource for getting to know a company. It contains a company overview and history; lists major officers, products and locations; and reports the company's recent financial and employment history.

The "International Directory of Company Histories," published by St. James Press/ITP information, offers a more extensive history of each company it features.

Standard & Poor's Register of Corporations and "The D&B Million Dollar Directory," published by Dun & Bradstreet, contain business addresses and phone numbers; chief executive officers, presidents and vice presidents; and major products and services. Check with the reference desk at the library to find other local directories, such as the Southern California Business-to-Business Sales & Marketing Directory or industry-specific directories such as the Advertising Red Book or the Thomas Register of American Manufacturers. Such guides can provide the names and addresses of employers you may not have heard of.

While using directories, double-check all information before contacting the companies as prospective employers. Call the company and ask the receptionist to verify the spelling and pronunciation of the names of anyone you might be contacting. Directories are frequently out of date or inaccurate.

Avoid the temptation to use directory listings as a source for "cold calling" – sending unsolicited resumes that will invariably wind up lost in a human-resources filing cabinet. Use the directories as a starting point to find new prospective employers, and then do some research on each employer that sounds interesting. Before initiating contact via a cover letter with a resume, get the name of a director or manager in the department for which you would like to work – you can usually get this information be calling the company and asking the receptionist who answers the phone. However, you stand a better chance of getting the names you need if you avoid mentioning that you are a job seeker.)

COMPUTER RESOURCES

Libraries are more than a place to find books. Many Orange County libraries offer computer terminals with word-processing software, Internet access, computerized business directories and electronic periodical archives. However, it is a good idea to call before visiting to find out if there is a fee for using these services or if reservations are required.

Keep in mind that, if you have Internet access, you can usually

Find the job you've been looking for

WebTip

Network Director

Connect with local companies and jobseekers, develop contacts, find support and sharpen job search skill by attending a networking group. OCJobFinder.com has a networking directory of over 100 Orange Count and National networking groups and organizations.

For more information, please visit: www.ocjobfinder.com/networking/

QuickTip

Update you references

Corrupt corporate executives must bear some of the blame for steadily rising job-search times – job-search times for discharged managers and executives surged 26 percent over the last 12 months and now stand at nearly four months, a 16-year high. These incidents have heightened employers' concerns about hiring someone with questionable ethics, thus slowing the hiring process to allow time for more extensive checks.

Companies are now checking and double-checking references, conducting more intense and extensive background checks including the use of third-party investigation firms, and even utilizing behavioral testing in order to screen out potential problems. All of this is extending the time it takes an employer to arrive at a hiring decision.

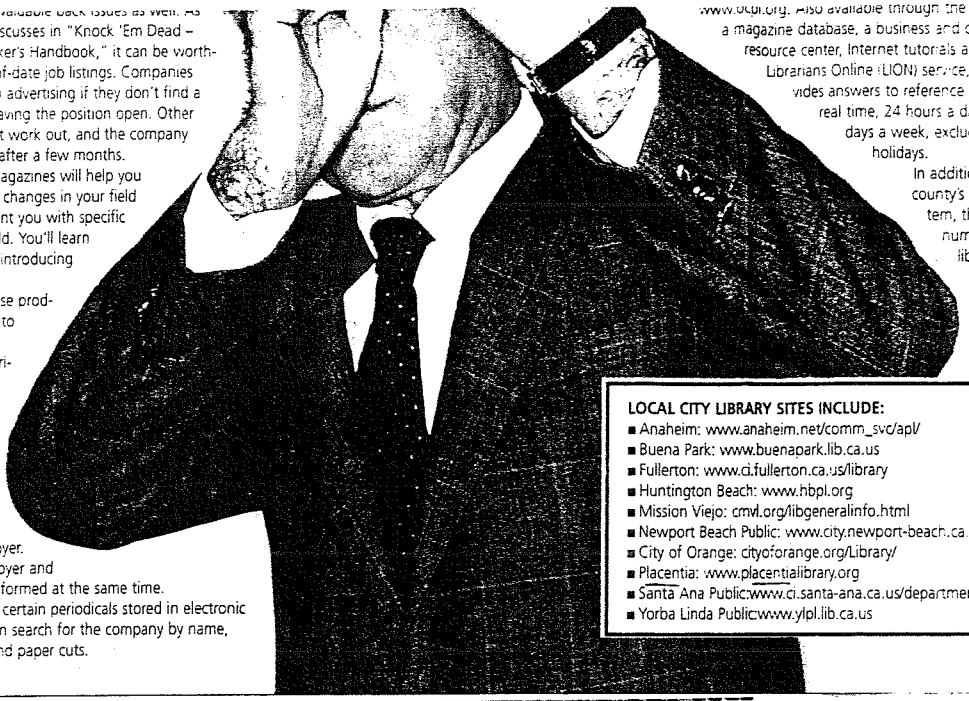
The Register Daily Cont'd Dec. 29, 2002

odicals. This includes valuable back issues as well. As author Martin Yate discusses in "Knock 'Em Dead – The Ultimate Job Seeker's Handbook," it can be worthwhile to look at out-of-date job listings. Companies sometimes give up on advertising if they don't find a suitable candidate, leaving the position open. Other times, new hires don't work out, and the company needs a replacement after a few months.

Newspapers and magazines will help you learn about the latest changes in your field of interest and acquaint you with specific companies in your field. You'll learn which companies are introducing specific products or services and what those products or services mean to the marketplace.

When browsing periodicals, take note of award announcements. If a prospective employer has won something, extend your congratulations the next time you write or speak with that employer. You'll flatter the employer and show yourself to be informed at the same time.

Some libraries have certain periodicals stored in electronic format. This means can search for the company by name, saving yourself time and paper cuts.



www.ocpl.org. Also available through the OCPL site a magazine database, a business and company resource center, Internet tutorials and the Librarians Online (LION) service, which provides answers to reference questions real time, 24 hours a day, seven days a week, excluding holidays.

In addition to the county's library system, there are a number of city libraries in Orange County - see list below.

LOCAL CITY LIBRARY SITES INCLUDE:

- Anaheim: www.anaheim.net/comm_svc/apl/
- Buena Park: www.buenapark.lib.ca.us
- Fullerton: www.ci.fullerton.ca.us/library
- Huntington Beach: www.hbpl.org
- Mission Viejo: cmvl.org/libgeneralinfo.html
- Newport Beach Public: www.city.newport-beach.ca.us/nbpl
- City of Orange: cityoforange.org/Library/
- Placentia: www.placentialibrary.org
- Santa Ana Public:www.ci.santa-ana.ca.us/departments/library
- Yorba Linda Public:www.ylpl.lib.ca.us

Orange Coast Magazine
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OC CONFIDENTIAL

Orange preserves

by Jerry Hicks

332

MAINE ADDITIONS

Placentia preservationists wanted to celebrate the 100th anniversary of the Bradford House with something spectacular. They didn't expect the drama to come from a corner of the Eastern seaboard.

If you've not been there, Bradford House is the restored home of Placentia founder Albert S. Bradford, who started his small ranch (Tesoro Rancho) in walnuts and cabbage, moved on to oranges, then his own packing house, and even a refinery. He also laid out the city's first streets, created its first bank, and used his clout to bring the city a post office and a railroad connection.

Bradford died in 1933. His majestic, Queen Anne Victorian two-story house on Palm Court, built in 1902, was last lived in by his heirs in the 1960s. Later it was donated to the city, which didn't really want it, and vandals aided in its deterioration. The house was saved from the scrap heap in the mid-1970s by historic-minded residents who convinced the City Council to let them restore it, raising private funds. It's now a major Placentia showpiece.

Sumner Thompson of Scarborough, Maine, knew almost none of this when his Aunt Evelyn Thompson died in 1993. To set the stage: Evelyn was a daughter of Lottie, Albert Bradford's sister (and Sumner's grandmother).

"Aunt Evelyn was a typical Old Yankee; she saved everything," says Donna Lee Thompson. She, by the way, is Sumner's grown daughter.

What Evelyn Thompson saved was an attic full of family artifacts—all meticulously documented. It took Sumner Thompson years to box up and organize it. He didn't connect with the Placentia people until 2001; that's when he bought a computer.

Via the Internet, he learned of the Placentia Founders Society and all it had done for the Bradford name. Its leaders were ecstatic when Thompson offered them his new find.

Included: a family Bible (with critical family history), correspondence, death and birth certificates, telegrams, family records, and dozens of tintypes. Among them are the only known pictures of Albert Bradford as a youth, and a rare picture of his daughter, Elsie, who died young.

"The collection was beyond anything we dreamed we'd ever get," says Juanita Torpy, the group's treasurer.

Sumner, his wife, Ruth, and Donna Lee recently crossed the country to Orange County to turn over their gifts, tour the old home, and meet West Coast relatives they knew by name only, including two Albert Bradford gran sons still in the area.

Clockwise, from top: The Bradford House in Placentia; recent newlyweds Tim McCoy and Pilar Alcivar; The Stanford White-built home, Arden, in Modjeska Canyon; Sumner and Ruth Thompson celebrate with their daughter, Donna Lee, at the Placentia parade.

"We were treated like royalty Sumner says. "It means so much to see all that these peop are doing. We'll treasure this forever."

RUBY MEMORIES

Volunteer docent Eleanor Rankin provides a quality, fact fille tour of the Bradford House. Its furnishings, typical for rl 1900s, are a bit drab, but offset by a magnificent ruby red windo just above the first level of stairs.

Rankin explained: "Fannie [Albert's first wife] had visite Helena Modjeska at her home and fell in love with Helena's rub

Orange Coast Magazine
monthly Jan — 2003
(cont'd)

"Orange County Preserves" by Jerry Hicks

window. She told Albert she just had to have one."

I had to smile. I remembered the window from Arden.

You can find many grand places in Orange County, from beaches to mountains and in between. For me, the most poetic stretch of ground in the county is the Helena Modjeska estate in what is now


Helena Modjeska

known as Modjeska Canyon. Modjeska was Poland's leading stage actress in the late 19th century. But in 1876, she and her husband, Count Karol Bozenta Chlapowski, along with a group of friends, moved to America: more precisely, the new Polish colony farmlands of Anaheim.

They proved to be miserably bad farmers, so she returned to the theater, gaining new fame across America. Modjeska wanted soothing peace of mind between stage plays. So in 1888 she chose to build in the wooded acres along Santiago Creek, where her home is now preserved by the county government. She named it Arden, for the Forest of Arden in Shakespeare's *As You Like It*.

Once again, here's a home that almost was left to rot until interested citizens begged the county to let them assist in restoring it. Yvonne Beohm of Rancho Santa Margarita recalls the first time she entered Modjeska's Stanford White-designed, gabled canyon home: "Something came over me; I just knew I had to be a part of this," she says.

She is now a docent there and edits the docent newsletter. I told Beohm I've always wondered why Modjeska, whose fame came in major cities, preferred such a remote setting for her home. "I recently had a chance to read a letter Helena wrote to a friend, and she wondered why people chose to live in crowded cities," Beohm says.

Modjeska's ruby window was in the bathroom, where it could capture lots of sunlight. Alas, the original was broken; a duplicate piece is there now.

Public visiting at Arden has tripled in the last couple of years, officials say. Go to www.helenamodjeska.net to discover how you can hook up with one of the Saturday tours of this grand place.

TALKING HISTORY

We all should be indebted to Cal State Fullerton's Center for Oral and Public History for its preservationist zeal. The center's nearly 3,000 taped interviews include an amazing record of firsthand recollections of county history from local pioneer families. Another section concentrates on remembrances from those who knew the Richard Nixon family in their early Yorba Linda years. There's also a poignant collection of memories from those who knew firsthand the heartache of local Japanese American relocation during World War II. All these sections are remarkable for their depth of detail.

Kathy Frazee, the center's associate director, happens to be a former president of the Bradford Founders Society. She's the one to call if you know someone who can add insight into our county's past. The oral history center is located in the university's South Library.

WRAP-UP

My final item has nothing to do with historical preservation. It has lots to do with LOVE preservation. A poor segue perhaps, but I'm a sucker for a great love story. And Pilar Alcivar, tiny as she is, has a whopper to tell.

I ran into Alcivar recently while fetching an extra glass of white wine for my wife at the semi-annual Taste of Garden Grove. Alcivar was serving up the liquid for the city's Rotary Club—she's president-elect. Someone mentioned how amazing it was that she could do all this and still plan her own wedding for that Saturday.

"Can you believe I'm 46, and this is my first marriage," she said with a chuckle. She wasn't talking to me, but I'm an incessant eavesdropper, so I asked her: "Why now?" Here's her tale:

She met Tim McCoy of Long Beach in the 1970s at Cerritos College. Crazy in love they were, but hardly riding the same turtle dove wings in the direction of the altar. He was at "I do" to her "dunno." She thought she was too young. She broke his heart (her own words) and then moved on. He married, she took to traveling with friends and enjoying her job with the city of Garden Grove recreation department.

Update to the early 1990s. McCoy, married, runs into Alcivar's sister at a mall. They chat briefly. Almost as an afterthought, her sister gave him her own business card.

Move on eight years, to 1999. McCoy is now divorced, and remembers he's had this business card stashed away somewhere. He digs it up, then gets in touch with his old college flame. *Romance redux*. And 25 years later, Pilar Alcivar is ready to say yes-o baby-yes. Three weeks in Spain followed the recent wedding in Long Beach.

As I see it, the world was made for love. Hearing Pilar share her excitement from Cloud Nine was well worth the second trip through the wine line.

Jerry Hicks is a former columnist for the Orange County edition of the Los Angeles Times. He can be reached by e-mail at gerald.hicks@sbcglobal.net.

Agenda Item 42

SAFETY COMMITTEE MEETING
DECEMBER 19, 2002
MINUTES

I. Call to Order: 9:25 A.M.

II. Members Attending: Katie Matas
Cyrise Smith

Members Absent: Esther Guzman
Jillian Rakos

III. Old Business

1. Some of the tiles in the lobby need to be regrouted.
2. The door to the story time room will be replaced.
3. Several ceiling tiles are missing throughout the main public area.

IV. New Business

1. Safety committee member Matas attended the Special District Risk Management Authority (SDRMA) annual meeting in Sacramento on December 11, 2002.

The next meeting will be January 28, 2002 at 11:30 A.M.

Respectfully submitted,

Katie Matas

Katie Matas

Clerk of the Board of Supervisors
10 Civic Center Plaza, Suite 465
Santa Ana, CA 92701
(714) 834-3453 ** FAX (714) 834-4439

Darlene J. Bloom
Clerk of the Board

January 6, 2003

TO: Form 700 Filers Required to File with the Clerk of the Board of Supervisors, County of Orange

FROM: Darlene J. Bloom, Clerk of the Board of Supervisors

SUBJECT: **FORM 700 STATEMENT OF ECONOMIC INTERESTS**
FAIR POLITICAL PRACTICES COMMISSION (FPPC)

Your agency's Conflict of Interest Code (COI) indicates that, because of your association with said agency and/or the position you hold, you are designated to file a disclosure statement each year.

The Form 700, for 2002-2003 (report period covering January 1 through December 31, 2002; filing deadline of April 1, 2003), is similar to last year's form. There were no major changes to the form this year. Instructions are included with each set of forms. Questions relating to your agency's Code or disclosure category should be directed to your contact person who may refer you or your inquiry to the agency's legal counsel. Technical assistance is also available by calling the FPPC directly at (866) 275-3772.

Important factors in filling out the Form 700 cover page include:

- Type or clearly print in ink your name, address and daytime phone number.
- 1. **Office, Agency or Court** - Fill in the name of agency, Board or Commission for which you are reporting. (Note: If you are, for example, a Councilmember for a city and also a member of the ABC Commission, please list the ABC Commission here rather than the city office – you'll likely file the city disclosure form directly with the city); also list a position such as "member", "director," etc.

  Should you belong to more than one County agency, Commission or Board (entity) who files their forms with the Clerk of the Board, you may list multiple agencies under the "expanded" section. In this instance, *it is imperative to make a copy of the form for each entity, highlight the entity and place an original signature on each Form 700*. Deliver each form to the respective agency contact person so they can retain a copy and forward the original to our office.
- 2. **Office Jurisdiction** - List jurisdiction – usually it is County of "Orange."
- 3. **Type of Statement** - Check at least one box and any appropriate circles, fill in applicable dates.
- 4. **Schedule Summary** - Check "yes" box for any schedules attached, or "No reportable interests." Place your name in upper right corner of all schedules attached; *list total number of pages*.
- 5. **Verification** – Please date and *sign the original in blue ink* (it's easier to differentiate from a copy).

Always keep a signed *copy* of the form for your own records. Send or deliver the *original* to your agency contact person promptly so they can forward it to this office by April 1, 2003. Failure to timely comply can result in certain criminal and civil penalties including, but not limited to, late fines.

Attachments: 2002-2003 Form 700 & Instructions from FPPC

Clerk of the Board of Supervisors
10 Civic Center Plaza, Suite 465
Santa Ana, CA 92701
(714) 834-3453 ** FAX (714) 834-4439

Darlene J. Bloom
Clerk of the Board

January 6, 2003

Re: ANNUAL FILING - FORM 700 STATEMENT OF ECONOMIC INTERESTS
FAIR POLITICAL PRACTICES COMMISSION (FPPC)

Dear Contact Person:

Please find enclosed the following:

- Included are 2002-2003 Form 700 & Instructions from the Fair Political Practices Commission (FPPC), which needs to be copied for each designated filer. Furnish each of your designated filers with copies of the following information and have your filers return their completed forms to you. Retain a copy and forward originals to your filing officer (see attached "Filing Agency" list):
  a) *Informational Memo from Darlene J. Bloom, Clerk of the Board, Orange County*
  b) *2002-2003 Form 700 & Instructions from FPPC.*
  c) *Useful Facts for Filers*

- *Designated Filers List* – Please review all of your agency's designated filers and their titles and make adjustments/corrections/additions as necessary. Please return to our office *along with your Designated Filers original 2002-2003 Annual Forms* ***no later than April 1, 2003.***

All annual forms must be filed on or before April 1, 2003. Provided is an easy to use list identifying your filing officer (see attached "Filing Agency" list). For example, County Department/Agencies need to send to the COB the original Form 700's for their Department/Agency head and designated filers. Many school or water districts need only send to COB the Form 700's for their Board of Directors and General Manager or Superintendent.

As a reminder for the upcoming year, the contact person must assure that all individuals Leaving/Assuming Office file a 700 Form with their filing officer within 30 days.

Your cooperation is greatly appreciated. If you have further questions concerning this process, please contact Sonia Acuña at (714) 834-2206.

Very truly yours,

Darlene J. Bloom
Clerk of the Board of Supervisors

Enclosures

FILING AGENCY LIST

County Officers and Employees

FILER	FILING OFFICIAL	FILING OFFICER
Board of Supervisors	Clerk of the Board	FPPC
CEO	Clerk of the Board	FPPC
District Attorney	Clerk of the Board	FPPC
County Counsel	Clerk of the Board	FPPC
Treasurer	Clerk of the Board	FPPC
Planning Commissioner	Clerk of the Board	FPPC
Public Investors	Clerk of the Board	FPPC
Department Heads	Clerk of the Board	Clerk of the Board
Designated Employees	Clerk of the Board	Clerk of the Board
County Boards	Clerk of the Board	Clerk of the Board

Other Local Government Agencies

FILER	FILING OFFICIAL	FILING OFFICER
Board Member or Chief Executive	Agency	Clerk of the Board
Designated Employees	Agency	Agency
Public Investors	Agency	FPPC

*** Statement of Economic Interests (Form 700) are filed with the Filing Official, who then forwards it to the Filing Officer.**

Designated Filers List

DATE: 1/6/2003

TO: Darlene J. Bloom, Clerk of the Board of Supervisors, County of Orange

AGENCY NAME: Placentia Library District

PRIMARY CONTACT: Minter, Elizabeth D.

SECONDARY CONTACT:

Contact Address: 411 E. Chapman Avenue
Placentia, CA 92870

Phone Number: 714-528-1925 x203

Email Address: administration@placentialibrary.org

Fax Number: 714-528-8236

SUPERINTENDENT/ EXECUTIVE OFFICER:

ANNUAL FILING DATE: 12/31

FILING DEADLINE DATE: 4/1

Name of Filer	Position/Disclosure Category Number(s)
Braun, Geoff	Board Trustee/ Not identified
Dinsmore, Margaret V.	Board Trustee/ Not identified
Minter, Elizabeth D.	Library Director/ Not identified
Roberts, James	Public Services Manager/ Not identified
Shkoler, Al	Board Trustee/ Not identified
Shook, Julie L.	Technical Services Manager/ Not identified
Stark, Saundra M.	Board Trustee/ Not identified
Wood, Gaetan M.	Board Trustee/ Not identified

Fair
Political
Practices
Commission

FORM 700

Statement of Economic Interests

A Public Document

FPPC Form 700 (2002/2003)
428 J Street, Suite 620 • Sacramento, CA 95814
Toll-Free Advice Line: 866-ASK-FPPC (866-275-3772)
www.fppc.ca.gov

NEWS TO USE – HOW NEW LEGISLATION MAY AFFECT YOU

The following legislation takes effect on January 1, 2003:

Loan Reporting Exception

The following loans no longer are reportable:

- Loans from commercial lending institutions which are made in the lender's regular course of business on terms available to members of the public without regard to official status. This means you will no longer have to report most automobile loans and leases, student loans, and real estate loans from commercial lending institutions.
- Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status.

(SB 584, Chapter 172)

New Agency Filing Requirements

Board or commission members of newly created state and local agencies are required to file statements of economic interests at the same time and manner as individuals required to file under Government Code section 87200, until the new agency adopts a conflict-of-interest code. (See Appendix-3 for section 87200 filing requirements.) Once an agency adopts a conflict-of-interest code, board or commission members will file statements of economic interests pursuant to the code. (SB 1620, Chapter 264)

Disqualification Procedures

There are important new requirements for public officials listed in Government Code section 87200 who determine they have a conflict of interest on an official matter. (These new requirements do not apply to members of the Legislature.) The following procedures must be followed by the official with the conflict before any discussion or vote is taken on the matter (see Appendix-1 for a list of section 87200 filers):

- Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the street address of a residence is not required.
- Recuse himself or herself from discussing and voting on the matter.
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. The public official may speak as a member of the general public as long as he or she does not use his or her official position to influence the decision.

(AB 1797, Chapter 233)

State Agency Ethics Orientation

Members, officers, and designated employees of state agencies who are required to file statements of economic interests are required to complete an ethics orientation course once every two years. (AB 3022, Chapter 663)

New Gift Limits

Effective January 1, 2003, the gift limit will increase to $340 for the officials listed below. (See exceptions in Appendix-7.)

- State and local elected officials.
- Candidates for elective office.
- Officials specified in Gov. Code section 87200.
- Employees of a state or local government agency who are designated in the agency's conflict-of-interest code. The limit only applies to gifts received from sources that these employees are required to report on their Form 700.

QUICK TIPS FOR EASIER FILING

1. Know your jurisdiction.
You only have to report investments and business positions in business entities, real property, and income from sources that are located or doing business in your agency's jurisdiction. Gifts are reportable regardless of the jurisdiction. (See Appendix-7 for an explanation of jurisdiction.)

2. Determine your type of disclosure.
Two types of public officials complete the Form 700.

- If you file this form because you hold a position listed under Gov. Code section 87200, disclose all of your economic interests in your agency's jurisdiction. (See Appendix-1 for a complete list of 87200 filers.)
- If you file because your position is listed in a state or local agency's conflict-of-interest code, review your disclosure categories because they will describe the specific interests you must report. **Obtain your disclosure categories from your agency – they are not contained in the Form 700.**

3. Reporting timeframes.
Report your economic interests based on the type of statement you are filing. If you are completing a 2002 Annual Statement, **do not** change the pre-printed dates to reflect 2003. Your annual statement is used for reporting the previous year's economic interests. Economic interests for your annual filing covering January 1, 2003, through December 31, 2003, will be disclosed on your statement filed in 2004.

4. Check your calendar.
File this form by the due date. Statements that are mailed are considered filed on the date of the postmark. The law does not provide for filing deadline extensions.

5. Use the provided schedules.
Don't attach brokerage statements or other financial documents. For further guidance, the instructions for each schedule contain a detailed list of reportable interests.

6. Use your computer.
An interactive version of Form 700 is available on our web site (www.fppc.ca.gov).

7. Review your statement.
Your Form 700 is a public record. Take a second look at your statement for accuracy and completeness before it is filed.

8. Sign your statement.
File your originally signed statement with your filing official. Keep a copy of your statement for your files. Remember that when you sign your statement, you are stating under penalty of perjury that it is true and correct.

9. Amendments.
You may amend your statement at any time. Amendment schedules are available from your filing official, the FPPC, or on our web site (www.fppc.ca.gov).

10. Call us.
Call toll-free at 866-ASK-FPPC if you need assistance.

Form 700 Public Access

Form 700s are subject to the following public access rules:

- Forms are available for public inspection during the agency's regular business hours.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be requested from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Where to Find...

- ❑ **Types of Statements**
  See Appendix-2.
- ❑ **When to File**
  See Appendix-3.
- ❑ **Where to File**
  See Appendix-3.
- ❑ **Terms and Definitions**
  See Appendix-5.

INTRODUCTION

The Political Reform Act (Gov. Code sections 81000-91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions which may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and copy any statement during normal business hours.

Individuals required to file Form 700 also should be aware of the following:

Gift Prohibition
Most state and local officials, employees, and candidates are prohibited from accepting gifts totaling more than $340 (effective January 1, 2003) in a calendar year from a single source.

In addition, state officials, state candidates, and certain state employees are subject to a $10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. (See Appendix-7 for more detailed information.)

State and local officials and employees also should check with their agency to determine if any other restrictions apply.

Honorarium Ban
Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Appendix-7 for more detailed information.)

Loan Prohibitions
State and local public officials may not receive any personal loan totaling more than $250 from an official, employee, or consultant of, or from anyone who contracts with, their governmental agencies. In addition, elected officials may not receive any personal loan totaling more than $500 from a single lender unless certain terms of the loan are specified in writing. Under certain circumstances, a personal loan that is not being repaid or is being repaid below certain amounts may become a gift to the official who received it. (See Appendix-8 for more detailed information.)

Disqualification
Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (for example, certain sources of income of $500 or more are not reportable, but may be disqualifying). For information on new disqualification procedures for 87200 filers (AB 1797), see the legislation section on the inside cover of this form.

Post-Governmental Employment
Members of the State Legislature and certain state agency officials and employees who leave office are subject to restrictions on representing clients or employers before their former agencies.

Enforcement
The filing officer who retains originally signed statements of economic interests may impose a fine for any statement that is filed late. The fine is $10 per day up to a maximum of $100. Late filing penalties can be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's enforcement division (and in some cases to the Attorney General or district attorney) for investigation and possible prosecution for violations of the Act. In addition to the late filing penalties, a fine of up to $5,000 per violation may be imposed. The FPPC has instituted an expedited enforcement program to handle Form 700 nonfilers. To report a suspected violation, or to find out more about the expedited enforcement program, call the FPPC's enforcement staff at 1-800-561-1861.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Call the FPPC toll-free at (866) ASK-FPPC.
- Obtain the following FPPC publications from the FPPC web site (www.fppc.ca.gov):
  - Fact Sheet entitled "Can I Vote? Conflicts of Interest Overview"
  - Fact Sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans"
  - Fact Sheet entitled "Leaving Your State Job? Post-Employment Restrictions May Affect You"
  - Pamphlet entitled "Your Duty to File: A Basic Overview of State Economic Disclosure Law and Reporting Requirements for Public Officials"

INSTRUCTIONS — COVER PAGE

Enter your name, mailing address, and daytime telephone number in the spaces provided. The Form 700 is a document available for public review so you may list your business/office address instead of your home address.

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court.)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45.)
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst.)
- If you hold multiple positions (for example, a city council member who also is a member of a county board or commission), you may be required to file statements with each agency.

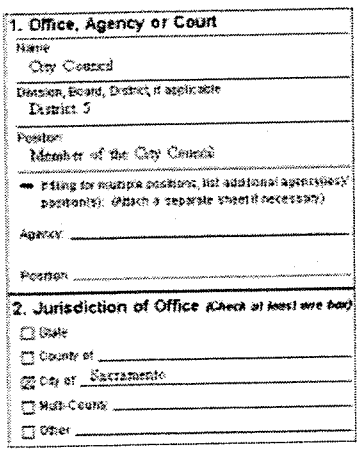
  To simplify your filing obligations, you may complete an expanded statement.

  To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions and file a copy with each agency. Each copy must contain an original signature.

  Remember that if you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Example:

This filer is a member of the Sacramento City Council.


1. Office, Agency or Court

Name
City Council

Division, Board, District, if applicable
District 5

Position
Member of the City Council

→ Filing for multiple positions, list additional agency(ies) position(s): (Attach a separate sheet if necessary)

Agency: _____

Position: _____

2. Jurisdiction of Office (Check at least one box)

☐ State
☐ County of _____
☑ City of Sacramento
☐ Multi-County _____
☐ Other _____

Part 2. Office Jurisdiction

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction (*In re Baty* (1979) 5 FPPC Ops. 10). All other filers should review Appendix-7 to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.
- If your agency is other than a state office, court, county office, city office, or multi-county office (for example, school districts and special districts), check the "other" box and enter the county or city in which the agency has jurisdiction.

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2002 Annual Statement, **do not** change the pre-printed dates to reflect 2003. Your annual statement is used for reporting the previous year's economic interests. Economic interests for your annual filing covering January 1, 2003, through December 31, 2003, will be disclosed on your statement filed in 2004. (See Appendix-2 for detailed information about types of statements.)

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1 but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Check the "Yes" box for each schedule you use to disclose interests.

  - or -

  If you have nothing to disclose on any schedules, check the "No reportable interests" box. (Please do not attach any blank schedules.)
- Enter the total number of completed pages (including the cover page).

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. **An unsigned statement is not considered filed and you may be subject to late filing penalties.**

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

A Public Document

Date Received
Official Use Only

Please type or print in ink

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER ( )
MAILING ADDRESS (May be business address)	STREET	CITY	ZIP CODE	OPTIONAL: FAX / E-MAIL ADDRESS

1. Office, Agency or Court

Name: _____

Division, Board, District, if applicable: _____

Position: _____

➡ If filing for multiple positions, list additional agency(ies)/ position(s): (Attach a separate sheet if necessary.)

Agency: _____

Position: _____

2. Jurisdiction of Office *(Check at least one box)*

☐ State
☐ County of _____
☐ City of _____
☐ Multi-County _____
☐ Other _____

3. Type of Statement *(Check at least one box)*

☐ Assuming Office/Initial Date: ___/___/___

☐ Annual: The period covered is January 1, 2002, through December 31, 2002.

-or-

○ The period covered is ___/___/___, through December 31, 2002.

☐ Leaving Office Date Left: ___/___/___
(Check one)

○ The period covered is January 1, 2002, through the date of leaving office.

-or-

○ The period covered is ___/___/___, through the date of leaving office.

☐ Candidate

4. Schedule Summary
(Check applicable schedules or "No reportable interests.")

➡ During the reporting period, did you have any reportable interests to disclose on:

Schedule A-1 ☐ Yes – schedule attached
Investments (Less than 10% Ownership)

Schedule A-2 ☐ Yes – schedule attached
Investments (10% or greater Ownership)

Schedule B ☐ Yes – schedule attached
Real Property

Schedule C ☐ Yes – schedule attached
Income & Business Positions (Income Other than Loans, Gifts, and Travel)

Schedule D ☐ Yes – schedule attached
Income – Loans

Schedule E ☐ Yes – schedule attached
Income – Gifts

Schedule F ☐ Yes – schedule attached
Income – Travel Payments

-or-

➡ ☐ No reportable interests on any schedule

Total number of pages completed including this cover page: _____

5. Verification

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed statement with your filing official.)

WHAT SCHEDULE DO I USE TO REPORT?

Business positions	Schedule A-2 or Schedule C
Commission income	Schedule A-2 or Schedule C (see Appendix-5)
Gifts received by family members	Disclosure may not be required, see Schedule E
Gifts received from family members	Disclosure not required, see Schedule E
Income to my business	Schedule A-2
Individual Retirement Account	Schedule A-1 or Schedule B (see Appendix-9)
Investments	Schedule A-1 or Schedule A-2
Loans made to others	Disclosure not required, but report repayments on Schedule C
Loans received	Schedule B for real property or Schedule D
Loans to my business	Schedule A-2
Owning a business or partnership	
If I own less than 10%	Schedule A-1
If I own 10% or more	Schedule A-2
Real estate holdings	Schedule B (Schedule A-2 if held by a business entity/trust)
Rental income	Schedule B or Schedule C
Rental property	Schedule B (Schedule A-2 if held by a business entity/trust)
Sale of my home/automobile/boat	Schedule C
Sole proprietorship	Schedule A-2
Spouse's income	Schedule A-2 or Schedule C
Stock holdings	
If I own less than 10% of a company's stock	Schedule A-1
If I own 10% or more of a company's stock	Schedule A-2
Tickets and passes	Schedule E
Travel reimbursements or payments	Schedule F
Trusts	Schedule A-2 (see Appendix-10)

ANSWERING YOUR QUESTIONS

Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?

A. Yes. However, you may complete only one statement by listing the county and the two boards on the cover page of the Form 700 as the agencies for which you will be filing. Report your economic interests using the broadest jurisdiction and disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement *before signing it*, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.

Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?

A. Possibly. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office in your jurisdiction. See Appendix-7 for guidance.

Q. My economic interests are the same as those that I reported last year. May I file a copy of last year's statement?

A. No. You must file a new statement for the current reporting period.

Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?

A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.

Q. On Schedule B-Interests in Real Property, I have disclosed my interest in a rental property. Must I also disclose the names of my tenants?

A. Only disclose the names of those tenants from whom your pro rata share of the income received was $10,000 or more in the reporting period. Otherwise, leave the space blank. See Appendix-7 for guidance.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is $10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure in which a client's name may not be disclosed if disclosure of the name would violate a legally recognized privilege under California law. This regulation may be obtained from our web site at www.fppc.ca.gov.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Appendix-5 which defines "business entity" for more information.

Q. How do I disclose my spouse's income from an employer?

A. Report the name of your spouse's employer as a source of income, and all other required information, on Schedule C.

Q. I hold many stocks through an account managed by a brokerage firm. Must I disclose these stocks since I did not decide which stocks to purchase?

A. Yes, any stock in a business entity located or doing business in your jurisdiction worth $2,000 or more must be disclosed on Schedule A-1 or A-2.

INSTRUCTIONS – SCHEDULES A-1 AND A-2
INVESTMENTS

"Investment" means any financial interest in any business entity located in or doing business in your agency's jurisdiction (see Appendix-7) in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest totaling $2,000 or more at any time during the reporting period.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts.
- Sole proprietorships.
- Your own business or your spouse's business (see Appendix-5 for the definition of business entity).
- Your spouse's investments that are held separately.
- Partnerships, such as a law firm, family farm, etc.
- Investments in reportable business entities held in a retirement account (see Appendix-9).
- Investments held by a business entity or trust (including a living trust) in which you, your spouse, or dependent children had a 10% or greater ownership interest. (See Appendix-10 for more information on disclosing trusts.)
- Business trusts.

You are <u>not</u> required to disclose:

- Diversified mutual funds registered with the Securities and Exchange Commission (SEC) under the Investment Company Act of 1940.
- Bank accounts, savings accounts, and money market accounts.
- Insurance policies.
- Annuities.
- Shares in a credit union.
- Government bonds (including municipal bonds).
- Retirement accounts invested in non-reportable interests such as insurance policies, diversified mutual funds, or government bonds (see Appendix-9).
- Defined benefit pension plans and profit sharing plans qualified under Internal Revenue Code section 401(a).
- Interests held in a blind trust (see Appendix-10).

REMINDERS

✓ Do you know your agency's jurisdiction?
✓ Did you hold investments at any time during the period covered by this statement?
✓ Code filers – Your disclosure categories may require disclosure only of specific investments.

Use Schedule A-1 to report investments if your ownership interest in the entity was less than 10%, such as stock. You also may be required to complete Schedule C.

Use Schedule A-2 to report investments in which your ownership interest in the entity was 10% or greater, such as a sole proprietorship.

TO COMPLETE SCHEDULE A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity, such as pharmaceuticals, computers, automobile manufacturing, communications, etc.
- Check the box indicating the fair market value of your investment. The fair market value is how much your investment was worth on the open market at its highest value during the reporting period.
- Identify the nature of your investment, such as stocks, warrants, options, bonds.
- If you acquired or disposed of your investment interest during the reporting period, enter the date acquired or disposed.

Examples:

John Smith is a manager for a state agency. His conflict-of-interest code requires full disclosure of investments. John must disclose his stock holdings of $2,000 or more in any company that does business in California as well as those stocks held by his spouse and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth $5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of $500 or more received from the partnership on Schedule C.

Alice Howard supervises the purchasing department of a governmental agency. She owns stock in a utility company that only does business in New York. Alice is a code filer and her disclosure category requires reporting of investments of the type that provide services or supplies to the agency. She is **not** required to report the utility company stock because the company does not do business in her jurisdiction.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name ______

SCHEDULE A-1
Investments
Stocks, Bonds, and Other Interests
(Ownership Interest is Less Than 10%)
Do not attach brokerage or financial statements.

> NAME OF BUSINESS ENTITY
______

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
______

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______
(Describe)

IF APPLICABLE, LIST DATE:
___/___/ **02** ___/___/ **02**
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY
______

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
______

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______
(Describe)

IF APPLICABLE, LIST DATE:
___/___/ **02** ___/___/ **02**
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY
______

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
______

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______
(Describe)

IF APPLICABLE, LIST DATE:
___/___/ **02** ___/___/ **02**
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY
______

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
______

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______
(Describe)

IF APPLICABLE, LIST DATE:
___/___/ **02** ___/___/ **02**
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY
______

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
______

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______
(Describe)

IF APPLICABLE, LIST DATE:
___/___/ **02** ___/___/ **02**
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY
______

GENERAL DESCRIPTION OF BUSINESS ACTIVITY
______

FAIR MARKET VALUE
☐ $2,000 - $10,000 ☐ $10,001 - $100,000
☐ $100,001 - $1,000,000 ☐ Over $1,000,000

NATURE OF INVESTMENT
☐ Stock
☐ Other ______
(Describe)

IF APPLICABLE, LIST DATE:
___/___/ **02** ___/___/ **02**
ACQUIRED DISPOSED

Comments: ______

INSTRUCTIONS – SCHEDULE A-2
INVESTMENTS

Use Schedule A-2 to report investments in a business entity or trust (including a living trust), in which you, your spouse, or your dependent children had a 10% or greater interest, valued at $2,000 or more, during the reporting period and which is located in or doing business in your agency's jurisdiction (see Appendix-7). A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. You are not required to report a trust that contains no reportable interests.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the interest was $2,000 or more during the reporting period. For example, if you had a 20% partnership interest in a business entity and the entity owns real property, you would report that real property if your pro rata share of the value of the property was $2,000 or more (for example, if the property's value was at least $10,000).

TO COMPLETE SCHEDULE A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the fair market value of your investment.
- If you acquired or disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (for example, if you were a director, officer, partner, trustee, employee, or held any position of management).

Part 2. Check the box indicating your gross income. (This includes your pro rata share of the gross income received by the business entity or trust, as well as your community property interest in your spouse's income.)

Part 3. Disclose the name of each source of income located in or doing business in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in part 1 if your pro rata share of the gross income (including your community property interest in your spouse's income) to the business entity or trust from that source was $10,000 or more during the reporting period. See Appendix-9 for new loan reporting exceptions effective January 1, 2003.
- Disclose each individual or entity that was a source of commission income of $10,000 or more during the reporting period through the business entity identified in part 1. (See Appendix-5 for an explanation of commission income.)

  You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction but who does business on a regular basis with you. Such a client, if a reportable source of $10,000 or more, must be disclosed.

Leave this section blank if you do not have any reportable $10,000 sources of income to disclose. Adding phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. (See Appendix-9 for details about privileged information.)

You may be required to disqualify yourself from decisions affecting sources of $500 or more in income, even though you are not required to report them.

You are not required to report on Schedule C income or business positions already reported on Schedule A-2.

Part 4. Report any investments or interests in real property held by the entity or trust identified in part 1 if your pro rata share of the interest held was $2,000 or more during the reporting period.

- Check the applicable box indicating if the interest held is real property or an investment.
- If an investment, provide the name and description of the business entity.
- If real property, report the address or other precise location, such as an assessor's parcel number, of the real property.
- Check the box indicating the fair market value of your interest in the real property or investment.
- Identify the nature of your interest.
- If you acquired or disposed of your interest in the property or investment during the reporting period, enter the date acquired or disposed.

SCHEDULE A-2
Investments, Income, and Assets of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

1. BUSINESS ENTITY OR TRUST

Name _____

Address _____

Check one
☐ Trust, *go to 2* ☐ Business Entity, *complete the box, then go to 2*

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/02 ACQUIRED ___/___/02 DISPOSED

NATURE OF INVESTMENT
☐ Sole Proprietorship ☐ Partnership ☐ _____ Other

YOUR BUSINESS POSITION _____

2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

☐ $0 - $499
☐ $500 - $1,000
☐ $1,001 - $10,000
☐ $10,001 - $100,000
☐ OVER $100,000

3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME/LOANS OF $10,000 OR MORE (attach a separate sheet if necessary)

_____

_____

4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST

Check one box:
☐ INVESTMENT ☐ REAL PROPERTY

Name of Business Entity or
Street Address or Assessor's Parcel Number of Real Property _____

Description of Business Activity or
City or Other Precise Location of Real Property _____

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/02 ACQUIRED ___/___/02 DISPOSED

NATURE OF INTEREST
☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____ Yrs. remaining ☐ Other _____

☐ Check box if additional schedules reporting investments or real property are attached

1. BUSINESS ENTITY OR TRUST

Name _____

Address _____

Check one
☐ Trust, *go to 2* ☐ Business Entity, *complete the box, then go to 2*

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/02 ACQUIRED ___/___/02 DISPOSED

NATURE OF INVESTMENT
☐ Sole Proprietorship ☐ Partnership ☐ _____ Other

YOUR BUSINESS POSITION _____

2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

☐ $0 - $499
☐ $500 - $1,000
☐ $1,001 - $10,000
☐ $10,001 - $100,000
☐ OVER $100,000

3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME/LOANS OF $10,000 OR MORE (attach a separate sheet if necessary)

_____

_____

4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST

Check one box:
☐ INVESTMENT ☐ REAL PROPERTY

Name of Business Entity or
Street Address or Assessor's Parcel Number of Real Property _____

Description of Business Activity or
City or Other Precise Location of Real Property _____

FAIR MARKET VALUE
☐ $2,000 - $10,000
☐ $10,001 - $100,000
☐ $100,001 - $1,000,000
☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/02 ACQUIRED ___/___/02 DISPOSED

NATURE OF INTEREST
☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____ Yrs. remaining ☐ Other _____

☐ Check box if additional schedules reporting investments or real property are attached

Comments: _____

INSTRUCTIONS – SCHEDULE B
INTERESTS IN REAL PROPERTY

Reportable interests in real property are those properties located in your agency's jurisdiction (see Appendix-7), in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest totaling $2,000 or more any time during the reporting period.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest).
- A deed of trust, easement, or option to acquire property.
- A leasehold interest (see Appendix-8).
- A mining lease, such as oil, gas, gold.
- An interest in real property held in a retirement account (see Appendix-9).
- An interest in real property held by a business entity or trust in which you, your spouse, or your dependent children had a 10% or greater ownership interest (report on Schedule A-2).
- Your spouse's interests in real property that are legally held separately by him or her.

You may <u>not</u> be required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence. However, a residence for which you claim a business deduction may be reportable. In this situation, you may report the portion of the residence claimed as the tax deduction as the fair market value.
- Interests in real property held through a blind trust (see Appendix-10 for exceptions).

TO COMPLETE SCHEDULE B:

- Report the address or other precise location, such as an assessor's parcel number, of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- If you acquired or disposed of your interest in the property during the reporting period, enter the date acquired or disposed.
- Identify the nature of your interest. If it is a leasehold, also disclose the number of years remaining on the lease.
- If you are reporting rental property, check the box indicating the gross rental income you received.

REMINDERS

✓ Income and loans already reported on Schedule B are not also required to be reported on Schedule C or D.

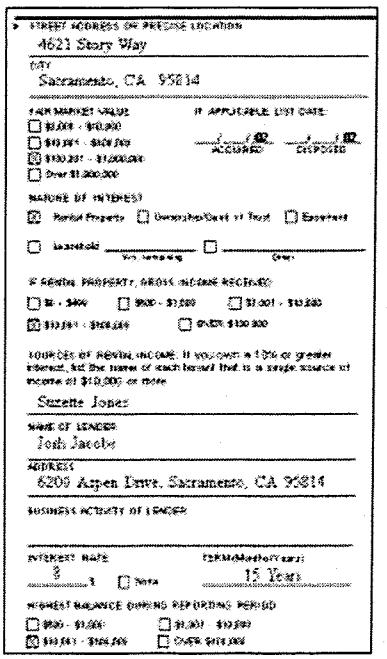
✓ Code filers – Do your disclosure categories require disclosure of real property?

- If you had a 10% or greater interest in a rental property, and your pro rata share of the gross rental income from a single tenant was $10,000 or more during the reporting period, list the name of the tenant. Leave this section blank if you do not have any single tenant who paid at least $10,000. Adding phrases such as "various tenants" or "tenants" may trigger a request for an amendment to your statement.
- Loans from a private lender that total $500 or more and are secured by real property may be reportable. Reportable loans may be disclosed on Schedule B or Schedule D. See instructions for Schedule D for new loan reporting exceptions effective January 1, 2003.
  - Provide the name and address of the lender.
  - Describe the lender's business activity.
  - Disclose the interest rate and term of the loan. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was entered into. For variable interest rate loans, disclose the conditions of the loan, such as Prime + 2, or the average interest rate paid during the reporting period.
  - Check the box indicating the highest balance of the loan during the reporting period.
  - Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule D.

Example:
Joe Nelson is a city planning commissioner. Joe received rental income of $12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction.

If Joe had received the $12,000 from two or more tenants, the tenants' names would not be required as long as no single source paid $10,000 or more.


4621 Story Way
Sacramento, CA 95814
Suzette Jones
Josh Jacobs
6200 Aspen Drive, Sacramento, CA 95814
3
15 Years

SCHEDULE B
Interests in Real Property

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

➤ STREET ADDRESS OR PRECISE LOCATION

_____

CITY

_____

FAIR MARKET VALUE
- ☐ $2,000 - $10,000
- ☐ $10,001 - $100,000
- ☐ $100,001 - $1,000,000
- ☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/02 ACQUIRED ___/___/02 DISPOSED

NATURE OF INTEREST
☐ Rental Property ☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold _____ Yrs. remaining ☐ _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
☐ $0 - $499 ☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of $10,000 or more.

_____

_____

NAME OF LENDER

_____

ADDRESS

_____

BUSINESS ACTIVITY OF LENDER

_____

INTEREST RATE _____% ☐ None

TERM (Months/Years) _____

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

☐ Guarantor, if applicable

_____

➤ STREET ADDRESS OR PRECISE LOCATION

_____

CITY

_____

FAIR MARKET VALUE
- ☐ $2,000 - $10,000
- ☐ $10,001 - $100,000
- ☐ $100,001 - $1,000,000
- ☐ Over $1,000,000

IF APPLICABLE, LIST DATE:
___/___/02 ACQUIRED ___/___/02 DISPOSED

NATURE OF INTEREST
☐ Rental Property ☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold _____ Yrs. remaining ☐ _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
☐ $0 - $499 ☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of $10,000 or more.

_____

_____

NAME OF LENDER

_____

ADDRESS

_____

BUSINESS ACTIVITY OF LENDER

_____

INTEREST RATE _____% ☐ None

TERM (Months/Years) _____

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

☐ Guarantor, if applicable

_____

Comments: _____

_____

INSTRUCTIONS – SCHEDULE C
INCOME & BUSINESS POSITIONS
(Income Other than Loans, Gifts, and Travel Payments)

Report the source and amount of gross income received if the amount totals $500 or more and was received from any source located in or doing business in your agency's jurisdiction (see Appendix-7). Gross income is the total amount of income before deducting expenses, losses, or taxes. Do not use this schedule to report income from or to a business entity in which you have a 10% or greater ownership interest. Use Schedule A-2 instead.

Also use Schedule C to report the job title or business position you held with a business entity (for example, if you were a director, officer, partner, trustee, employee, or held any position of management) during the period covered by the report unless you have already reported this position on Schedule A-2. **This requirement applies even if you received no income from the business entity during the period.**

Commonly reportable income includes:

- Salary/wages, per diem, reimbursement for expenses.
- Community property interest (50%) in your spouse's income - **report the employer's name and all other required information**.
- Income received from investment interests, such as partnerships, reported on Schedule A-1.
- Commission income not required to be reported on Schedule A-2.
- Gross income from any sale, including the sale of a house or car. The total sale price is reportable.
- Rental income not required to be reported on Schedule B.
- Prizes or awards not disclosed as gifts.
- Payments received on loans you made to others, including loan repayments from a campaign committee.
- An honorarium received prior to becoming a public official. (See Appendix-7 concerning your ability to receive future honoraria.)

You are not required to report:

- Salary, reimbursement for expenses and per diem received by you or your spouse from a federal, state, or local government agency.
- Campaign contributions.

REMINDERS

✓ If you or your spouse is self-employed, report the business entity on Schedule A-2.

✓ Do not disclose on Schedule C income already reported on Schedules A-2 or B or business positions reported on Schedule A-2.

- A cash bequest or cash inheritance.
- Returns on a security registered with the Securities and Exchange Commission, including dividends, interest, or proceeds from a sale of stocks or bonds.
- Payments received under an insurance policy.
- Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency.
- Your spouse's income which is legally "separate" income.
- Income of dependent children.
- Automobile trade-in allowances from dealers.
- Loan repayments received from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin unless he or she was acting as an intermediary or agent for any person not covered by this provision.
- Alimony or child support payments.
- Payments received under a defined benefit pension plan qualified under IRS Code section 401(a).

TO COMPLETE SCHEDULE C:

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity of the source or business entity (for example, law firm).
- Disclose the job title or business position, if any, you held with the business entity.
- If you received $500 or more during the reporting period from a source or business entity, check the box indicating the amount of gross income.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of $10,000 or more (see Appendix-5). For income from rental property that is not required to be listed on Schedule B, enter "Rental Income" under "Name," check the box indicating the gross income received, and, if you had a 10% or greater interest in the rental property, list the name of each tenant if your pro rata share of the gross income from that tenant was $10,000 or more during the reporting period.

SCHEDULE C
Income & Business Positions
(Income Other than Loans, Gifts, and Travel Payments)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
☐ Salary ☐ Spouse's income ☐ Loan repayment
☐ Sale of ______ *(Property, car, boat, etc.)*
☐ Commission or ☐ Rental Income, *list each source of $10,000 or more*

☐ Other ______ *(Describe)*

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
☐ Salary ☐ Spouse's income ☐ Loan repayment
☐ Sale of ______ *(Property, car, boat, etc.)*
☐ Commission or ☐ Rental Income, *list each source of $10,000 or more*

☐ Other ______ *(Describe)*

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
☐ Salary ☐ Spouse's income ☐ Loan repayment
☐ Sale of ______ *(Property, car, boat, etc.)*
☐ Commission or ☐ Rental Income, *list each source of $10,000 or more*

☐ Other ______ *(Describe)*

➤ NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
☐ Salary ☐ Spouse's income ☐ Loan repayment
☐ Sale of ______ *(Property, car, boat, etc.)*
☐ Commission or ☐ Rental Income, *list each source of $10,000 or more*

☐ Other ______ *(Describe)*

Comments:

INSTRUCTIONS – SCHEDULE D
INCOME – LOANS
(Received or Outstanding)

EFFECTIVE JANUARY 1, 2003
You are no longer required to disclose automobile loans and leases, student loans, real estate loans, credit card debt, or any other loans from commercial lending institutions if the loan was made in the lender's regular course of business, without regard to your official status, on terms available to the public.

Loans received or outstanding during the reporting period, which total $500 or more from a single source located in or doing business in your jurisdiction, are reportable (see Appendix-7). Your community property interest in loans received by your spouse also must be reported.

See Appendix-8 for important information about loan prohibitions.

Commonly reportable loans include:

- Real estate loans from private lenders.
- Margin accounts.
- Campaign loans secured by your personal assets or for which you are personally liable.

You are not required to report:

- Any loan from a commercial lending institution made in the lender's regular course of business on terms available to the public without regard to your official status.
- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status.
- Any loan from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person, unless the lender was acting as an intermediary or agent for any person not covered by this provision.
- Loans made to others. However, repayments may be reportable on Schedule C.
- A loan you co-signed for another person unless you made payments on the loan during the reporting period.

TO COMPLETE SCHEDULE D:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and the term of the loan.
  - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
  - For variable interest rate loans, disclose the conditions of the loan, such as Prime + 2, or the average interest rate paid during the reporting period.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify the security, if any, for the loan.

You are not required to disclose on Schedule D loans already reported on Schedules A-2 or B.

Example: Colleen Jones is a city council member. She received a $15,000 loan from a friend to make a down payment on her principal residence. Because the loan is not from a commercial lending institution, it is a reportable loan.

REMINDERS

✓ Do you know your agency's jurisdiction?
✓ Did you receive any loans or have loans outstanding during the period covered by this statement?
✓ Code filers – Income includes any loan. Did you receive a loan from an entity or individual required to be reported as a source of income under your disclosure categories?
✓ For loan restrictions, see Appendix-8.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name ____________________

SCHEDULE D
Income – Loans
(Received or Outstanding)

> NAME OF LENDER ____________________

ADDRESS ____________________

BUSINESS ACTIVITY OF LENDER ____________________

INTEREST RATE ________% ☐ None

TERM (Months/Years) ____________________

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

SECURITY FOR LOAN
☐ None ☐ Personal residence
☐ Real Property ____________________ *Street address*
____________________ *City*
☐ Guarantor ____________________
☐ Other ____________________ *(Describe)*

> NAME OF LENDER ____________________

ADDRESS ____________________

BUSINESS ACTIVITY OF LENDER ____________________

INTEREST RATE ________% ☐ None

TERM (Months/Years) ____________________

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

SECURITY FOR LOAN
☐ None ☐ Personal residence
☐ Real Property ____________________ *Street address*
____________________ *City*
☐ Guarantor ____________________
☐ Other ____________________ *(Describe)*

> NAME OF LENDER ____________________

ADDRESS ____________________

BUSINESS ACTIVITY OF LENDER ____________________

INTEREST RATE ________% ☐ None

TERM (Months/Years) ____________________

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

SECURITY FOR LOAN
☐ None ☐ Personal residence
☐ Real Property ____________________ *Street address*
____________________ *City*
☐ Guarantor ____________________
☐ Other ____________________ *(Describe)*

> NAME OF LENDER ____________________

ADDRESS ____________________

BUSINESS ACTIVITY OF LENDER ____________________

INTEREST RATE ________% ☐ None

TERM (Months/Years) ____________________

HIGHEST BALANCE DURING REPORTING PERIOD
☐ $500 - $1,000 ☐ $1,001 - $10,000
☐ $10,001 - $100,000 ☐ OVER $100,000

SECURITY FOR LOAN
☐ None ☐ Personal residence
☐ Real Property ____________________ *Street address*
____________________ *City*
☐ Guarantor ____________________
☐ Other ____________________ *(Describe)*

Comments: ____________________

INSTRUCTIONS – SCHEDULE E
INCOME – GIFTS

"Gift" means anything of value, for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is $50 or more. In addition, multiple gifts totaling $50 or more received during the reporting period from a single source must be reported. **Gifts are reportable regardless of where the donor is located.**

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Therefore, except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is not known, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over $50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events.
- Tickets/passes to amusement parks.
- Parking passes.
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering, where you did not give a speech, participate in a panel or seminar, or provide a similar service.
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status.
- Wedding gifts (see Appendix-10 to determine how to value).
- An honorarium. You may report an honorarium as income on Schedule C, rather than as a gift on Schedule E, if you provided services of equal or greater value than the payment received. (See Appendix-7 regarding your ability to receive future honoraria.)
- Transportation and lodging (see Schedule F).
- Forgiveness of a loan received by you.

REMINDERS

✓ Gifts are limited by law to a value of $340 (effective January 1, 2003) from any one source in a calendar year.

✓ See Appendix-7 for additional gift and honoraria prohibitions.

✓ Code filers – You only need to report gifts from reportable sources.

You are not required to disclose:

- Gifts that were not used and which, within 30 days after receipt, were returned to the donor or delivered to a charitable organization without being claimed by you as a charitable contribution for tax purposes.
- Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the spouse of any such person, unless the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of hospitality involving food, drink, or occasional lodging provided in an individual's home when the individual or a member of the individual's family was present.
- Gifts equal in value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions.
- Gifts of informational material provided to assist you in the performance of your official duties, such as books, pamphlets, reports, calendars, periodicals, or educational seminars.
- A cash bequest or cash inheritance.
- Personalized plaques and trophies with an individual value of less than $250.
- Campaign contributions.
- Tickets to a fundraising event for an IRS Code section 501(c)(3) organization.
- Tickets to political fundraisers.
- Gifts given directly to members of your immediate family unless you received direct benefit from the gift or you exercised direction and control over the use or disposition of the gift.
- A pass or ticket that provided a one-time admission to an event (theater performance, sporting event) that was not used and was not transferred to another person. Commission regulation 18946.1 provides a method for determining the value of a ticket or pass that was used or transferred to another person and for determining the value of passes or tickets which provide repeated admission to facilities or services.
- Food, beverages, and necessary accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service.

TO COMPLETE SCHEDULE E:

- Disclose the name, address and business activity, if any, of the source.
- Describe the gift and provide the fair market value of the gift and the date (month, day, and year) of receipt.

SCHEDULE E
Income – Gifts

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name

> NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	/ /
	$	/ /
	$	/ /

> NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	/ /
	$	/ /
	$	/ /

> NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	/ /
	$	/ /
	$	/ /

> NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	/ /
	$	/ /
	$	/ /

> NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	/ /
	$	/ /
	$	/ /

> NAME OF SOURCE

ADDRESS

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DESCRIPTION OF GIFT(S)	VALUE	DATE
	$	/ /
	$	/ /
	$	/ /

Comments:

FPPC Form 700 (2002/2003) Sch. E
FPPC Toll-Free Helpline: 866/ASK-FPPC

INSTRUCTIONS — SCHEDULE F
TRAVEL PAYMENTS, ADVANCES AND REIMBURSEMENTS

Travel payments reportable on Schedule F include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to a $340 (effective January 1, 2003) gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you may have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC at www.fppc.ca.gov.

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received.
- Travel payments received from your employer in the normal course of your employment.
- Payments or reimbursements for transportation within California in connection with an event at which you gave a speech, participated in a panel or seminar, or performed a similar service.
- Food, beverages, and necessary accommodations received directly in connection with an event held inside or outside California at which you gave a speech, participated in a panel, or provided a similar service. Note that payments for transportation outside of California are reportable.
- A travel payment that was received from a nonprofit entity exempt from taxation under IRS Code section 501(c)(3) for which you provided equal or greater consideration.

TO COMPLETE SCHEDULE F:

- Disclose the name and address of the source of the travel payment.
- Identify the business activity, if any, of the source.
- Check the box to indicate if the payment was a gift or income, report the amount, and disclose the date(s) if applicable.
  - Travel payments are gifts if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling $50 or more from a single source during the period covered by the statement. Gifts of travel are reportable without regard to where the donor is located.

    When reporting travel payments that are gifts, you must provide a description of the gift and the date(s) received.
  - Travel payments are income if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling $500 or more from a single source during the period covered by the statement. The filer has the burden of proving the payments are income rather than gifts.

    When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:
City council member Rick Chandler is a board member of the League of California Cities. The League reimburses its board members for travel and lodging, as well as meals and other expenses associated with board meetings. If Mr. Chandler provides equal or greater consideration for the travel and lodging when he participates in the meeting, the reimbursements are reported as income.

SCHEDULE F
Income – Gifts
Travel Payments, Advances, and Reimbursements

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name ____________________

- **Reminder – you must mark the gift or income box.**
- **You are not required to report "income" from government agencies.**

> NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: (check one) ☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___ *(If applicable)*

DESCRIPTION: __________

> NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: (check one) ☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___ *(If applicable)*

DESCRIPTION: __________

> NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: (check one) ☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___ *(If applicable)*

DESCRIPTION: __________

> NAME OF SOURCE

ADDRESS

CITY AND STATE

BUSINESS ACTIVITY, IF ANY, OF SOURCE

TYPE OF PAYMENT: (check one) ☐ Gift ☐ Income

AMT: $__________ DATE(S): ___/___/___ ___/___/___ *(If applicable)*

DESCRIPTION: __________

Comments: __________

APPENDIX
TWO CATEGORIES OF FILERS

1. Officials and Candidates Specified in Gov. Code Section 87200

The Act requires the following individuals to fully disclose their personal assets and income described in the attached Form 700:

State Offices

- Governor
- Lieutenant Governor
- Attorney General
- Controller
- Insurance Commissioner
- Secretary of State
- Treasurer
- Members of the State Legislature
- Superintendent of Public Instruction
- State Board of Equalization Members
- Public Utilities Commissioners
- State Energy Resources Conservation and Development Commissioners
- State Coastal Commissioners
- Fair Political Practices Commissioners
- State Public Officials (including employees and consultants) Who Manage Public Investments
- Elected members of and candidates for the Board of Administration of the California Public Employees' Retirement System

Other officials and employees of state boards, commissions, agencies, and departments file Form 700 as described in part 2 on this page.

Judicial Offices

- Supreme, Appellate, and Superior Court Judges
- Court Commissioners
- Retired Judges, Pro-Tem Judges, and part-time Court Commissioners who serve or expect to serve 30 days or more in a calendar year

County and City Offices

- Members of Boards of Supervisors
- Mayors and Members of City Councils
- Chief Administrative Officers
- District Attorneys
- County Counsels
- City Attorneys
- City Managers
- Planning Commissioners
- County and City Treasurers
- County and City Public Officials (including employees and consultants) Who Manage Public Investments

2. State and Local Officials and Employees Designated in a Conflict-of-Interest Code

The Act requires every state and local government agency to adopt a conflict-of-interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal economic interests. The code also requires individuals holding those positions to periodically file Form 700 disclosing certain personal economic interests. These individuals are called "designated employees" or "code filers."

In addition, certain consultants to public agencies may qualify as public officials because they make, participate in making, or act in a staff capacity for governmental decisions.

Each conflict-of-interest code is unique and contains "disclosure categories" setting out the specific types of interests employees in each designated position must disclose.

Obtain your disclosure categories from your agency – they are not contained in the Form 700. Persons with broad decisionmaking authority must disclose more interests than those in positions with limited discretion. For example, you may be required to disclose only investments and business positions in or income from businesses of the type that contract with your agency, or you may not be required to disclose real property interests.

Note:

- An official who holds a position specified in Gov. Code section 87200 is not required to file statements under the conflict-of-interest code of any agency that has the same or a smaller jurisdiction (for example, a state legislator who also sits on a state or local board or commission).

TYPES OF STATEMENTS

Assuming Office Statement:

If you are a newly elected or newly appointed official or are newly employed in a position designated in a state or local agency's conflict-of-interest code, your assuming office date is the date you were sworn in, employed, or otherwise authorized to serve in the position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:
Maria Lopez was appointed by the Governor to serve on a state agency board that is subject to State Senate confirmation. The assuming office date is the date Maria accepts the position.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

Initial Statement:

If your office or position has been added to a newly adopted or newly amended conflict-of-interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2002, through December 31, 2002. If the period covered by the statement is different than January 1, 2002, through December 31, 2002 (for example, you assumed office between October 1, 2001 and December 31, 2002, or you are combining statements), the period covered must be specified.

- Investments, interests in real property, business positions held and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported.

Leaving Office Statement:

Generally, the period covered is January 1, 2002, through the date you left office. If the period covered is different than January 1, 2002, through the date you left office (for example, you assumed office between October 1, 2001 and December 31, 2001, or you are combining statements), the period covered must be specified.

- Investments, interests in real property, business positions held and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Candidates running for special district offices, such as school board trustees and water district board members, should consult the agency's conflict-of-interest code to determine if candidate statements are required and what economic interests to disclose.

Amendments:

If you discover errors or omissions on any statement, an amendment should be filed as soon as possible. To obtain amendment schedules, contact the FPPC, your filing official, or the FPPC web site at www.fppc.ca.gov.

WHERE TO FILE

1. Officials Specified in Gov. Code Section 87200 (listed in Appendix-1):

In most cases, the filing officials listed below will retain a copy of your statement and forward the original to the FPPC.

87200 Filers	Where to File
State offices	Your agency
Judicial offices	The clerk of your court
Retired Judges	Directly with FPPC
County offices	Your county clerk
City offices	Your city clerk
Multi-County offices	Your agency

87200 Candidates	
State offices Judicial offices Multi-County offices	County election official with whom you file your declaration of candidacy
County offices	County Clerk
City offices	City Clerk
Public Employees' Retirement System (CalPERS)	CalPERS

2. Code Filers — State and Local Officials and Employees Designated in a Conflict-of-Interest Code:

File with your agency, board, or commission unless it is otherwise specified in your agency's conflict-of-interest code. In most cases, the agency, board, or commission will retain the statements.

State Senate and Assembly staff members file statements directly with the FPPC.

Exceptions:

- Elected state officers are not required to file statements under any agency's conflict-of-interest code.
- 87200 filers are not required to file statements under any agency's conflict-of-interest code in the same jurisdiction. For example, a county supervisor who is appointed to serve for an agency with jurisdiction in the same county has no additional filing obligations.

WHEN TO FILE

Assuming Office and Initial Statements:

Filer	Deadline
Elected officials	**30 days** after assuming office
Appointed positions specified in Gov. Code section 87200 (listed in Appendix-1) **or** Newly created board and commission members not covered by a conflict-of-interest code	**30 days** after assuming office **or** **10 days** after appointment or nomination if subject to Senate or judicial confirmation
Other appointed positions (including newly-hired employees) designated in a conflict-of-interest code	**30 days** after assuming office (30 days after appointment or nomination if subject to Senate confirmation)
Positions newly-added to a new or amended conflict-of-interest code	**30 days** after the effective date of the code or amendment

Exceptions:

- Elected state officers who assume office in December or January are not required to file an assuming office statement, but will file the next annual statement due.
- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file an assuming office statement. Instead, you may file the next annual statement due.
- If you leave an office specified in Gov. Code section 87200 and, within 30 days, you assume another office or position specified in section 87200 that has the same jurisdiction (for example, a city planning commissioner elected mayor), you are not required to file an assuming office statement. Instead, you may file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

WHEN TO FILE
Continued

Annual Statements:

1. Elected state officers (including members of the State Legislature and Members elected to the Board of Administration of the California Public Employees' Retirement System);

   Judges and court commissioners; and

   Members of state boards and commissions specified in Gov. Code section 87200 (listed in Appendix-1):

   File no later than **Monday, March 3, 2003**

   Since the March 1 filing deadline falls on Saturday, the deadline extends to Monday, March 3.

2. County and city officials specified in Gov. Code section 87200:

   File no later than **Tuesday, April 1, 2003.**

3. Multi-County officials:

   File no later than **Tuesday, April 1, 2003.**

4. State and local officials and employees designated in a conflict-of-interest code:

   File on the date prescribed in the code (April 1 for most filers).

Exception:

- If you assumed office between October 1, 2002, and December 31, 2002, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2004, or April 1, 2004, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2003.

Incumbent officeholders who file candidate statements also must file annual statements by the specified deadlines.

Leaving Office Statements:

Leaving office statements must be filed no later than **30 days** after leaving the office or position.

Exceptions:

- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file a leaving office statement. Instead, you may file the next annual statement due.
- If you leave an office specified in Gov. Code section 87200 and, within 30 days, you assume another office or position specified in section 87200 that has the same jurisdiction (for example, a city planning commissioner elected mayor), you are not required to file a leaving office statement. Instead, you may file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

Candidate Statements:

All candidates (including incumbents) for offices specified in Gov. Code section 87200 must file statements no later than the final filing date for their declaration of candidacy.

Exceptions:

- If you have filed an assuming office or annual statement for the same jurisdiction **within 60 days** before filing a declaration of candidacy, you are not required to file a candidate statement.
- For elective offices designated in an agency's conflict-of-interest code, you must file a candidate statement only if the code specifically requires one to be filed. You should obtain a copy of the disclosure categories from the code to verify what interests are reportable. Contact the agency to verify whether you are required to file and to obtain a copy of your disclosure categories.

TERMS & DEFINITIONS

The instructions located on the back of each schedule describe the types of interests that must be reported. The purpose of this section is to explain other terms used in this form that are not defined in the instructions to the schedules or elsewhere.

Blind Trust: See Trusts, Appendix-10.

Business Entity: Any organization or enterprise operated for profit, including a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation, or association. This would include a business for which you take business deductions for tax purposes, such as a small business operated in your home.

Code Filer: An individual who has been designated in a state or local agency's conflict-of-interest code to file statements of economic interests.

Commission Income: "Commission income" means gross payments received as a broker, agent, or salesperson, including insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons, among others.

You may be required to disclose the names of sources of commission income if your pro rata share of the gross income was $10,000 or more from a single source during the reporting period. If your spouse received commission income, you would disclose your community property share (50%) of that income (for example, the names of sources of $20,000 or more in gross commission income received by your spouse).

Report commission income as follows:

- If the income was received through a business entity in which you or your spouse had a 10% or greater ownership interest (or you were an independent contractor or agent), use Schedule A-2.
- If the income was received through a business entity in which you or your spouse had no ownership interest or less than a 10% ownership interest, use Schedule C.

The "source" of commission income generally includes all parties to a transaction, and each is attributed the full value of the commission.

For example, you are a partner in Smith and Jones Insurance Company and have a 50% ownership interest in the company. You sold two Businessmen's Insurance Company policies to XYZ Company during the reporting period. You received commission income of $5,000 from the first transaction and $6,000 from the second. On Schedule A-2, report your partnership interest in and income received from Smith and Jones Insurance Company in parts 1 and 2. In part 3, list both Businessmen's Insurance Company and XYZ Company as sources of $10,000 or more in commission income.

Note: If your pro rata share of commission income from a single source is $500 or more, you may be required to disqualify yourself from decisions affecting that source of income, even though you are not required to report the income.

Conflict of Interest: A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses his or her official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally. Check the Commission's web site (www.fppc.ca.gov) for a fact sheet entitled, "Can I Vote? An Overview of Public Officials' Obligations Under the Political Reform Act's Conflict of Interest Rules."

Conflict-of-Interest Code: The Act requires every state and local government agency to adopt a conflict-of-interest code. The code may be contained in a regulation, policy statement, or a city or county ordinance, resolution, or other document.

An agency's conflict-of-interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions that could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur.

The disclosure required under a conflict-of-interest code for a particular designated official or employee should include only the kinds of personal economic interests he or she could significantly affect through the exercise of his or her official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests he or she holds that are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

Consultant: An individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for making governmental decisions. Consultants may be required to file Form 700. The obligation to file Form 700 is always imposed on the individual who is providing services to the agency, not on the business or firm that employs the individual.

Designated Employee: An official or employee of a state or local government agency whose position has been designated in the agency's conflict-of-interest code to file statements of economic interests. Individuals who contract with government agencies (consultants) also may be designated in a conflict-of-interest code.

Disclosure Categories: The section of an agency's conflict-of-interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict-of-interest code. Contact your agency to obtain a copy of your disclosure categories.

Diversified Mutual Fund: Diversified portfolios of stocks, bonds, or money market instruments that are managed by investment companies whose business is pooling the money of many individuals and investing it to seek a common investment goal. Mutual funds are managed by trained professionals who buy and sell securities. A typical mutual fund will own between 75 to 100 separate securities at any given time so they also provide instant diversification. *Only diversified mutual funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 are exempt from disclosure.*

Elected State Officer: Elected state officers include the Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, State Controller, Secretary of State, State Treasurer, Superintendent of Public Instruction, members of the State Legislature, members of the State Board of Equalization, and elected members of the Board of Administration of the California Public Employees' Retirement System.

Enforcement: The FPPC investigates suspected violations of the Act. Other law enforcement agencies (the Attorney General or district attorney) also may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings that could result in the imposition of monetary penalties of up to $5,000 per violation.

Instead of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General, or district attorney), or a private party residing within the jurisdiction. In civil actions, the measure of damages is up to the amount or value not properly reported.

Persons who violate the conflict of interest disclosure provisions of the Act also may be subject to discipline by their agency, including dismissal.

Finally, a knowing or willful violation of any provision of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties that may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

Expanded Statement: Some officials or employees may have multiple filing obligations (for example, a city council member who also holds a designated position with a county agency, board, or commission). Such officials or employees may complete one "expanded" statement, Form 700, covering the disclosure requirements for all positions and file a complete, originally signed copy with each agency.

Fair Market Value: When reporting the value of an investment, interest in real property, or gift, you must disclose the fair market value – the price at which the item would sell for on the open market. This is particularly important when valuing gifts, because the

fair market value of a gift may be different from the amount it cost the donor to provide the gift. For example, the wholesale cost of a bouquet of flowers may be $10, but the fair market value may be $25 or more. In addition, there are special rules for valuing free tickets and passes. Call the FPPC for assistance.

Gift and Honoraria Prohibitions:

Gifts:

State and local officials who are listed in Gov. Code section 87200, (except judges, see below), candidates for these elective offices (including judicial candidates), and officials and employees of state and local government agencies who are designated in a conflict-of-interest code are prohibited from accepting a gift or gifts totaling more than $340 (effective January 1, 2003) in a calendar year from a single source.

In addition, elected state officers, candidates for elective state offices, and officials and employees of state agencies are subject to a $10 per calendar month limit on gifts from lobbyists and lobbying firms registered with the Secretary of State.

Honoraria:

State and local officials who are listed in Gov. Code section 87200, (except judges, see below), candidates for these elective offices (including judicial candidates), and employees of state and local government agencies who are designated in a conflict-of-interest code are prohibited from accepting honoraria for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

Exceptions:

- Some gifts are not reportable or subject to the gift and honoraria prohibitions, and other gifts may not be subject to the prohibitions but are reportable. For detailed information, see the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC's web site (www.fppc.ca.gov).
- The $340 (effective January 1, 2003) gift limit and honorarium prohibition do not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.
- If you are designated in a state or local government agency's conflict-of-interest code, the $340 (effective January 1, 2003) gift limit and honorarium prohibition are applicable only to sources you would otherwise be required to report on your statement of economic interests. However, this exception is not applicable if you also hold a position listed in Gov. Code section 87200 (see Appendix-1).
- For state agency officials and employees, the $10 lobbyist/lobbying firm gift limit is applicable only to lobbyists and lobbying firms registered to lobby your agency. This exception is not applicable if you are an elected state officer or a member or employee of the State Legislature.

Judges:

Section 170.9 of the Code of Civil Procedure imposes gift limits on judges and prohibits judges from accepting any honorarium. Section 170.9 is enforced by the Commission on Judicial Performance. The FPPC has no authority to interpret or enforce the Code of Civil Procedure. Court commissioners are subject to the gift limit under the Political Reform Act.

Income Reporting: Reporting income under the Act is different than reporting income for tax purposes. The Act requires gross income (the amount received before deducting losses, expenses, or taxes) to be reported.

Pro Rata Share: The instructions for reporting certain types of income, such as business entity income and rental income, refer to your pro rata share of the income received. Your pro rata share is normally based on your ownership interest in the entity or property. For example, if you are a sole proprietor, you must disclose 100% of the gross income received by your business entity on Schedule A-2. If you own 25% of a piece of rental property, you must report 25% of the gross rental income received.

When you are required to report sources of income to a business entity, sources of rental income, or sources of commission income, you are only required to disclose individual sources of income of $10,000 or more. However, you may be required to **disqualify** yourself from decisions affecting sources of $500 or more in income, even though you are not required to report them.

Jurisdiction: As a public official or employee required to file statements of economic interests, you must disclose investments and sources of income that are

located in or doing business in your jurisdiction, and interests in real property located in your jurisdiction.

A business entity is located in or doing business in your jurisdiction if the entity has business contacts on a regular or substantial basis with a person who maintains a physical presence in your jurisdiction.

Business contacts include, but are not limited to, manufacturing, distributing, selling, purchasing, or providing services or goods. Business contacts do not include marketing via the internet, telephone, television, radio, or printed media.

The same criteria are used to determine whether an individual, organization, or other entity is located in or doing business in your jurisdiction.

Exception:

- Gifts are reportable regardless of the location of the donor. For example, a state agency official with full disclosure must report gifts from sources located outside of California. (Designated employees should consult their disclosure categories to determine if the donor of a gift is of the type that must be disclosed.)

For reporting interests in real property, if your jurisdiction is the state, you must disclose real property located anywhere within the state of California.

For local agencies, an interest in real property is located in your jurisdiction if any part of the property is located in, or within two miles of, the region, city, county, district, or other geographical area in which the agency has jurisdiction, or if the property is located within two miles of any land owned or used by the agency.

See the following explanations to determine what your jurisdiction is:

State Offices and All Courts: Your jurisdiction is the state if you are an elected state officer, a state legislator, a judge, a court commissioner, or a candidate for one of these offices. If you are an official or employee of, or a consultant to, a state board, commission, or agency, or of any court or the State Legislature, your jurisdiction is also the state.

County Offices: Your jurisdiction is the county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.

City Offices: Your jurisdiction is the city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.

Multi-County Offices: If you are an elected officer, candidate, official or employee of, or a consultant to, a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.)

Other (for example, school districts and special districts): If you are an elected officer, candidate, official or employee of, or a consultant to, an agency not covered above, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. See the multi-county example above.

Leasehold Interest: The term "interest in real property" includes leasehold interests. An interest in a lease on real property is reportable if the value of the leasehold interest is $2,000 or more. The value of the interest is the total amount of rent owed by you during the reporting period or for a candidate, assuming office, or initial statement, during the prior 12 months.

You are not required to disclose a leasehold interest with a value of less than $2,000 or a month-to-month tenancy.

Loans: State and local elected and appointed officials and employees are prohibited from receiving any personal loan totaling more than $250 from an official, employee, or consultant of their governmental agencies or any governmental agency over which the official or the official's agency has direction or control. In addition, loans of more than $250 from any person who has a contract with the official's agency or an agency under the official's control are prohibited unless the loan is from a commercial lending institution or part of a retail installment or credit card transaction made in the regular course of business on terms available to members of the public.

State and local elected officials also are prohibited from receiving any personal loan of $500 or more

unless the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, the date, amount, and term of the loan, the date or dates when payments are due, the amount of the payments, and the interest rate on the loan.

Campaign loans and loans from family members are not subject to the $250 and $500 loan prohibitions.

A personal loan made to a public official that is not being repaid or is being repaid below certain amounts will become a gift to the official under certain circumstances. Contact the FPPC for further information.

You no longer have to report loans from commercial lending institutions, or any indebtedness created as part of retail installment or credit card transactions that are made in the lender's regular course of business, without regard to official status, on terms available to members of the public. (SB 584, Ch. 172, effective January 1, 2003)

Privileged Information: You are not required to disclose on Schedule A-2, Part 3, the name of a person who paid fees or made payments to a business entity if disclosure of the name would violate a legally recognized privilege under California law. For example, a name is protected by attorney-client privilege when facts concerning an attorney's representation of an anonymous client are publicly known and those facts, when coupled with disclosure of the client's identity, might expose the client to an official investigation or to civil or criminal liability.

A patient's name is protected by physician-patient privilege when disclosure of the patient's name would also reveal the nature of the treatment received by the patient because, for example, the physician is recognized as a specialist.

FPPC Regulation 18740 sets out specific procedures that must be followed in order to withhold the name of a source of income.

Public Officials Who Manage Public Investments: Individuals who invest public funds in revenue-producing programs must file Form 700. This includes individuals who direct or approve investment transactions, formulate or approve investment policies, and establish guidelines for asset allocations. FPPC Regulation 18701 defines "public officials who manage public investments" to include the following:

- Members of boards and commissions, including pension and retirement boards or commissions, and committees thereof, who exercise responsibility for the management of public investments;
- High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers; and
- Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions described above.

Retirement Accounts (for example, deferred compensation and individual retirement accounts (IRAs)): Assets held in retirement accounts must be disclosed if the assets are reportable items, such as common stock (investments) or real estate (interests in real property). The most common reportable and non-reportable investments are listed on the instructions for Schedules A-1 and A-2. The most common reportable and non-reportable interests in real property are listed on the instructions for Schedule B.

If your retirement account holds reportable assets, only disclose the assets held in the account, not the account itself.

Schedule A-1: Report any business entity in which the value of your investment interest was $2,000 or more during the reporting period. (Use Schedule A-2 if you have a 10% or greater ownership interest in the business entity.)

Schedule B: Report any piece of real property in which the value of your interest was $2,000 or more during the reporting period.

Examples:

- Alice McSherry deposits $500 per month into her employer's deferred compensation program. She has chosen to purchase shares in two diversified mutual funds registered with the Securities and Exchange Commission. Because her funds are invested solely in non-reportable mutual funds (see Schedule A-1 instructions), Alice has no disclosure requirements with regard to the deferred compensation program.
- Bob Allison has $6,000 in an individual retirement account with an investment firm. He has chosen to

purchase common stock in several companies doing business in his jurisdiction. One of his stock holdings, Gala Computers, reached a value of $2,500 during the reporting period. The value of his investment in each of the other companies was less than $2,000. Bob must report Gala Computers as an investment on Schedule A-1 because the value of his stock in that company was $2,000 or more.

- Adriane Fisher has $5,000 in a retirement fund that invests in real property located in her jurisdiction. The value of her interest in each piece of real property held in the fund was less than $2,000 during the reporting period. Although her retirement fund holds reportable assets, she has no disclosure requirement because she did not have a $2,000 or greater interest in any single piece of real property. If, in the future, the value of her interest in a single piece of real property reaches or exceeds $2,000, she will be required to disclose the real property on Schedule B for that reporting period.

Trusts: Investments and interests in real property held by a trust (including a living trust) are reported on Schedule A-2 if you, your spouse, or your dependent children had a 10% or greater interest in the trust and your pro rata share of a single investment or interest in real property was $2,000 or more.

You have an interest in a trust if you are a trustor and:

- Can revoke or terminate the trust;
- Have retained or reserved any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- Have retained any power of appointment, including the power to change the trustee, or the beneficiaries.

Or you are a beneficiary and:

- Presently receive income; or
- Have an irrevocable future right to receive income or principal. (See FPPC Regulation 18234 for more information.)

Examples:

- Sarah Murphy has set up a living trust which holds her principal residence, common stock in several companies that do business in her jurisdiction, and a rental home in her agency's jurisdiction. Since Sarah is the trustor and she can revoke or terminate the trust, she must disclose any common stock worth $2,000 or more and the rental home on Schedule A-2. Sarah's residence is not reportable.
- Ben Yee is listed as a beneficiary in his grandparents' trust. However, Ben does not presently receive income from the trust, nor does he have an irrevocable future right to receive income or principal. Therefore, Ben is not required to disclose any assets contained in his grandparents' trust.

Blind Trusts:

A blind trust is a trust managed by a disinterested trustee who has complete discretion to purchase and sell assets held by the trust. If you have a direct, indirect, or beneficial interest in a blind trust, you may not be required to disclose your pro rata share of the trust's assets or income. However, the trust must meet certain standards which are set out in FPPC Regulation 18235, and you must disclose reportable assets originally transferred into the blind trust and income from those original assets until they have been disposed of by the trustee.

Trustees:

If you are only a trustee, you do not have a reportable interest in the trust. However, you may be required to report the income you received from the trust for performing trustee services.

Wedding Gifts: Wedding gifts must be disclosed if they were received from a reportable source during the period covered by the statement. Gifts valued at $50 or more are reportable; however, a wedding gift is considered a gift to both spouses equally. Therefore, you would count one-half of the value of a wedding gift to determine if it is reportable and need only report individual gifts with a total value of $100 or more unless a particular gift can only be used by you or is intended only for your use.

For example, you receive a placesetting of china valued at $150 from a reportable source as a wedding gift. Because the value to you is $50 or more, you must report the gift on Schedule E but may state its value as $75.

Wedding gifts are not subject to the $340 (effective January 1, 2003) gift limit, but they are subject to the $10 lobbyist/lobbying firm gift limit for state officials.