

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

August 23, 2004

Library Conference Room

Administration



AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





Monday, August 23, 2004

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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 June 30, 2004 and July 26, 2004 Regular Meeting and the August 3, 2004, August 9, 2004 and August 17, 2004 Special Meetings.

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).

REPORTS

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.

CLAIMS (Items 7 – 10)

Presentation: Library Director
Recommendation: Approve by Motion

Items 7 – 10 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.

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

No Nonstandard Claims were processed during this report period.

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

Claims 4634, 4635, 4636, 4647, 4638 and 4639 forwarded by Library Director for a total of \$40,070.94.

9. Current Claims and Payroll. (Approve)

Current Claims 4640, 4641 and 4642 for a subtotal for Current Claims of \$14,179.05; Payrolls #6 (09/15/04) for \$34,309.78 and #7 (09/29/04) for \$32,299.52 for a subtotal for Payrolls of \$66,609.30; for a total of Current Claims and Payroll of \$80,788.35.

10. FY2004-2005 Cash Flow Analysis through August 23, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 11 - 15)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 – 15 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.

11. Financial Reports for July 2004 (Receive & File)
12. Office General Ledger & Check Registers for July 2004 (Receive & File)
13. Acquisitions Report for July 2004 (Receive & File)
14. Collection Agency Report for July 2004 (Receive & File)
15. Gifts Report for July 2004 (Receive & File)

GENERAL CONSENT CALENDAR (Items 16 – 31)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16 – 31 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.

16. Building Maintenance Report for July 2004. (Receive & File)
17. Personnel Report for July 2004. (Receive, File, and Ratify Appointments)
18. Volunteer Report for July 2004. (Receive & File)
19. Circulation Report for July 2004. (Receive & File)
20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
21. Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)
22. Status Report on Partnerships with Community Organizations. (Receive & File)
23. Status Report on Active Grant Applications. (Receive & File)
24. Letter dated August 2, 2004 from North County Cemetery District, Escondido, requesting the Board's support of Dennis Shepard for the current vacancy on the California Special Districts Association (CSDA) Board of Directors. (Receive & File)
25. Annual Report on the Performance of the District's Money Purchase Pension Plan through June 30, 2004 as prepared by First American Trust. (Receive & File)
26. Final Report for Fiscal Year 2003-2004 for the California Library Literacy Services. (Receive & File)
27. Letter of award from the State Library of California dated August 6, 2004 for \$30,000 for the Adult Literacy Service, Families for Literacy and English Language Literacy Intensive Programs for Fiscal Year 2004-2005. The matching funds and per capita funds will be reported and awarded at a later time. The Claim for the for \$30,000 was mailed to the State Library on August 10, 2004. (Receive & File)
28. Placentia Library District Property Tax Revenues and District Valuation Analysis for Fiscal Years 1990-1992 through 2004-2005 as prepared by the Library Director based on information provided by the Orange County Auditor. (Receive & File)
29. Proof of Publication of the Notice of Public Hearing for the Placentia Library District Fines and Fees Schedule and the Proposed Budget for Fiscal Year 2004-2005 on July 15, 2004 in the *Placentia News-Times*. (Receive & File)

30. Cumulative Claims Detail and Cumulative Fee Detail for Shields Consulting Group dated July 16, 2004 for the state mandated cost claims filed with the State Controller's Office on behalf of Placentia Library District. (Receive & File)
31. Final Report for the English Language and Literacy Intensive (ELLI) Program to the State Library of California for Fiscal Year 2003-2004. Despite the State Library's reported goal of reducing paperwork and reporting, this report was required in addition to the report in Agenda Item 26. (Receive & File)
- 31a. Poet Laureate Report. (Receive & File)
- 31b. Letter from the California Council for the Humanities dated August 15, 2004, reporting that Placentia Library District has received a \$1,000 library reading and discussion grant entitled *California Stories Uncovered*. (Receive & File)
- 31c. Claim to State Library for \$8,250 for the final payment for the Fiscal Year 2000 ELLI funds. This Claim Form was received from the State Library on August 17, 2004. (Receive & File)
- 31d. Report on the Special District Risk Management Authority (SDRMA) Board of Directors by Sandra Stark, Placentia Library District's representative to the District's seat on the Board of Directors. (Receive & File)
- 31e. Agenda for the August 26, 2004 Regular Meeting of the Orange County Council of Governments. (Receive & File)

CONTINUING BUSINESS

32. 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
33. Report on development of the Association of Independent Special Library Districts
Presentation: Library Board President
Recommendation: Action to be determined by the Library Board of Trustees
34. Staff Appreciation Dinner
Presentation: Trustee Wood
Recommendation: No action is recommended

NEW BUSINESS

35. Travel Authorizations for the clioinstitute & CALTAC workshop for Library Trustees and System Advisory Board Members, the California Literacy Conference, the California Library Literacy Services Annual Meeting and Banquet.

Presentation: Library Director

Recommendation: Determine who will attend the clioinstitute & CALTAC seminar in Cerritos, September 24-25, 2004 with miscellaneous travel expenses to be paid from the District General Fund; and

Authorize Librarian Toby Silberfarb to attend the California Literacy Conference in San Francisco, October 14-16, 2004 at a cost not to exceed \$796.00 from the District General Fund Literacy Grant, of which approximately \$661.00 is expected to be reimbursed; and

Authorize Public Services Manager Jim Roberts and Librarian Toby Silberfarb to attend the California Library Literacy Services Annual Meeting and Banquet in San Jose, November 11-13, 2004 at a cost not to exceed \$571.20 from the District General Fund Literacy Grant, of which approximately \$351.20 is expected to be reimbursed; and

Authorize Library Director Elizabeth Minter to attend the California Library Literacy Services 20th Anniversary Banquet in San Jose, November 12, 2004 at a cost not to exceed \$372.00 and traveling by automobile; and

Determine who will attend the California Special Districts Association Workshop, Staying in Compliance in San Diego, December 15, 2004 and authorize the payment of \$170 per person plus actual mileage, parking and meal expenses. Payment to be made from the Trustee and Staff out-of-town travel accounts in the District General Fund.

36. Biennial Review of Conflict of Interest Code

Presentation: Library Director

Recommendation:

37. Ribbon Cutting and National Library Card Month

Presentation: Public Services Manager

Recommendation: No action is recommended

38. Heritage Festival Parade Participation

Presentation: Public Services Manager

Recommendation: The Library Board of Trustees will determine who will ride in the parade cars.

STAFF REPORTS (Items 39 – 46)

Items 39 – 46 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.

39. Library Director's Report (Minter)
40. Program Committee Report for July 2004 (Roberts)
41. Children's Services Report for July 2004 (Gurkweitz)
42. Placentia Library Literacy Services Report for July 2004 (Roberts)
43. Placentia Library Web Site Report for July 2004 (Roberts)
44. Technology Report for July 2004 (Shook)
45. Publicity Materials Produced in July 2004. (Millonzi)
46. Safety Committee Minutes for July 2004 (Matas)

CLOSED SESSION

47. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.

ADJOURNMENT

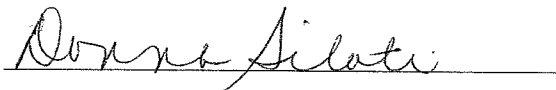
48. Agenda Preparation for the September Regular Meeting, which will be held on Monday, September 20, 2004 at 6:30 P.M.
49. Review of Action Items.

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

50. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 23, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 19, 2004.





PLACENTIA LIBRARY BOARD CALENDAR

August 2004 - July 2005

Aug 2004						
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August

- 6 Last day for candidates to file for Trustee Election with the Orange County Elections Office
- 21 9:00 AM Independent Special Library District Coalition, Buena Park
- 23 6:30 PM Library Board Meeting

Feb 2005						
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September

- 5 Library Closed for Monday Holiday
- 6 Library Closed for Labor Day
- 7 9:00 AM Ribbon Cutting for new Library hours
- 13 6:30 PM Friends Board Meeting, Dinsmore
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast
- 25 Banned Books Week, through October 2
- 28 CSDA Annual Conference, Indian Wells (Palm Springs), through Sep 30
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

Mar 2005						
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October

- 4 6:30 PM Friends Board Meeting, Shkoler
- 7 1:02 PM Foundation Board Meeting
- 9 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 17 Teen Read Week, through October 23
- 25 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
7:15 AM Placentia Chamber of Commerce Breakfast

May 2005						
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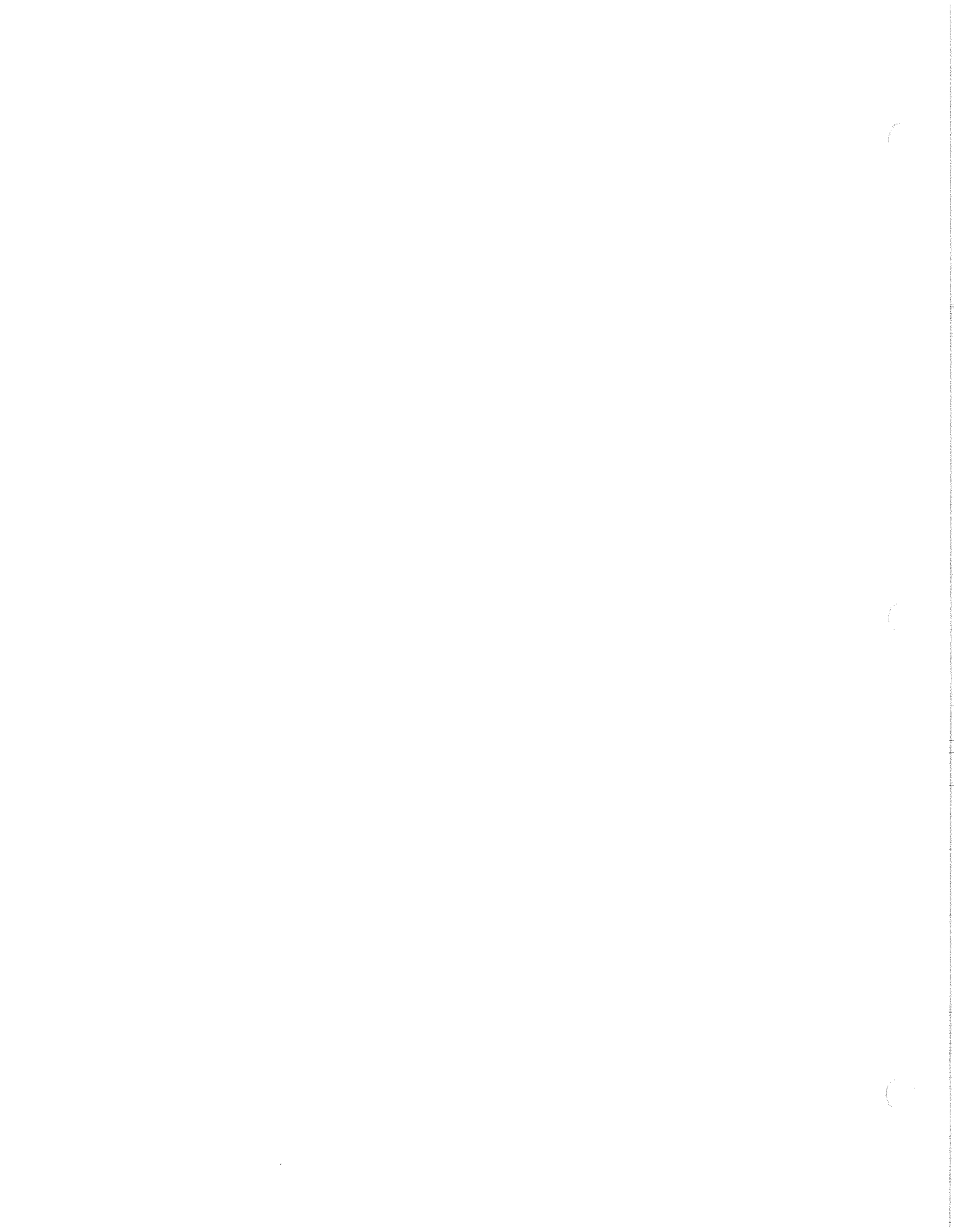
November

- 1 6:30 PM Friends Board Meeting, Escobosa
- 11 Library Closed for Veterans Day
- 12 California Library Association Annual Conference, San Jose, through Nov 15
- 19 ALA LAMA National Institute, Palm Springs, through Nov 21
- 22 6:30 PM Library Board Meeting
- 25 Library Closed for Thanksgiving

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PLACENTIA LIBRARY BOARD CALENDAR

August 2004 - July 2005

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December

- 3 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 6 6:30 PM Friends Board Meeting, DeVecchio
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

January

- 3 6:30 PM Friends Board Meeting, Wood
- 13 1:03 PM Foundation Board Meeting -- Annual Meeting
- 14 ALA Midwinter Meeting, Boston through Jan 19
- 24 6:30 PM Library Board Meeting

February

- 7 6:30 PM Friends Board Meeting, Dinsmore
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 5 9:30 AM Friends of Placentia Library Author's Luncheon featuring Thom Racina
- 7 6:30 PM Friends Board Meeting, Shkoler
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

April

- 4 6:30 PM Friends Board Meeting, Escobosa
- 10 National Library Week, through April 16
- 18 6:30 PM Library Board Meeting
- 27 Easter

Feb 2005

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May 2005

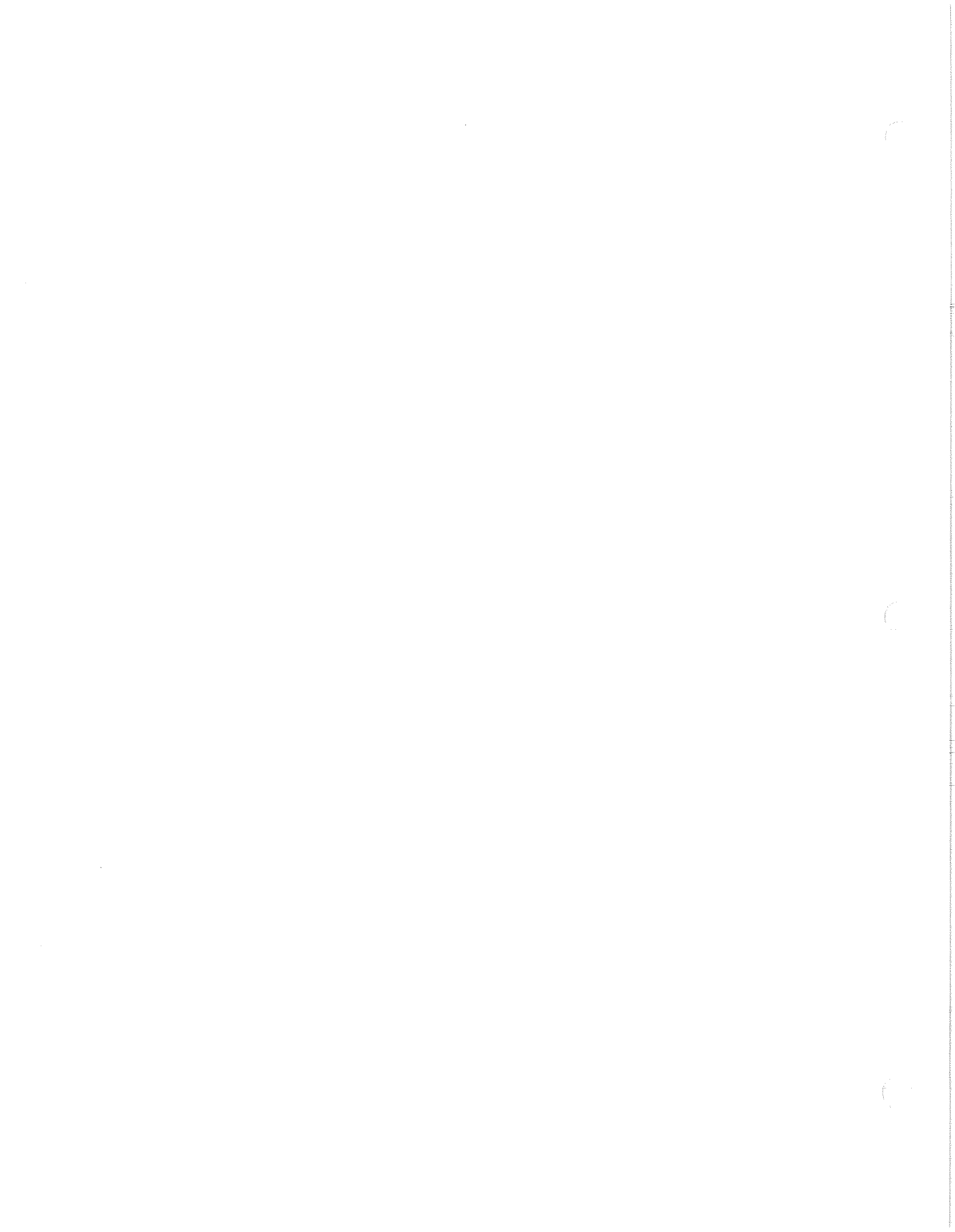
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PLACENTIA LIBRARY BOARD CALENDAR

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April

- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

May

- 2 6:30 PM Friends Board Meeting, DeVecchio
- 23 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 Library Closed for Monday Holiday
- 30 Library Closed for Memorial Day

June

- 6 6:30 PM Friends Board Meeting, Wood
- 20 6:30 PM Library Board Meeting
- 23 ALA Annual Conference, Chicago, through June 29
- 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 25 6:30 PM Library Board Meeting
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

Feb 2005

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May 2005

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Jun 2005

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Jul 2005

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AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, August 23, 2004

6:30 P.M.

Library Conference Room

Call to Order: 6:35

1. Roll Call Administrative Assistant

All, Jim, EDM, Donna
Candidates: Jerry Tollefson
Bob Gorman

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

M: W All
S: E

3. Minutes of the June 30, 2004 and July 26, 2004 Regular Meeting and the August 3, 2004, August 9, 2004 and August 17, 2004 Special Meetings.

Presentation: Library Director
Recommendation: Approve by Motion

M: D All
S: D

4. Oral Communications

Jerry - wife runs used bookstore, CPA, retired, seminar business.
Bob - customer service mgmt. Health & safety. Traffic Safety

REPORTS

5. Board President Report

EDM who attended League of Cit. meetings week ago Thurs. - report from their political consultancy. Set w/ Bob Deming re City Mgr.

② #33 Assoc of Indep Special Library Districts - 11 of these. Sat. - 4 or 5 representatives. They will meet a couple of times/yr. Name - Council of Indep Special Lib District.

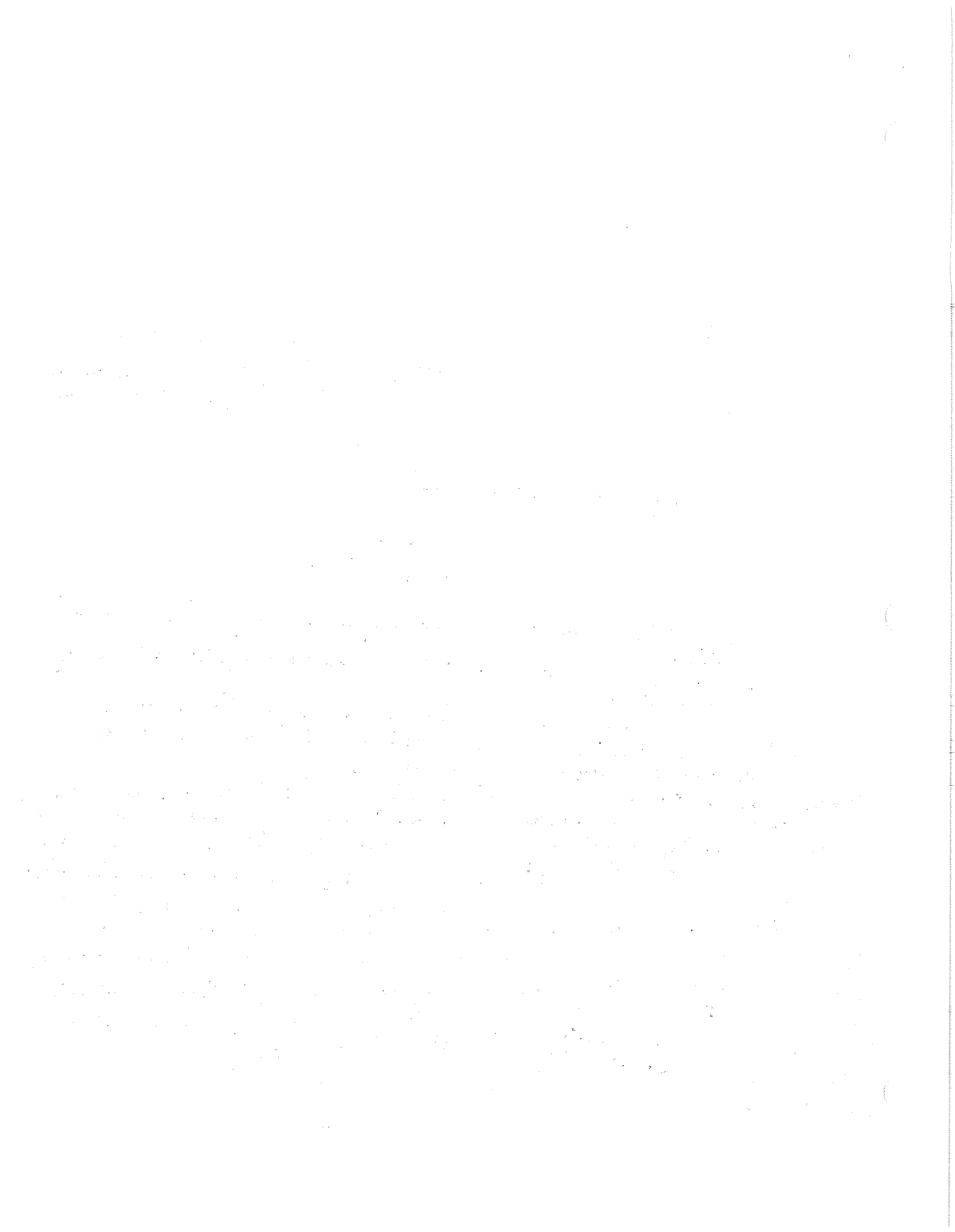
6. Trustee Reports

Co-Chair: Louise Mayerov - B.P. Lib. Director
Bill Lane - Palos Verde Justice
1 vote per library. Litterhead
Pursue Lib. seat on CSDA Board
Next mtg 11/12 or 11/13 @ Cal Lib
Conf in San Jose. (many small
districts in N. CA)
L:50 Gae Lewis (ill)

D - none

E - pleased to see bookman
w/ new hours

De - Form letter - Investment
Committee. Closed one
of 2 cash acct. Assets
~\$100K. conservative
- invested.



CLAIMS (Items 7 – 10)

Presentation: Library Director
Recommendation: Approve by Motion

M: D
S: E AU

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

No Nonstandard Claims were processed during this report period.

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

Claims 4634, 4635, 4636, 4647, 4638 and 4639 forwarded by Library Director for a total of \$40,070.94.

9. Current Claims and Payroll. (Approve)

Current Claims 4640, 4641 and 4642 for a subtotal for Current Claims of \$14,179.05; Payrolls #6 (09/15/04) for \$34,309.78 and #7 (09/29/04) for \$32,299.52 for a subtotal for Payrolls of \$66,609.30; for a total of Current Claims and Payroll of \$80,788.35.

10. FY2004-2005 Cash Flow Analysis through August 23, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 11 - 15)

Presentation: Library Director
Recommendation: Approve by Motion

M: D
S: E AU

11. Financial Reports for July 2004 (Receive & File)
12. Office General Ledger & Check Registers for July 2004 (Receive & File)
13. Acquisitions Report for July 2004 (Receive & File)
14. Collection Agency Report for July 2004 (Receive & File)
15. Gifts Report for July 2004 (Receive & File)

GENERAL CONSENT CALENDAR (Items 16 – 31)

Presentation: Library Director
Recommendation: Approve by Motion

not 17, 31d
M: De
S: E AU

16. Building Maintenance Report for July 2004. (Receive & File)

17. Personnel Report for July 2004. (Receive, File, and Ratify Appointments)

- Effect w/ adoption of Budget. .75 will 0 to 1.0 in August.

18. Volunteer Report for July 2004. (Receive & File)

19. Circulation Report for July 2004. (Receive & File)



20. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
21. Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)
22. Status Report on Partnerships with Community Organizations. (Receive & File)
23. Status Report on Active Grant Applications. (Receive & File)
24. Letter dated August 2, 1004 from North County Cemetery District, Escondido, requesting the Board's support of Dennis Shepard for the current vacancy on the California Special Districts Association (CSDA) Board of Directors. (Receive & File)
25. Annual Report on the Performance of the District's Money Purchase Pension Plan through June 30, 2004 as prepared by First American Trust. (Receive & File)
26. Final Report for Fiscal Year 2003-2004 for the California Library Literacy Services. (Receive & File)
27. Letter of award from the State Library of California dated August 6, 2004 for \$30,000 for the Adult Literacy Service, Families for Literacy and English Language Literacy Intensive Programs for Fiscal Year 2004-2005. The matching funds and per capita funds will be reported and awarded at a later time. The Claim for the for \$30,000 was mailed to the State Library on August 10, 2004. (Receive & File)
28. Placentia Library District Property Tax Revenues and District Valuation Analysis for Fiscal Years 1990-1992 through 2004-2005 as prepared by the Library Director based on information provided by the Orange County Auditor. (Receive & File)
29. Proof of Publication of the Notice of Public Hearing for the Placentia Library District Fines and Fees Schedule and the Proposed Budget for Fiscal Year 2004-2005 on July 15, 2004 in the *Placentia News-Times*. (Receive & File)
30. Cumulative Claims Detail and Cumulative Fee Detail for Shields Consulting Group dated July 16, 2004 for the state mandated cost claims filed with the State Controller's Office on behalf of Placentia Library District. (Receive & File)
31. Final Report for the English Language and Literacy Intensive (ELLI) Program to the State Library of California for Fiscal Year 2003-2004. Despite the State Library's reported goal of reducing paperwork and reporting, this report was required in addition to the report in Agenda Item 26. (Receive & File)
- 31a. Poet Laureate Report. (Receive & File)
- 31b. Letter from the California Council for the Humanities dated August 15, 2004, reporting that Placentia Library District has received a \$1,000 library reading and discussion grant entitled *California Stories Uncovered*. (Receive & File)
- 31c. Claim to State Library for \$8,250 for the final payment for the Fiscal Year 2000 ELLI funds. This Claim Form was received from the State Library on August 17, 2004. (Receive & File)



31d. Report on the Special District Risk Management Authority (SDRMA) Board of Directors by Sandra Stark, Placentia Library District's representative to the District's seat on the Board of Directors. (Receive & File)

Atty fee included in umbrella limit. we have mid range umbrella coverage.

31e. Agenda for the August 26, 2004 Regular Meeting of the Orange County Council of Governments. (Receive & File)

#17, M: E All
31d S: De

CONTINUING BUSINESS

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

Presentation: Library Director

No access to Internet since Sat.

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

CSL est. \$4K Public Library Fund

\$30K - Lit Grant (last year \$4K total) end of Sept know full amount. SIB stable.

\$126,400 if fully funded.

33. Report on development of the Association of Independent Special Library Districts

Const. Amend #11A.

Presentation: Library Board President

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

pass resolution in support of LA & publicize in community. Cost protect from add'l prop tax shifts. Defeat Prop 65. LA better, ERAF Dic. Cannot promote w/in lib. Can put on bookmark or poster. Also Can set up table outside - Committee at talk to City Council. Jim Place Comm. Network Both ①

34. Staff Appreciation Dinner

Menu selection - tell Laranne.

Presentation: Trustee Wood - A1

Recommendation: No action is recommended

Door Prize? - funded by Trustees. Deanna 910 ea.

NEW BUSINESS

Betty - paid
Al - paid
Richard - paid

35. Travel Authorizations for the clioinstitute & CALTAC workshop for Library Trustees and System Advisory Board Members, the California Literacy Conference, the California Library Literacy Services Annual Meeting and Banquet.

Presentation: Library Director

Camille invited

Recommendation: Determine who will attend the clioinstitute & CALTAC seminar in Cerritos, September 24-25, 2004 with miscellaneous travel expenses to be paid from the District General Fund; and

Peggy
Al - tentative

subject to cont. of Trustees

M: D
S: E All

Authorize Librarian Toby Silberfarb to attend the California Literacy Conference in San Francisco, October 14-16, 2004 at a cost not to exceed \$796.00 from the District General Fund Literacy Grant, of which approximately \$661.00 is expected to be reimbursed; and

Authorize Public Services Manager Jim Roberts and Librarian Toby Silberfarb to attend the California Library Literacy Services Annual Meeting and Banquet in San Jose, November 11-13, 2004 at a cost not to exceed \$571.20 from the District General Fund Literacy Grant, of which approximately \$351.20 is expected to be reimbursed; and

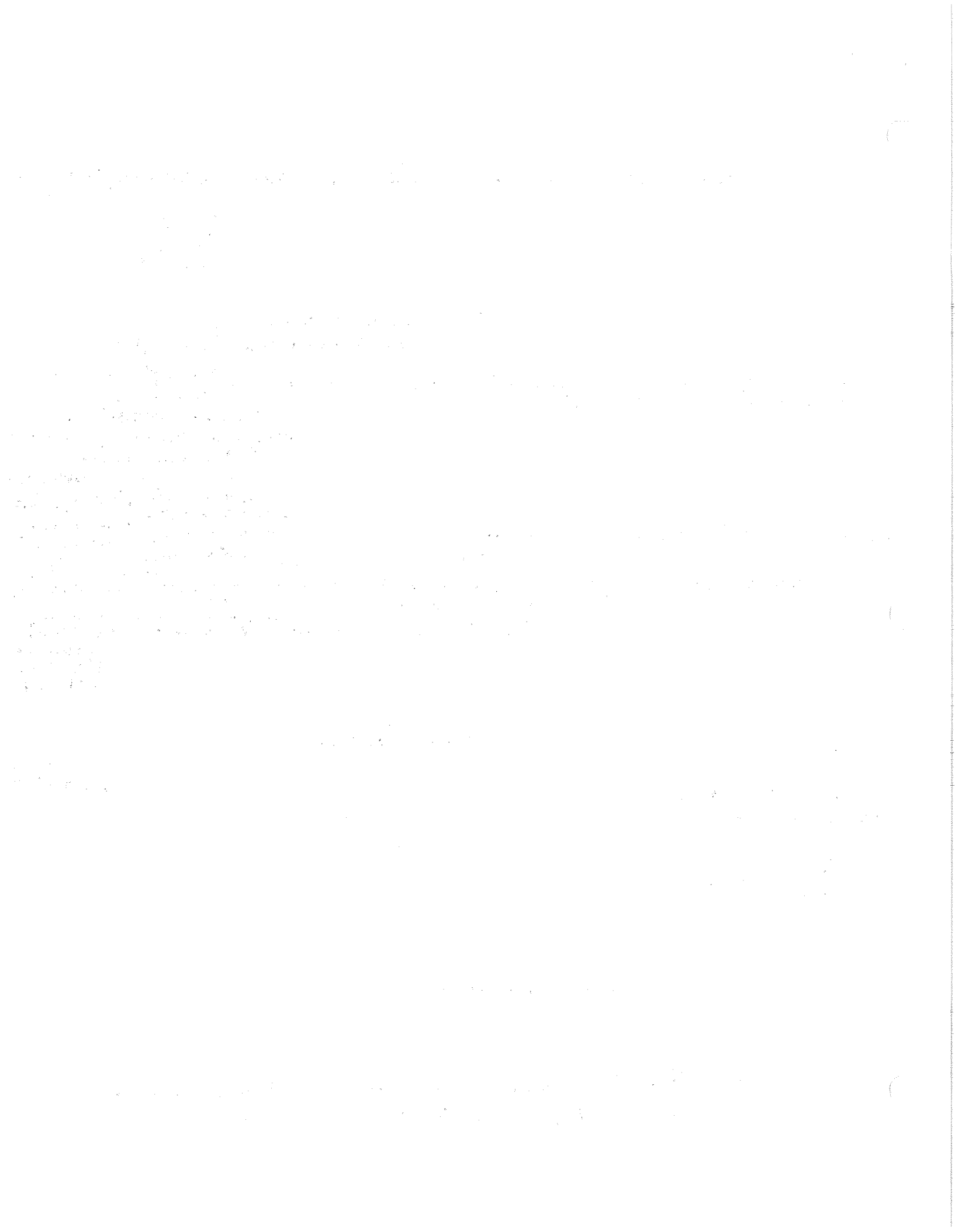
M:
S:

\$270 out of pocket.

Authorize Library Director Elizabeth Minter to attend the California Library Literacy Services 20th Anniversary Banquet in San Jose, November 12, 2004 at a cost not to exceed \$372.00 and traveling by automobile; and

S:

① Ribbon cutting 9/7 9:00 AM. Trustees meet @ 9:30 special Mtg - pass LA. committee meet after.



Betty } tentative
AI }

go - Richard, new Admin Asst, EDM

Determine who will attend the California Special Districts Association Workshop, Staying in Compliance in San Diego, December 15, 2004 and authorize the payment of \$170 per person plus actual mileage, parking and meal expenses. Payment to be made from the Trustee and Staff out-of-town travel accounts in the District General Fund.

M:
S:

36. Biennial Review of Conflict of Interest Code - NO changes

Presentation: Library Director
Recommendation:

Auth Director to file.
M: De
S: E AN

37. Ribbon Cutting and National Library Card Month

9/17 9 AM Ribbon Cutting
Presentation: Public Services Manager
Recommendation: No action is recommended

Ch of Commerce. Sept - Nat'l Library Card sign up month. Every child < 12 gets free book. Refreshments in meeting room lobby.

38. Heritage Festival Parade Participation

2nd Sat 10/9 - Trustees ride in car.
Presentation: Public Services Manager
Recommendation: The Library Board of Trustees will determine who will ride in the parade cars.

Going: Betty, Richard, Peggy, AI, Gae. High school students dress up and carry banner. Poem V
M: E
S: D All

39. Library Director's Report (Minter)

40. Program Committee Report for July 2004 (Roberts)

41. Children's Services Report for July 2004 (Gurkweitz)

42. Placentia Library Literacy Services Report for July 2004 (Roberts)

43. Placentia Library Web Site Report for July 2004 (Roberts)

44. Technology Report for July 2004 (Shook)

45. Publicity Materials Produced in July 2004. (Millonzi)

46. Safety Committee Minutes for July 2004 (Matas)

CLOSED SESSION

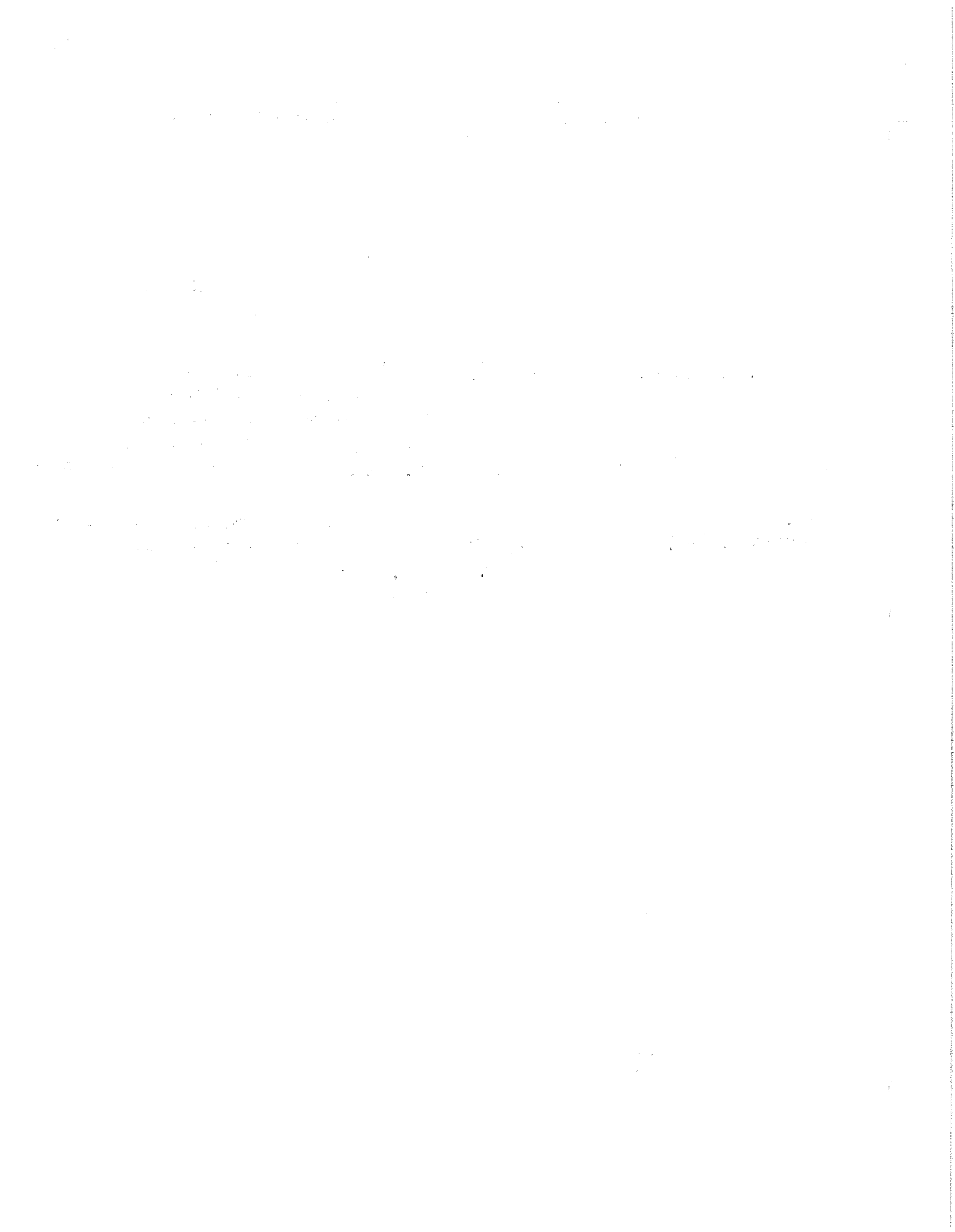
7:35

47. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.

ADJOURNMENT

8:05



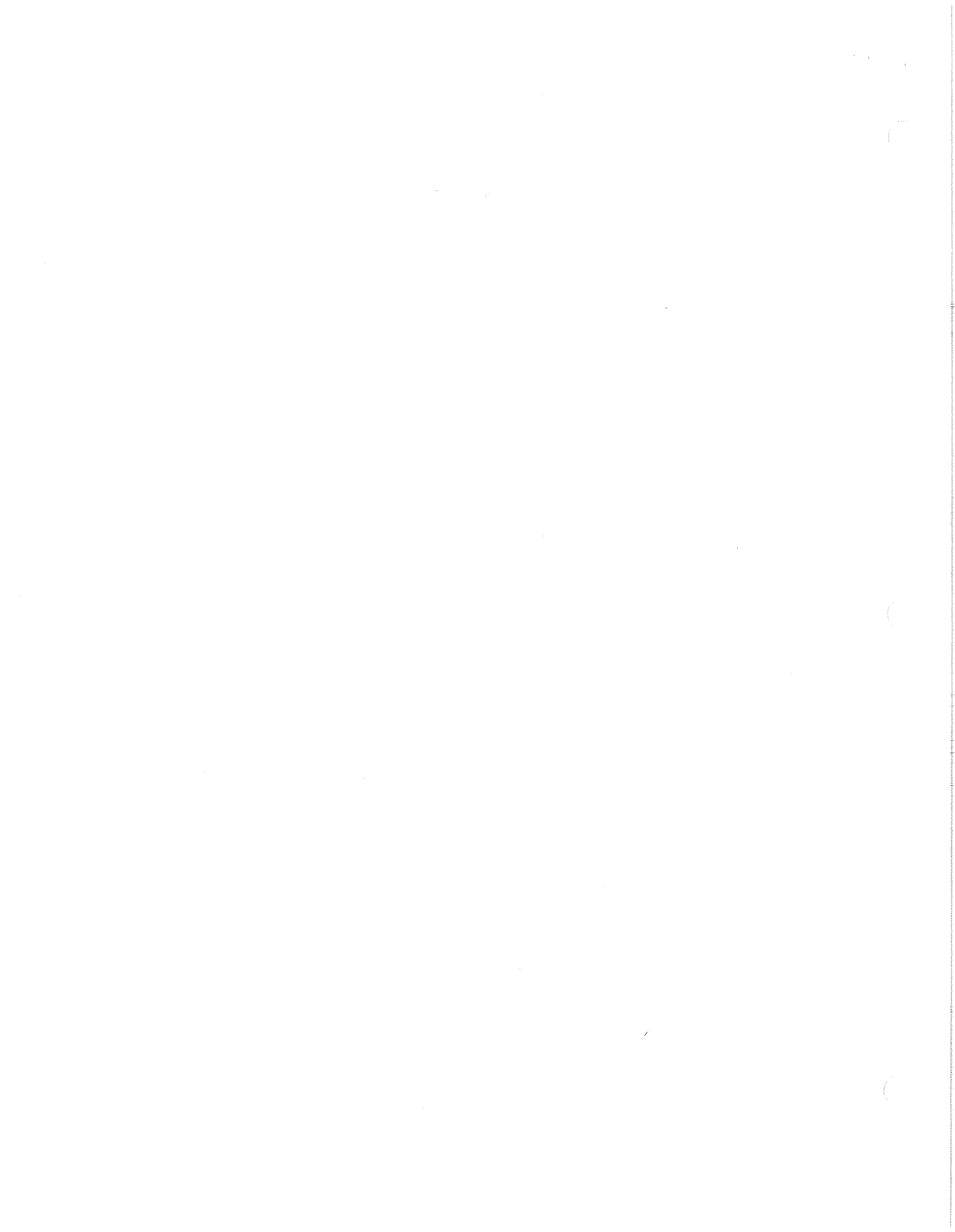
48. Agenda Preparation for the September Regular Meeting, which will be held on Monday, September 20, 2004 at 6:30 P.M.

Closed Session

49. Review of Action Items.

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

50. Adjournment: 8:05



**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 30, 2004**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on June 30, 2004 at 5:05 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustee Peggy Dinsmore

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, and Administrative Assistant Donna Siloti.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the May 24, 2004 Regular Meeting.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to approve the Minutes of the June 17, 2004 Special Meeting.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the Minutes of the June 8, 2004 Work Session.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler did not address the Board.

TRUSTEE REPORTS

Secretary Escobosa reported that she attended the Chamber Installation Breakfast. On behalf of the Library, she presented a book to the outgoing president. She also reported that she visited the Childrens Library during Storytime and she extended her congratulations to the staff on doing an excellent job.

Trustee Wood reported that she attended the Friends Board Meeting and they voted to fill the Library staff's Wish List in its entirety.

Trustee DeVecchio did not address the Board.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

No members from the Friends of Placentia Library addressed the Board.

CLAIMS

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 8 through 11.

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

Claims 4613, 4614, 4615, 4616, 4617, 4618, 4619, 4620, 4621, 4622, 4623, 4624 and 4625 forwarded by Library Director for a total of \$62,121.89.

Payrolls #2 (07/21/04) for \$32,653.50 and #3 (08/04/04) for \$32,653.50 for a total for Payroll of \$65,307.00.

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

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

**FINANCIAL
REPORTS**

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Items 12 through 16.

Financial Reports for May 2004

Office General Ledger & Check Registers for May 2004

Acquisitions Report for May 2004

Collection Agency Report for May 2004

Gifts Report for May 2004

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

Trustee Peggy Dinsmore arrived at 6:13 P.M.

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 17 through 24, Items 26 through 29, and Item 31 through 35.

Building Maintenance Report for May 2004.

Personnel Report for May 2004

Volunteer Report for May 2004

Circulation Report for May 2004

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

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

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Agenda for the May 27, 2004 Regular Meeting of the Orange County Council of Governments and the Minutes of the April 22, 2004 Regular Meeting

Agenda for the June 24, 2004 Regular Meeting of the Orange County Council of Governments and the Minutes of the May 27, 2004 Regular Meeting

Application to the State Library of California for the Fiscal Year 2004-2005 funding for the California Library Literacy Services (CLLS) Grant

Application for the Disneyland Resort Community Service Awards submitted on behalf of the English Language Literacy Intensive (ELLI) and Families for Literacy (FFL) programs

Notification of change in monthly rates for dental insurance coverage from Fortis Benefits Insurance Company effective July 1, 2004

Redevelopment Plan for Amendment No.2 to the Redevelopment Plan for the Placentia Redevelopment Project Area Dated May

19, 2004 as received from the City of Placentia

Letter of Transmittal from the City Clerk, City of Anaheim, for a copy of the document recorded by the City Clerk of the City of Anaheim entitled: "Description of Land and Statement that Redevelopment Merger Proceedings Have Been Completed: and the attached meets and bounds legal descriptions; a copy of Ordinance Nos.5913,5914,5915,5916,5917 and 5918 of the City of Anaheim adopting the Amendments; and a map showing the boundary of the Merged Project Area

Letter of Intent for the Governor's Office of Emergency Services Hazard Mitigation Section stating the Placentia Library District does not at this time intend to develop a Local Hazard Mitigation Plan

Information Return for Tax Exempt Governmental Obligations, IRS Form 8038-G, as prepared by the Municipal Finance Authority on Behalf of Placentia Library District Lease Option refinance for the HVAC and lighting system

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

Secretary Escobosa commented that she appreciated what Meredith Laskow has done as Poet Laureate and she would like to keep her as Poet Laureate for another year. Action will be taken at the regular July meeting.

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 25.

Poet Laureate Report

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file Agenda Item 30.

Application to the Mighty Ducks Care Foundation submitted on behalf of the English Language Literacy Intensive (ELLI) and Families for Literacy (FFL) programs.

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that President Shkoler and Secretary Escobosa attended the Joint Worksession on Legislative Issues of the Independent Special Library Districts at the Buena Park Library on June 5. At the meeting it was suggested that a group be formed to address legislative issues. President Shkoler is on the steering committee. The group issued a joint letter to our state legislators. The next meeting will be on August 21 from 9:00 A.M. to 11:00 A.M. President Shkoler, Trustee Wood, and Library Director Minter indicated that they would attend.

**COST OF LIVING
ADJUSTMENT**

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to authorize a cost of living adjustment of 2% for all employees except Pages to take effect on July 1, 2004.

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

President Shkoler called for a break at 5:50 P.M. The regular meeting resumed at 6:03 P.M.

**JULY BOARD
MEETING**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to reschedule the July Regular Board Meeting to Monday, July 26, 2004.

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

**OPERATING
BUDGET FOR
FY 2004-2005**

After a discussion, the Operating budget was amended to reflect \$10,000 additional funds in account 1900-00 Specialized Services for Board consultation costs and a 2% cost of living adjustment to wages. The budget includes the cost of expanding the Library's public service hours by 17 hours per week: 8 hours on Saturday and 3 hours each on Monday, Tuesday, and Wednesday. The expanded hours are scheduled to begin in September 2004.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Operating Budget for Fiscal Year 2004-2005 as amended.

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

ABSENT: None

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to authorize the publication of the Notice of Public Hearing for the July 26, 2004 Library Board Meeting at 6:30 P.M.

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

**FINES AND FEES
SCHEDULE FOR
FY 2004-2005**

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to adopt the Fines and Fees Schedule for Fiscal Year 2004-2005.

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

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to authorize the publication of the Notice of Public Hearing for the July 26, 2004 Library Board Meeting at 6:30 P.M.

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

**HOLIDAY AND
PUBLIC SERVICE
SCHEDULE FOR
2004 AND 2005**

After a discussion, the Holiday and Library Public Service Schedules for Calendar 2004 and 2005 were accepted as presented by Library Director Minter. Staff had recommended that the Library be closed from Sunday, December 26, 2004 through Sunday, January 2, 2005 to ease staffing difficulties. The Board rejected the recommendation, preferring not to limit the public's access to the Library during the holidays. They did decide to close the Library at 5:00 P.M. from December 27, 2004 through December 30, 2004.

It was moved by Trustee Dinsmore and seconded by Trustee Wood to read Resolution 04-04 by Title only: Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2004 and 2005.

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

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to approve Resolution 04-04 by roll call vote.

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

**PERSONNEL
ALLOCATION
SCHEDULE AND
ORGANIZATION
CHART FOR FY 2004-
2005**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2004-2005, effective July 1, 2004.

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

**SALARY
SCHEDULES FOR
FY 2004-2005**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to read Resolution 04-05 by Title only: Resolution of the Board of Trustees of Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2004-2005.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to approve Resolution 04-05 by roll call vote.

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

**STAFF
APPRECIATION
DINNER**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to have the Staff Appreciation Dinner on Thursday, September 9 at 6:30 P.M.

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

STAFF REPORTS

It was moved by Trustee Wood and seconded by Secretary Escobosa to approve Agenda Items 43-50.

Library Director's Report

Program Committee Report for May 2004.
Children's Services Report for May 2004.

Placentia Library Literacy Services Report for May 2004.

Placentia Library Web Site Report for May 2004.

Technology Report for May 2004.

Publicity Materials produced for May 2004.

Safety Committee Minutes for May 2004.

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

The Regular Library Board Meeting was suspended at 6:38 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 6:50 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 7:25 P.M. No Action was taken.

**AGENDA
PREPARATION**

Agenda Preparation for the June Regular Meeting will be held on Monday, June 21, 2004 at 6:30 P.M. President Shkoler requested that a discussion of the Placentia Library Foundation and fundraising be included on the Agenda.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for June 30, 2004 adjourned at 7:25 PM.

**JULY
MEETING**

The July Regular Library Board Meeting will be held on Monday, July 26, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 26, 2004**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on July 26, 2004 at 6:35 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio, Peggy Dinsmore and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

**ADOPTION OF
AGENDA**

Library Director Minter distributed corrected Agenda Items #9 and #10. It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt the Agenda as corrected.

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

MINUTES

Secretary Escobosa requested that the Minutes for the June 30, 2004 Regular Meeting be changed to reflect that the Staff's recommendation to close the Library from Sunday, December 26, 2004 through Sunday, January 2, 2005 was not accepted because the Board did not want to limit the public's access to the Library during the Holidays. The Minutes will be amended and placed on the Agenda for the August Regular Meeting for approval.

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler did not address the Board.

TRUSTEE REPORTS

Secretary Escobosa did not address the Board.

Trustee Wood did not address the Board.

Trustee DeVecchio reported that he attended a Foundation Meeting. He reported that the Foundation has approximately \$122,000 in assets. They are conducting a major fundraising drive that will be mailed next week to approximately 3,000 households and local businesses.

Trustee Dinsmore did not address the Board.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

No members from the Friends of Placentia Library addressed the Board.

CLAIMS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 8 through 11.

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

Claims 4626, 4627, 4628, 4629, 4630 and 4631 forwarded by Library Director for a total of \$39,291.30.

Current Claims 4632 and 4633 for a subtotal for Current Claims of \$6,835.75; Payrolls #4 (08/18/04) for \$31,513.17 and #5 (09/01/04) for \$31,513.17 for a total for Payroll of \$69,862.09.

FY2004-2005 Cash Flow Analysis through July 26, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL
REPORTS**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to receive and file Agenda Items 12 through 16.

Financial Reports for June 2004

Office General Ledger & Check Registers for June 2004

Acquisitions Report for June 2004

Collection Agency Report for June 2004

Gifts Report for June 2004

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

**GENERAL CONSENT
CALENDAR**

Trustee DeVecchio asked about the appointment of Phyllis Humple as part time Reference Librarian. Library Director Minter explained that she had worked as a substitute for the Library and was on the hiring list for part time librarians.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to receive and file Agenda Items 17 through 28.

Building Maintenance Report for June 2004.

Personnel Report for June 2004

Volunteer Report for June 2004

Circulation Report for June 2004

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

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

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Letter of notice from LaSalle Bank/ABN AMRO dated June 16, 2004 stating that the Agreement with La Salle National Leasing Corporation (LNLC) has been "paid in full" and releasing all interest and liens in the energy management system.

Letter from Munson, Cronick & Associates, Certified Public Accountants dated June 23, 2004, outlining the scope and responsibilities of the audit for fiscal year 2004-2005 and estimating a cost of \$8,600. This is the first year that the District's audit will have to comply with the Government Auditing Standards Board No. 34.

Federal Work-Study Program Off Campus Agreement with Cal State Fullerton for Fiscal Year 2004-2005. This is the second year of this contract.

Local Area Formation Commission of Orange County Meeting Agenda for July 14, 2004 and copy of the 2004 LAFCO Strategic Plan – 6 Month Work Plan Update. Since none of the projects directly involve Placentia Library District a copy of the Plan Update will be available for public and Board review at the Library Reference Desk through August 31, 2004.

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

**LEGISLATIVE
ISSUES**

Library Director Minter distributed email updates on the State Budget issued by California Special District Association (CSDA) and California Library Association (CLA). President Shkoler reported that State Controller Steve Westly had said that the budget may pass on Wednesday, July 28.

Library Director Minter reported that the League of California Cities is holding their General Meeting on August 12, 2004. Their lobbyist, David Jones is speaking about the state budget and local funding.

Library Director Minter reported that the new State Librarian is Susan Hildreth, former head librarian for San Francisco's Public Libraries.

**PUBLIC HEARING
FOR FINES & FEES
POLICY**

President Shkoler opened the public hearing for the Fines and Fees Schedule. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to read Resolution 04-06 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt the Fines and Fees Schedule for FY 2004-2005 of Placentia Library District of Orange County .

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

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to adopt Resolution 04-06 by roll call vote.

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

**PUBLIC HEARING
FOR FISCAL YEAR
2004-2005 BUDGET**

Library Director Minter explained that the budget adjustments approved by the Board at the June meeting had been incorporated into the budget as well as the addition of \$25,000 in estimated Passport Revenue and Book Budget Expenditure. Trustee Dinsmore asked how much had been put aside in the past to cover the Two Percent Assessment Appeals Case and Library Director Minter reported that it was approximately \$350,000. She also explained that property tax revenues are budgeted to increase by approximately 5%.

President Shkoler opened the public hearing for the Budget. No one addressed the Board. President Shkoler closed the Public Hearing.

It was moved by Trustee Wood and seconded by Secretary Escobosa to

read Resolution 04-07 by title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2004-2005 Budgets for the Placentia Library District of Orange County .

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt Resolution 04-07 by roll call vote.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to authorize the President and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.

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

Secretary Escobosa expressed concern that an article that appeared in the Placentia News Times announcing the Library's new extended hours was written prior to Board Approval. Library Director Minter reported that the article stated that the extended hours were contingent on Board approval.

**POLICY HANDBOOK
REVIEW**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt the Personnel Policies as a First Reading and refer them to the staff for review and suggestions by September 30, 2004.

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

It was determined that the Board would meet on Tuesday, August 3, 2004 at 1:00pm to review the Financial and Library Operations portions of the Policy Handbook.

**STAFF
APPRECIATION
DINNER**

Trustee Wood presented her report on possible locations for the Staff Appreciation Dinner. She presented three options and their approximate cost: Spaghetti Factory (\$618), Lakeview Café (\$950), Table 10 (\$1,000).

It was moved by Secretary Escobosa and seconded by Trustee Wood to hold the Staff Appreciation Dinner on September 9 at Table 10 in Fullerton.

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

**GRANT WRITING
PROPOSAL**

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to approve the contract with Machoskie & Associates for \$6,000 for six months of grant preparation services for Placentia Library Literacy Services.

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

POET LAUREATE

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to reappoint Meredith Laskow as Poet Laureate for the Placentia Library District for a one-year term expiring June 30, 2005.

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

**PLACENTIA
LIBRARY
FOUNDATION**

Trustee DeVecchio reported that the current Foundation Board is an enthusiastic group that is currently conducting a major fundraising campaign. He feels that there is some confusion in the community about the difference between the roles of the Friends of Placentia Library and the Foundation. President Shkoler is concerned that the Foundation has not met its fundraising goals and uses a significant amount of Library resources.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to conduct an annual review of the Foundation at the February Board Meeting. The president of the Foundation will be invited to discuss the Foundation's accomplishments and goals and the Library Director will provide information regarding Library support of Foundation activities.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,
Wood

NOES: None
ABSTAIN: None
ABSENT: None

**SANTIAGO LIBRARY
SYSTEM ADVISORY
BOARD
REPRESENTATIVE**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to appoint Camille Himes as Santiago Library System (SLS) System Advisory Board (SAB) representative for a term expiring June 30, 2006.

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

**ASSOCIATION OF
INDEPENDENT
SPECIAL LIBRARY
DISTRICTS**

President Shkoler reported that he is on a committee to establish an association of the independent special district libraries. He asked the board members to forward their suggestions to him and he would convey them to the committee at their next meeting.

**TRAVEL
AUTHORIZATIONS**

President Shkoler was selected as the Library's delegate to the Orange County Council of Governments General Assembly that will be held on August 26, 2004.

It was determined that none of the trustees will be attending the CSDA Conference and/or Seminar in Indian Wells on September 27-30, 2004.

STAFF REPORTS

Library Director Minter explained that she and Public Services Manager Jim Roberts will be providing management coverage in the evenings. Library staff will be able to contact them by cell phone. She distributed new business cards for herself and Jim that include the cell phone numbers.

Library Director Minter reported that the Library has ordered e-books that patrons will be able to check out for three weeks. They will be available on the Library website.

President Shkoler asked if any emergency drills had been conducted at the Library. Library Director Minter reported that drills have not been conducted because false alarms have provided the staff with practice in evacuating the building.

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve Agenda Items 40-47.

Library Director's Report

Program Committee Report for June 2004.

Children's Services Report for June 2004.

Placentia Library Literacy Services Report for June 2004.

Placentia Library Web Site Report for June 2004.

Technology Report for June 2004.

Publicity Materials produced for June 2004.

Safety Committee Minutes for June 2004.

AYES: Shkoler, Escobosa, DeVecchio, Dinsmore,
Wood

NOES: None

ABSTAIN: None

ABSENT: None

The Regular Library Board Meeting was suspended at 8:25 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:30 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 8:45 P.M. No Action was taken.

**AGENDA
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for July 26, 2004 adjourned at 8:45 P.M.

**AUGUST
MEETING**

The August Regular Library Board Meeting will be held on Monday, August 23, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
August 3, 2004**

CALL TO ORDER

Secretary Escobosa called the Special Meeting of the Placentia Library District Board of Trustees to order on August 3, 2004 at 1:11 P.M.

ROLL CALL

Members Present: Secretary Betty Escobosa; Trustees Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: President Al Shkoler, Trustee Peggy Dinsmore

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts and Administrative Assistant Donna Siloti.

President Al Shkoler arrived at 1:12 P.M.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Agenda as printed.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

Trustee Peggy Dinsmore arrived at 1:20 P.M.

**LIBRARY HOURS OF
PUBLIC SERVICE**

Trustee DeVecchio asked why the Library was able to expand its public service hours. Library Director Minter answered that it was due to increases in property tax revenue, the stabilization of revenue from passports and careful budgeting.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt new hours of public service:

Sunday	1:00 P.M. – 5:00 P.M.
Monday-Wednesday	9:00 A.M – 9:00 P.M.
Thursday	9:00 A.M. – 6:00 P.M.
Friday	Closed
Saturday	9:00 A.M. – 5:00 P.M.

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

**REVIEW OF POLICY
HANDBOOK**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt as first reading Policy #3010 Illness and Injury Prevention Program as printed.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to adopt as first reading Policy #3020 Budget Preparation as amended.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to adopt as first reading Policy #3030 Fixed Asset Accounting Control as printed.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt as first reading Policy #3035 Investment of District Funds as printed.

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

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to adopt as first reading Policy #3037 Customer Payment Arrangements as printed.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #3040 Expense Authorization & Petty

Cash as printed.

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

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt as first reading Policy #3042 Employment of Outside Contractors & Consultants as printed.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #3045 Travel Reimbursement as amended.

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

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to adopt as first reading Policy #3080 Purchasing as printed.

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

Library Director Minter will amend Policy #3085 Surplus Property to include #3085.3 Disposition of Electronic Equipment and bring it back to the Board for approval.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #3090 Records Retention as amended

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to adopt as first reading Policy #6010 Materials Selection Policy as

amended.

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

It was moved by Trustee DeVecchio and seconded by Trustee Wood to adopt as first reading Policy #6020 Internet Access Policy as printed.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to adopt as first reading Policy #6025 Public Internet Use Policy as printed.

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

Library Director Minter will add the Privacy Policy to the Manual.

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt as first reading Policy #6030 Circulation Policy as printed.

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

Policy #6035 Fines & Fees Schedule was previously adopted by the Board.

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to adopt as first reading Policy #6037 Debit Card Policy as printed.

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore

to adopt as first reading Policy #6040 Beverage & Food Policy as amended.

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

It was moved by Trustee Wood and seconded by Trustee Dinsmore to adopt as first reading Policy #6050 Meeting Room Policy as amended.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to adopt as first reading Policy #6060 Patron Behavior & Latchkey Children as printed.

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

It was moved by Trustee Wood and seconded by Secretary Escobosa to adopt as first reading Policy #6065 Public Behavior Policy as amended.

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

It was moved by Trustee Dinsmore and seconded by Trustee Wood to adopt as first reading Policy #6070 Art Displays & Exhibits as printed.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt as first reading Policy #6080 Use of Facilities & Services by the City of Placentia as printed.

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

The Regular Library Board Meeting was suspended at 2:56 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 3:05 P.M. to discuss a personnel matter regarding the Library Director.

The Closed Session ended at 4:10 P.M. No Action was taken.

**AGENDA
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District for August 3, 2004 adjourned at 4:10 P.M.

**AUGUST
MEETING**

The August Regular Library Board Meeting will be held on Monday, August 23, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
August 9, 2004**

CALL TO ORDER

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on August 9, 2004 at 10:35 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: Trustee Peggy Dinsmore

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, and Administrative Assistant Donna Siloti.

**ADOPTION OF
AGENDA**

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

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

Trustee Peggy Dinsmore arrived at 10:40 P.M.

**REVISE PERSONNEL
ALLOCATION FOR
FY 2004-2005 AND
JOB DESCRIPTION
FOR LIBRARIAN I**

Library Director Minter explained that the person she would like to hire for the new Librarian position is a library assistant with over twenty years of reference desk experience. To do this, she would like to revise the qualifications for Librarian I described in the job description to include people with reference desk experience of at least ten hours per week for at least seven years. She explained that the person interviewed last year for a part time librarian position, was put on a hiring list, and is now working as a substitute librarian. She would also like to make it a full time position.

Trustees DeVecchio and Wood expressed concern that the hiring list that is being used was for a part time position and now the Director is hiring for a full time position.

Trustee DeVecchio felt that using a hiring list that is a year old may exclude qualified candidates that have since moved into the area. He felt that ninety days may be more appropriate.

President Shkoler requested that Library Director Minter call other libraries in the area to find out what their qualifications are for Librarian I positions. Library Director Minter will report her findings at a Special Meeting of the Board of Trustees on Monday, August 16, 2004 at 10:00 A.M.

Secretary Escobosa expressed concern that the Library be careful not to appear to endorse particular candidates for office. Supervisor Norby and the Mayor of Placentia have been invited to participate in a promotion for National Library Card Week. Library Director Minter reported that all the City Council members will be invited.

**AGENDA
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District for August 9, 2004 adjourned at 11:17 A.M.

AUGUST MEETING

The August Regular Library Board Meeting will be held on Monday, August 23, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
August 17, 2004

CALL TO ORDER

President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on August 17, 2004 at 10:07 P.M.

ROLL CALL

Members Present: President Al Shkoler; Secretary Betty Escobosa; Trustees Richard DeVecchio, Peggy Dinsmore and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, and Administrative Assistant Donna Siloti.

**ADOPTION OF
AGENDA**

No action was taken on this item.

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**REVISE PERSONNEL
ALLOCATION FOR
FY 2004-2005 AND
JOB DESCRIPTION
FOR LIBRARIAN I**

Library Director Minter reported that she had surveyed the advertising and personnel appointment practices of area public libraries. She said that the larger cities require their Librarians have an MLIS degree or equivalent work experience. Equivalent work experience is not defined. Anaheim, Fullerton, and Buena Park hire substitute Librarians without them having to go through the testing procedure.

Library Director Minter recommended that the Librarian I job description be revised to include the following qualifications: "...or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years."

She also recommended that the new Librarian I position be changed to full time, and that the person that is on the hiring list for Librarians be offered the new position.

Secretary Escobosa, Trustee DeVecchio and Trustee Wood expressed concern that the hiring list was for a part time position and may exclude those interested in a full time position.

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Librarian I Job Description as revised, with the addition of the phrase "or equivalent."

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

ABSTAIN: None
ABSENT: None

It was moved by Trustee DeVecchio and seconded by Trustee Wood to advertise for the new Librarian I position.

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

It was moved by Secretary Escobosa and seconded by Trustee Wood to receive and file the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004.

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

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to adopt the Personnel Allocation for Fiscal Year 2004-2005 as revised August 9, 2004.

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

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

**AGENDA
PREPARATION**

Agenda Preparation for the August Regular Meeting will be held on Monday, August 23, 2004 at 6:30 P.M.

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District for August 17, 2004 adjourned at 10:34 A.M.

AUGUST MEETING

The August Regular Library Board Meeting will be held on Monday, August 23, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



**AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**





Tuesday, August 3, 2004

1:00 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.*

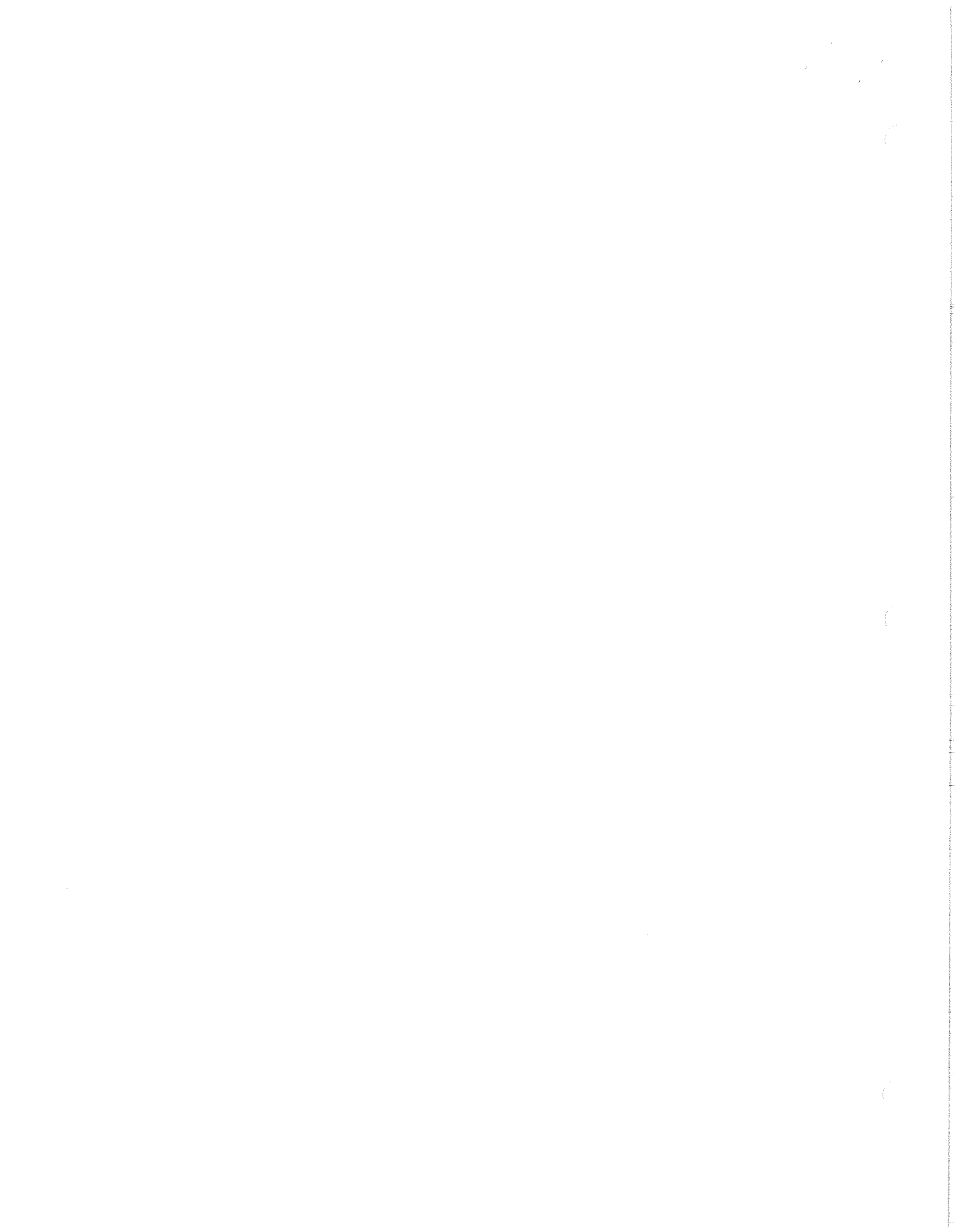
REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. 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. 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).

4. Library Hours of Public Service. Set new hours of public service effective September 7, 2004.

Presentation:	Library Director
Recommendation:	Adopt new hours of public service: Sunday 1:00 P.M.-5:00 P.M., Monday through Wednesday 9:00 A.M.-9:00 P.M., Thursday 9:00 A.M.-6:00 P.M., Friday-closed, Saturday 9:00 A.M.-5:00 P.M.

5. Review of the Placentia Library District Policy Handbook: Sections 3000 - Financial and 6000 – Library Operations.

CLOSED SESSION

6. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.

ADJOURNMENT

5. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.
6. Review of Action Items.

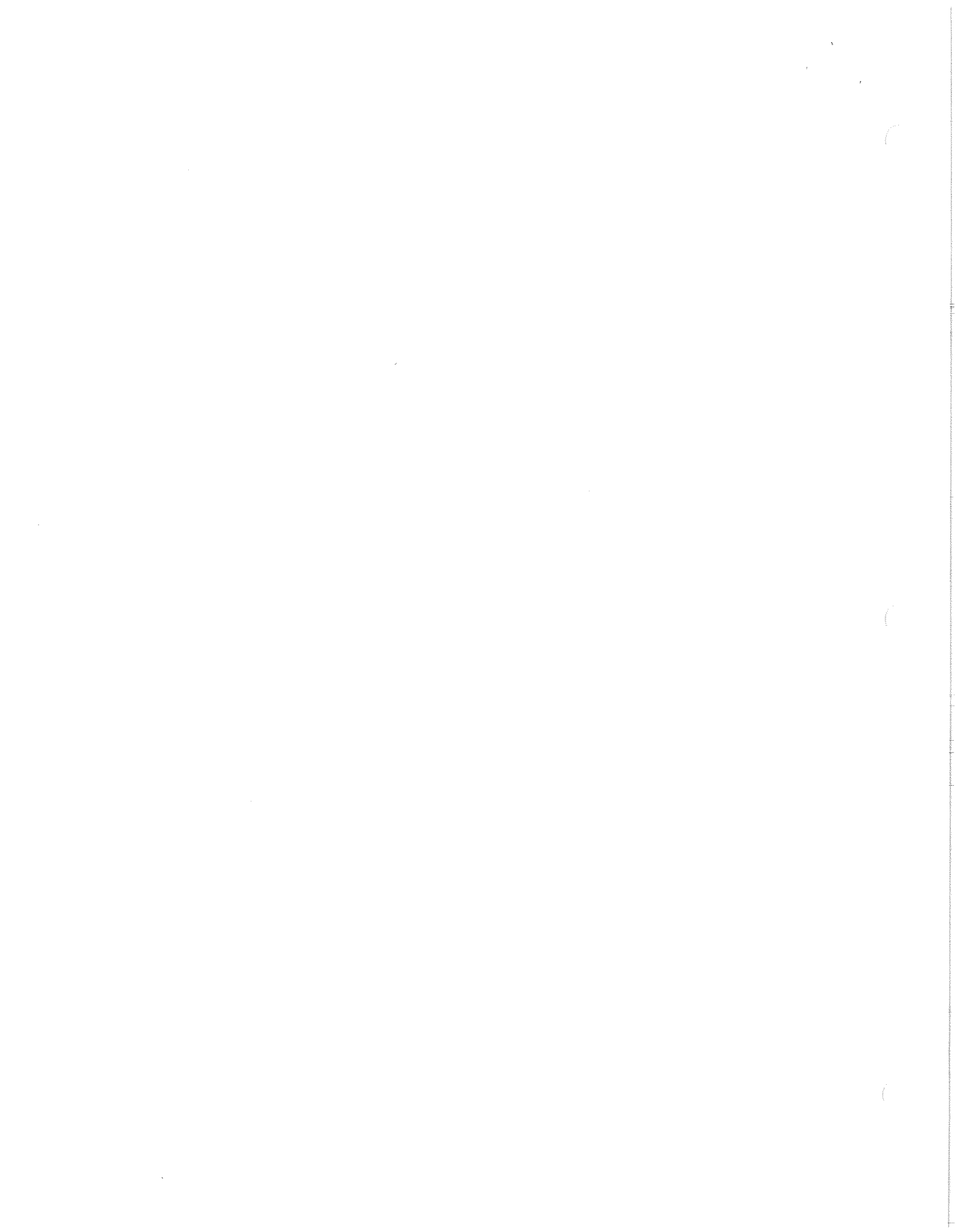
No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

7. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 3, 2004 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, July 29, 2004.





PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Library Hours of Public Service**
DATE: August 3, 2004

BACKGROUND:

Now that the Placentia Library District and State of California Budgets have been adopted it is time to establish the Library's operating schedule.

Staff recommendation is as follows:

Placentia Library District Hours of Public Service
Effective September 7, 2004

Sunday 1:00 P.M. – 5:00 P.M.
Monday, Tuesday, Wednesday 9:00 A.M. – 9:00 P.M.
Thursday 9:00 A.M. – 6:00 P.M.
Friday Closed
Saturday 9:00 A.M. – 5:00 P.M.

RECOMMENDATION:

Adopt the recommended schedule effective September 7, 2004.



**AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

Tuesday, August 3, 2004

1:00 P.M.

Library Conference Room

Call to Order: 1:11

1. Roll Call Administrative Assistant

Betty EDM
Richard Jr
Gae Downer
Peggy 1:20
DI 1:12

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

M: W
S: De
DI

3. Oral Communications None

4. Library Hours of Public Service. Set new hours of public service effective September 7, 2004.

Presentation: Library Director

Recommendation:

Adopt new hours of public service: Sunday M: W
1:00 P.M.-5:00 P.M., Monday through
Wednesday 9:00 A.M.-9:00 P.M., Thursday
9:00 A.M.-6:00 P.M., Friday-closed,
Saturday 9:00 A.M.-5:00 P.M.

*Prop Tax Increases, Passports, - Funded by
Good Budgeting, 3 additional staff.*

*S: E
DI
Adopt as last Recd
3010
M: De
S: W
DI*

5. Review of the Placentia Library District Policy Handbook: Sections 3000 - Financial and 6000 - Library Operations.

CLOSED SESSION

2:56
3:05

6. Closed Session to Discuss a Personnel Matter

Pursuant to California Government Code Section 54957 a closed session will be held to discuss the evaluation of performance of an employee, the Library Director, a personnel matter.

ADJOURNMENT

5. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.

6. Review of Action Items.

7. Adjournment: 4:10



3020 - Public Hearing = August Δ to July
M: E S: De All

3030 - M: De S: E All

3035 - M: De S: W All

3037 - M: E S: D All

3040 - M: W S: De All

3042 - M: D S: W All

3045 - ~~is~~ amended M: W S: De All

3050 - M: D S: De All

3055 - ~~is~~ add 3045.3 Disp of Electron Equip.
EDM wire amend.

3090 as amended M: W S: De All

6010 ~~is~~ amended M: E S: W All

6020 - M: De S: W All

6025 - M: E S: De All

Add Privacy Policy

6030 - ~~is~~ amended M: D S: W All

6035 ~~M: W S: already approved.~~

6037 - M: E S: De All

6040 - amended M: W S: D All

6050 - amended M: W S: D All

6060 - M: De S: E All

6065 ~~is~~ Public Behavior Policy ^{amended} M: W S: E All

6070 - M: D S: W All

6080 - M: W S: De All

1. The first part of the book is a history of the...

2. The second part of the book is a history of the...

3. The third part of the book is a history of the...

4. The fourth part of the book is a history of the...

5. The fifth part of the book is a history of the...

6. The sixth part of the book is a history of the...

7. The seventh part of the book is a history of the...

8. The eighth part of the book is a history of the...

9. The ninth part of the book is a history of the...

10. The tenth part of the book is a history of the...

11. The eleventh part of the book is a history of the...

12. The twelfth part of the book is a history of the...

13. The thirteenth part of the book is a history of the...

14. The fourteenth part of the book is a history of the...

15. The fifteenth part of the book is a history of the...

16. The sixteenth part of the book is a history of the...

17. The seventeenth part of the book is a history of the...

18. The eighteenth part of the book is a history of the...

19. The nineteenth part of the book is a history of the...

20. The twentieth part of the book is a history of the...

21. The twenty-first part of the book is a history of the...

22. The twenty-second part of the book is a history of the...

23. The twenty-third part of the book is a history of the...

24. The twenty-fourth part of the book is a history of the...

AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, August 9, 2004

10:30 A.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. 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).

4. Revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I

Presentation: Library Director
Recommendation: Adopt the Librarian I Job Description as revised; and
Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004; and
Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004; and
Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

ADJOURNMENT

5. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.

6. Review of Action Items.

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

7. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 9, 2004 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 5, 2004.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I**
DATE: August 9, 2004

BACKGROUND:

As staff was preparing to fill the .75 FTE Librarian position created in the Fiscal Year 2004-2005 budget in order to accommodate the expanded schedule of public service the position was offered to an individual on the Librarian I list who is highly desired by the staff.

As I discussed the position with this person several items became an issue. He has over twenty years of reference desk experience and has worked as a substitute for Placentia Library since October 2003. The Library Assistant position salary is not acceptable to him and at the present time we have no way to hire him at a Librarian I salary.

The Management Staff has reviewed the Librarian I job description (Attachment A) and would like to recommend that the following qualification be added:

"...or have qualified and serves as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years."

I would also like to change the position from .75FTE to 1.00 FTE so that full time benefits may be offered.

This change in the Librarian I job description will affect both Katie Matas and the new Librarian and the add-on cost to this year's budget would be \$9,372.

When I was reviewing the salary calculations I discovered that I had neglected to increase Katie Matas' status from .75 FTE to 1.00 FTE. This change in her status occurred during Fiscal Year 2003-2004. The add-on cost of this error is \$12,210.

The total personnel cost is \$21,582. This amount can be absorbed within the total District budget as adopted on July 26, 2004. The budget impact by categories is Attachment B.

Attachment C is the Proposed Revised Personnel Allocation for Fiscal Year 2004-2005.

Attachment D shows the Organization Chart as adopted for Fiscal Year 2004-2005 with the corrections for Katie Matas printed in red. Attachment E is the Proposed Revised Organization Chart for Fiscal Year 2004-2005 which includes both Katie and the new full time Librarian I position.

RECOMMENDATION:

1. Adopt the Librarian I Job Description as revised.
2. Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004.
3. Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004.
4. Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

POLICY TITLE: Job Description – Librarian I
POLICY NUMBER: 2317

2317.1 A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Manager of Technical Services. Supervises and trains public service desk personnel and volunteers.

2317.1.1 Does specialized reference work using print and electronic formats.

2317.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2317.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2317.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2317.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2317.2 Typical Tasks

2317.2.1 Answers reference questions at a public service desk.

2317.2.2 Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

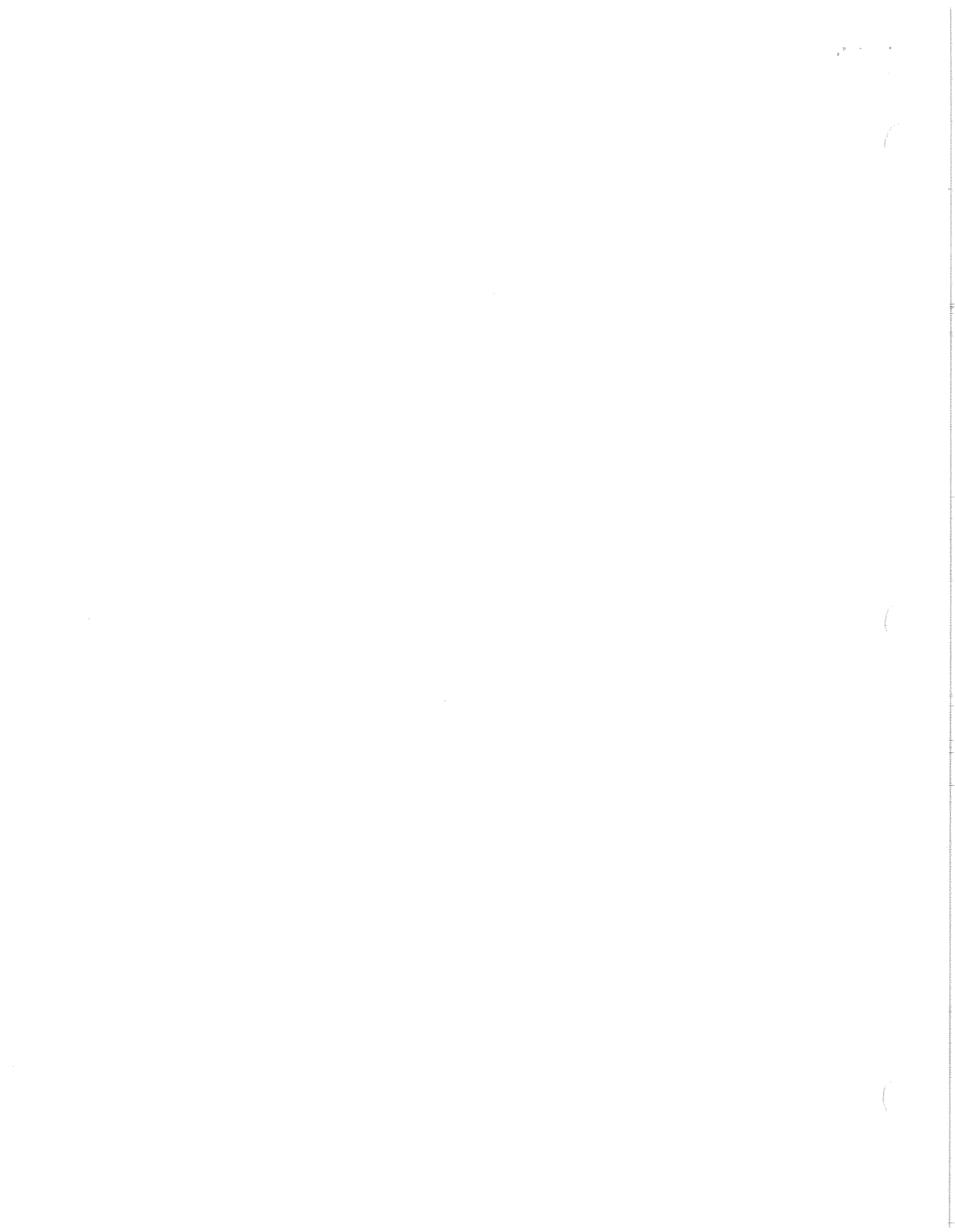
2317.2.3 Advises the Technical Services Manager on catalog problems and recommends changes.

2317.2.4 Recommends policies for public services to the Manager of Public Services.

2317.2.5 Assists the public in making the most effective use of the Library's collection and facility.

2317.2.6 Assists the public with using the electronic databases and reference services.

2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.



2317.2.8 Establishes and implements work procedures for department staff.

2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..

2317.2.10 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2317.2.11 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2317.2.12 Serves as a United States Passport Application Acceptance Agent.

2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, a master's degree in a related field, or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years. He/she will possess a valid California driver's license.

2317.4 Knowledge and abilities:

2317.4.1 Knowledge of modern public library organization, procedures and policies.

2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2317.4.3 Knowledge of personal computer hardware and software operations

2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2317.4.5 Knowledge of reference sources and methods to serve adult and children.

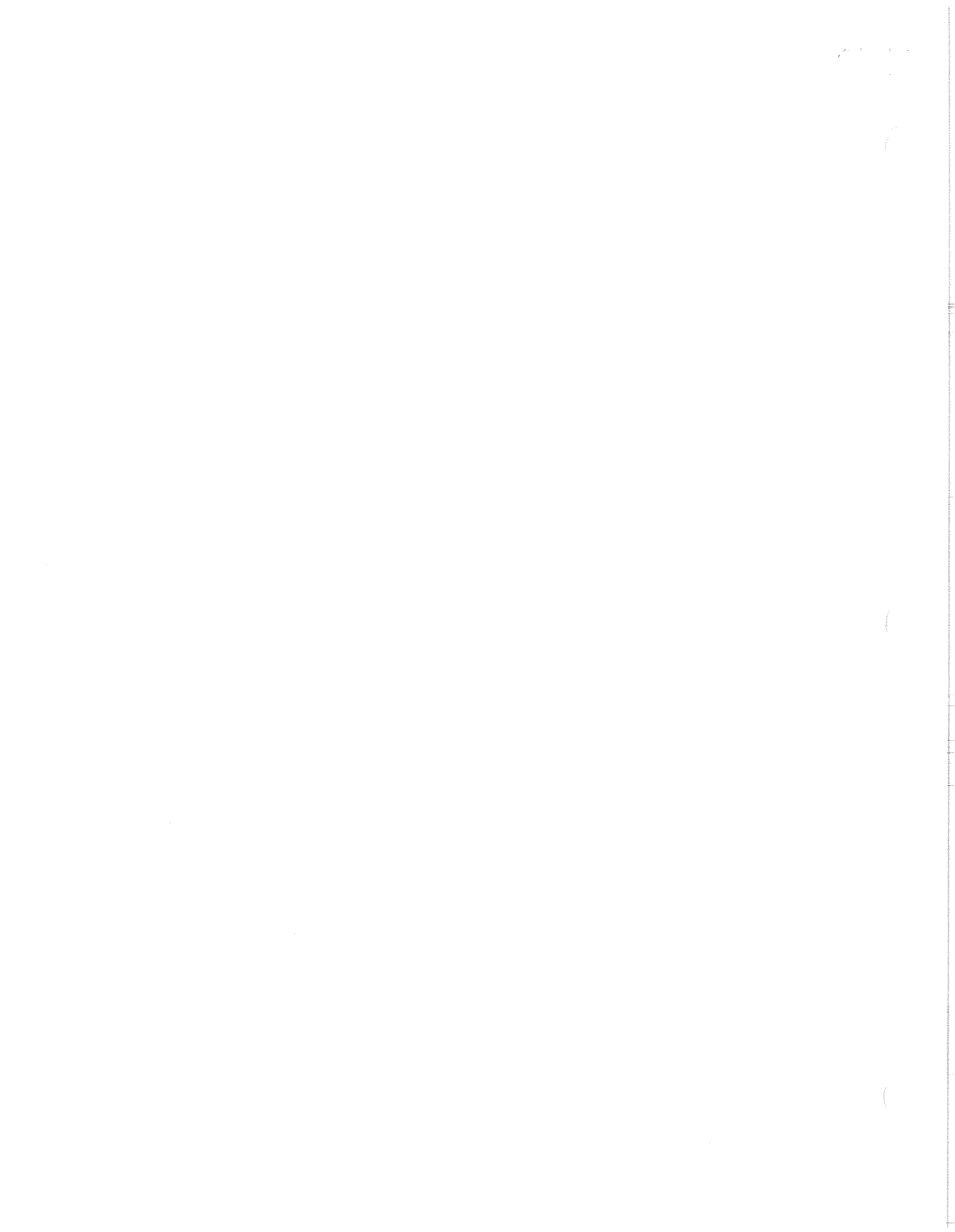
2317.4.6 Knowledge of current events, literature and standard works in various fields.

2317.4.7 Ability to apply the knowledge listed above.

2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2317.4.9 Ability to respond to common inquiries or complaints from Library customers.

2317.4.10 Ability to follow Library policies and procedures.



2317.4.11 Ability to analyze difficult problems and recommend solutions.

2317.4.12 Ability to take independent action.

2317.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2317.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2317.4.15 Ability to organize and manage work flow for self.

2317.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2317.5 Physical Demands

2317.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2317.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2317.5.1.2 Must possess mobility to operate a motor vehicle.

2317.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

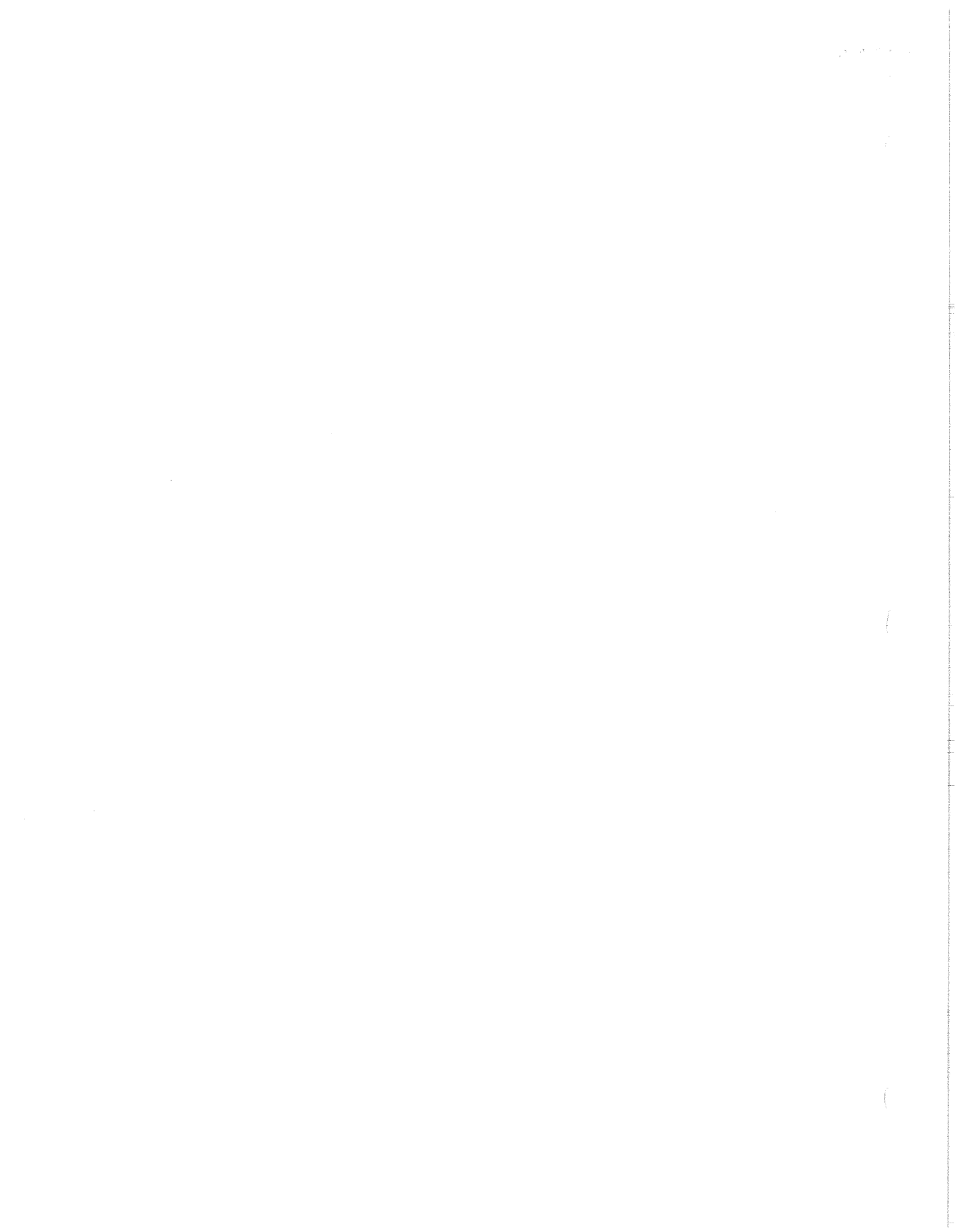
2317.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2317.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2317.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2317.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2317.5.1.8 Attendance at off-hours meetings and occasional travel are required.



2317.6 Work Environment

2317.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2617.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Personnel Cost Summary
FY 2004-2005

	Salary	SSN	Medical	Dental	Vision	Life	LT Disability	TOTAL
Exempt	339,318.44	25,957.86	36,082.16	4,774.50	1,374.24	453.60	1,866.25	409,827.05
Non-Exempt	373,915.37	28,604.53	40,607.53	3,412.50	1,226.40	1,020.60	2,056.53	450,843.46
New Non-Exempt	47,883.27	3,663.07	6,977.76	750.75	269.81	340.20	263.36	60,148.22
TOTAL	761,117.08	58,225.46	83,667.45	8,937.75	2,870.45	1,814.40	4,186.14	920,818.73
Changes 08/09/04	18,992.04	1,452.89	928.30	97.50	35.04	(28.35)	104.46	21,581.88
REVISED TOTAL	780,109.12	59,678.35	84,595.75	9,035.25	2,905.49	1,786.05	4,290.60	942,400.60
Payroll Transfer	30,004.20	2,295.32						<u>32,299.52</u>



Placentia Library District

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees August 9, 2004

Proposed Revised Personnel Allocation for Fiscal Year FY2004-2005, Effective August 9, 2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			2.50	1.00	1.50	1.00	0.25	6.25
Library Assistant	1.00							1.00
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.94	1.75	1.69	6.51	3.05	19.44

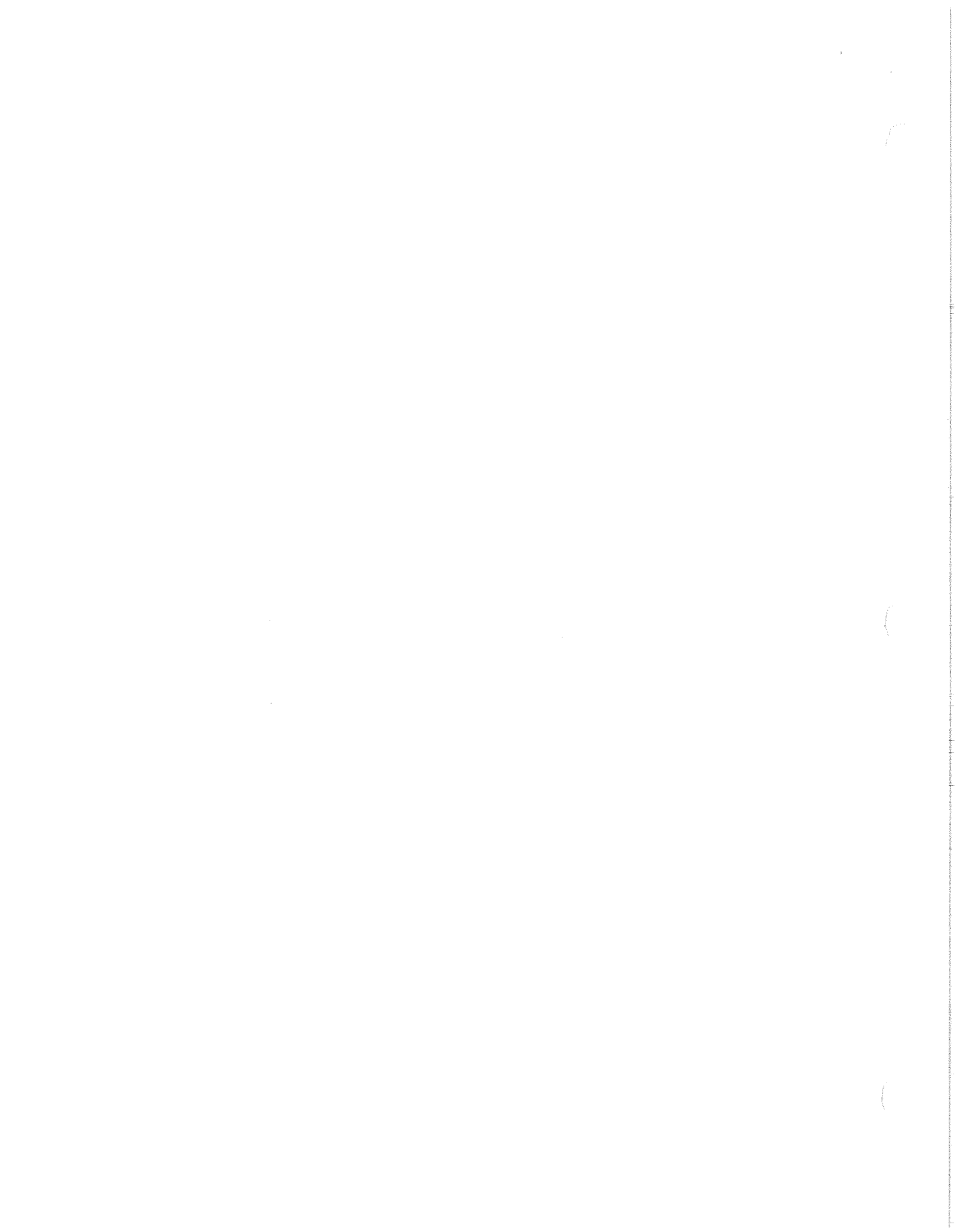
Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees June 30, 2004

Allocation Adopted by the Library Board of Trustees for FY2004-2005

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			1.75	1.00	1.25	1.00		5.00
Library Assistant	1.00		0.25		0.25		0.25	1.75
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.44	1.75	1.69	6.51	3.05	18.94

Allocation Adopted by the Library Board of Trustees for FY2003-2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								1.00
Librarian			1.50	1.00	1.00	1.00		3.50
Library Assistant	1.00		0.50	0.50	0.25		0.25	2.50
Library Clerk II						1.00		1.00
Library Clerk I						1.50	1.00	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.66	2.79	1.65	6.38	2.50	19.48



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2004-2005

Adopted June 30, 2004 — Presented for Revision August 9, 2004

Library Staff
(18.94 FTE) 19.19 FTE

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services
(Including Passport)
(9.56 FTE)

Technical Services Manager
(.75 FTE)

Circulation Services
(6.51 FTE)

Librarian (1.00 FTE)
Gomez
Library Clerk II (1.00 FTE)
Wnek
Library Clerk I (1.63 FTE)
Quintanar (1.00 FTE)
Vacant Sat. (.63 FTE)
Library Aide/(Lead Shelver) (2.00 FTE)
Guzman
Peterson
Stryzik
Vacant Sat. (.50 FTE)
Library Student Assistant (Shelvers) (.50 FTE)
Substitute Clerk (.38 FTE)

Acquisitions
Processing Services
Passport
(2.30 FTE)

Library Assistant (.25 FTE)
Matas
Library Clerk (1.55 FTE)
Perez (1.00 FTE)
Vacant (.55 FTE)
Library Aide (.50 FTE)
Hampton

Administrative Services
(2.75 FTE)

Administrative Assistant (1.00 FTE)
Siloti
Library Assistant (Volunteer Coordinator) (1.00 FTE)
Millonzi
Library Aide (.25 FTE)
Stryzik

Public Services
(6.13 FTE) 6.38 FTE

Public Services Manager
(.25 FTE)
Roberts

Adult Services
(2.44 FTE) 2.69 FTE

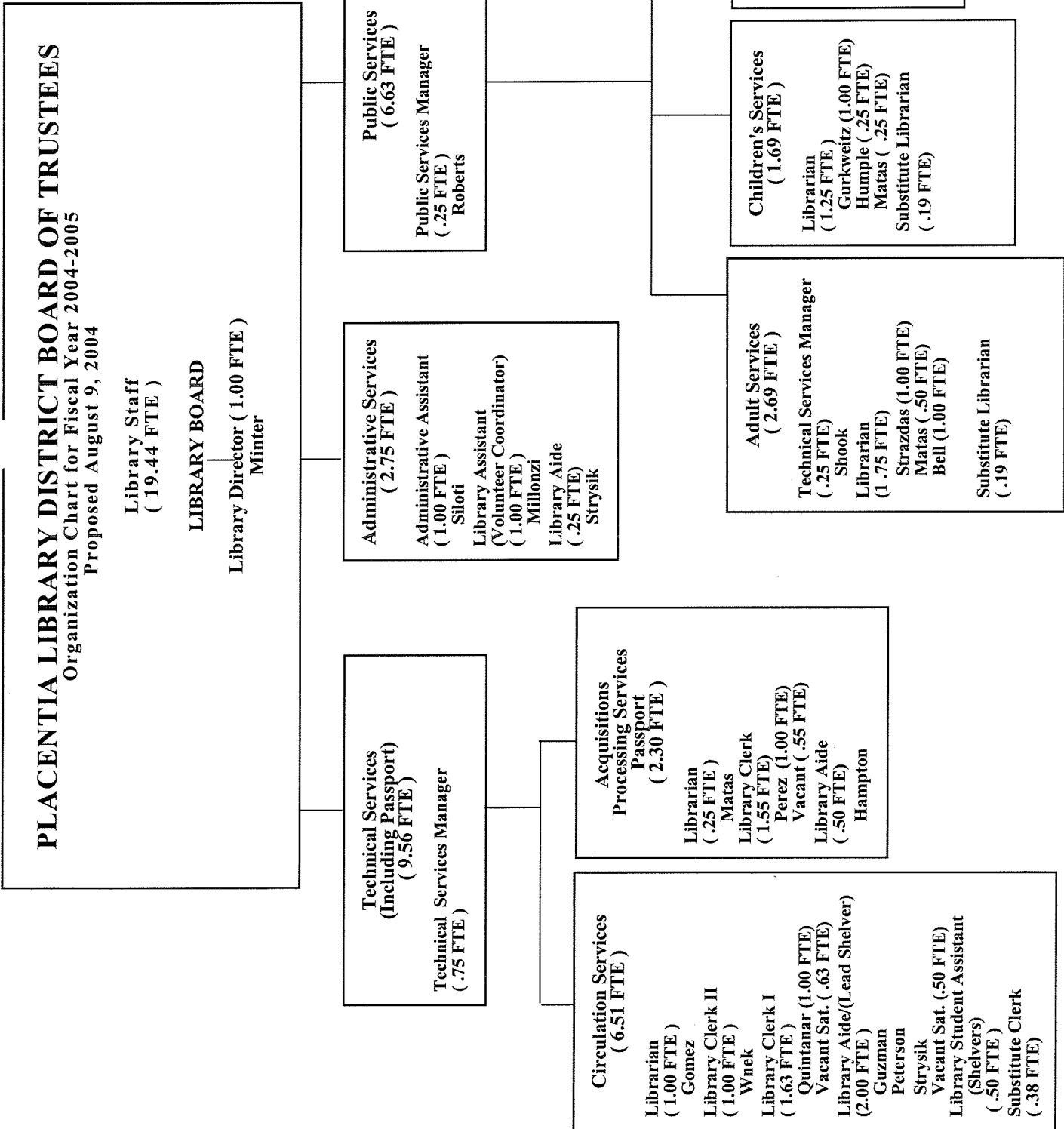
Technical Services Manager (.25 FTE)
Shook
Librarian (1.75 FTE)
Strazdas (1.00 FTE)
Vacant (.75 FTE)
Library Assistant Matas (.25 FTE) .50 FTE
Substitute Librarian (.19 FTE)

Children's Services
(1.69 FTE)

Librarian (1.25 FTE)
Gurkweitz (1.00 FTE)
Vacant (.25 FTE)
Library Assistant (.25 FTE)
Matas
Substitute Librarian (.19 FTE)

Literacy Services
(1.75 FTE)

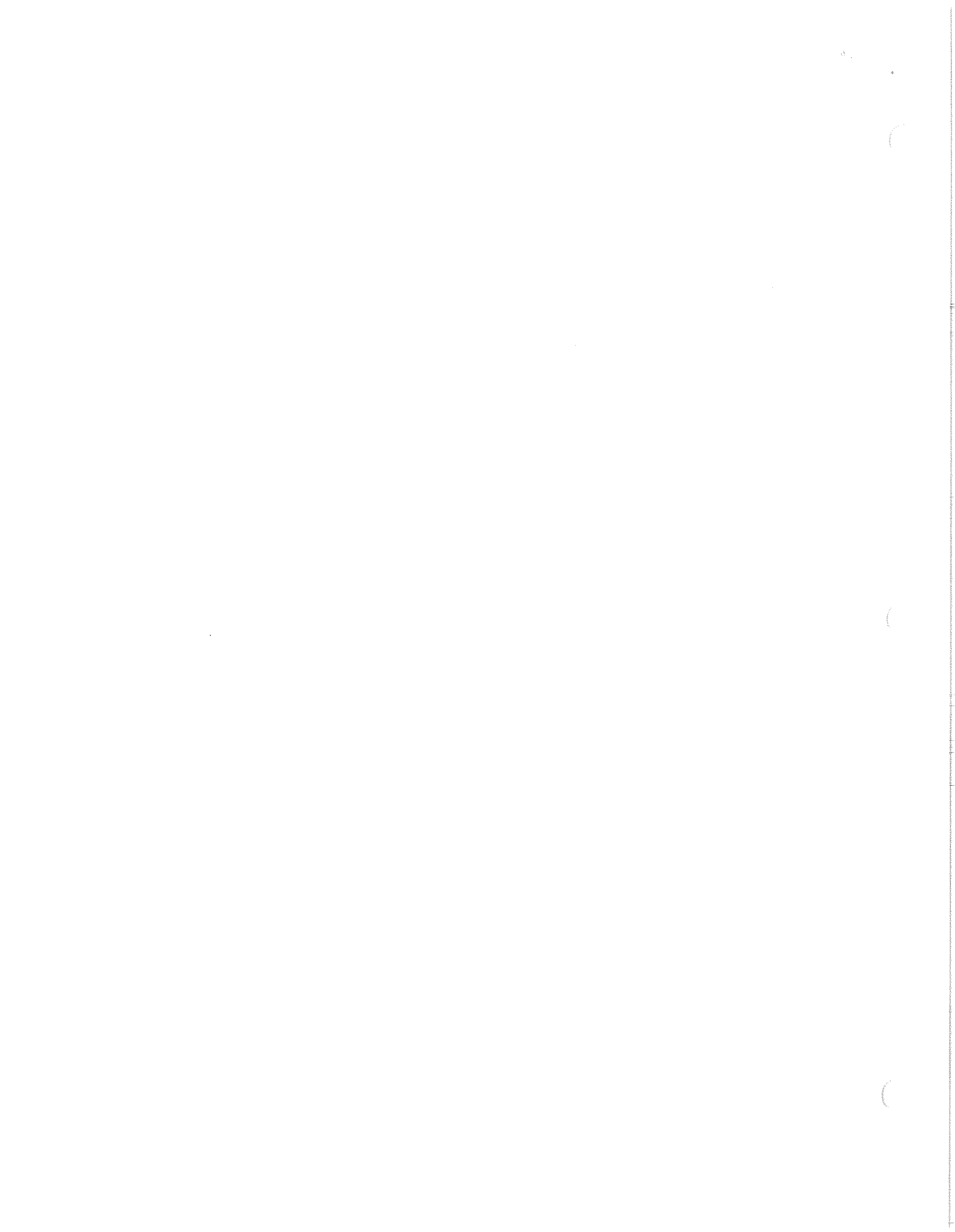
Public Services Manager/
Literacy Coordinator (.75 FTE)
Roberts
Librarian (1.00 FTE)
Silberfarb





Placentia Library District
FY2004-2005 Salary Worksheet for New Non-Exempt Personnel
 July 2004 - June 2005 Proposed
 Adopted June 30, 2004
 2%

NAME	# FTE	# HRS/ PERIOD	NEW PER/HR RATE	# OF PER.	AMOUNT PER	TOTAL SALARY 26 PER	7.65% SSI/MEDI	CURRENT MEDICAL RATE/MO	+10% MEDICAL RATE/MO	MEDICAL	DENTAL	VISION	LIFE INS	9.45 AD&D	0.0055 COMP	TOTAL COMP
Part Time Librarian	0.750	60.0	18.27 19.20	12 9	13,153.10 10,366.06											
Part Time Clerk - Circulation (Base plus 5% Bi-lingual)	0.625	50.0	11.51 12.09	12 9	7,248.53 5,711.11											
Part Time Clerk - Passport (Base plus 5% Bi-lingual)	0.550	44.0	11.51 12.09	12 9	6,378.70 5,025.77											
TOTAL FY 2004-2005 benefits adjusted Budgeted June 29, 2004					47,883.27	3,663.07				5,275.87	563.06	202.36	255.15	263.36	58,106.14	
Adjustment Aug 9, 2004					47,883.27	3,663.07	0.00	0.00	0.00	6,977.76	750.75	269.81	340.20	263.36	60,148.22	
					0.00	0.00	0.00	0.00	0.00	(1,701.89)	(187.69)	(67.45)	(85.05)	(0.00)	(2,042.08)	
Revision August 2004																
Library Asst. (correction from .75 to 1.00)	0.250	20.0	19.77	26	10,280.40											
Library Asst. to Librarian (reclassification)	1.000	80.0	2.49	21	4,183.20											
Proposed 1.00 FTE Librarian Budgeted for .75 FTE Librarian Net increase for Librarian	1.000	80.0	22.26	21	28,047.60											
					23,519.16	1,799.22	294.70	324.17	2,055.53	219.38	11.68	85.05	129.36	27,886.53		
					4,528.44	346.43	0.00	0.00	685.18	73.12	26.28	28.35	24.91	5,712.70		
TOTAL Personnel Budget Adjustment					18,992.04	1,452.89			(110.51)	(17.07)	(6.13)	(56.70)	104.45	20,358.98		



AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, August 9, 2004
10:30 A.M.
Library Conference Room

Call to Order: 10:35

1. Roll Call Administrative Assistant

AI Gae Julie EDM
Betty Richard Jim Donm

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

M: E All
S: W

3. Oral Communications

4. Revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I

Presentation: Library Director
Recommendation: Adopt the Librarian I Job Description as revised; and

Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004; and

Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004; and

Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

Peggy Anne

10:40

ADJOURNMENT

5. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.

6. Review of Action Items.

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

7. Adjournment: 11:17



Lib Asst - 20 yrs experience
Revise Lib I so pers w/ experience
exp can be promoted to Lib I.

Rich - advertised as 20 hr - year ago, ^{not FT}
Mac - misrepresentation to public.

Rich - list for year? suggest 90 days.

Al - policies of competition = what do
other libraries require to qualify for
Lib I? How many hrs + yrs do other lib use?

Kate = \$4K } inc. to budget
Newport = \$5K }

E - off jobs internally 1st, then list.

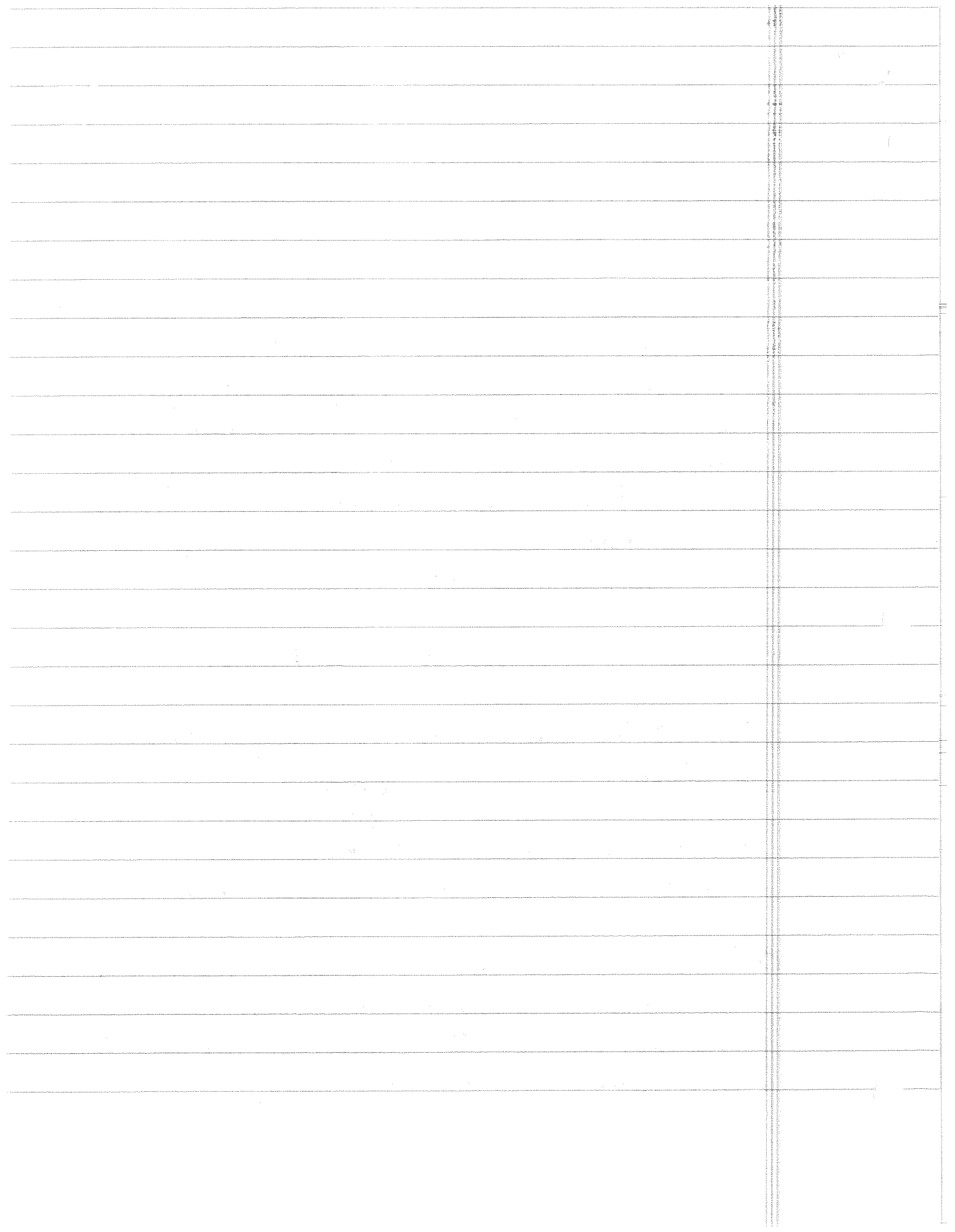
Al - call other libraries to get their
policies.

EDM - can adverts - jobs seen, OK Regis, ^{EDD}
CSUF job list. (2 weeks)

Meet next Monday morning, 10:00.

BE - careful how we endorse candidates.
Lib doing profiles + Mayor ^{& not by} receiving
library card. Can invite whole lib
Council, EDM will do

11:17







**AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

Tuesday, August 17, 2004
10:00 A.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. 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).

4. Continued discussion of revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I

Presentation:	Library Director
Recommendation:	Adopt the Librarian I Job Description as revised; and Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004; and Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004; and Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

ADJOURNMENT

5. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.
6. Review of Action Items.

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

7. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the August 17, 2004 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 12, 2004.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I
DATE: August 17, 2004

BACKGROUND:

At its Special Meeting on August 9 the Library Board asked me to survey the advertising and personnel appointment practices of area public libraries.

During the next few days I was able to talk with the library directors at Anaheim, Fullerton, Buena Park, Mission Viejo, Palos Verdes and City of Orange. I was not able to talk with the Library Directors at Yorba Linda, Orange County, Santa Ana or Huntington Beach.

The first question was whether the library permits college graduates to function as "librarians" on a public service desk or do they have a "hard and fast" requirement for a MLS:

Anaheim: Education requirement for librarian is that MLS is "highly desirable" but library director has discretion to include individuals more than half way through an MLS program or individuals with proof of breadth of knowledge (requirements for this are discretionary and not defined) Only those actually classified as a librarian may work at a reference desk.

Fullerton: Has no separate position for college graduates equivalent to Placentia's Library Assistant position. Library Director has discretion to classify non-MLS candidates as librarians if they are part way through an MLS program or have worked as a school librarian.

Buena Park: Has no separate position for college graduates equivalent to Placentia's Library Assistant position. Requirement of MLS is firm, no exceptions.

Mission Viejo: Have Library Assistant and Senior Library Assistant positions similar to Placentia's Library Assistant position. Librarians must have MLS or be within 6 months of their degree.

Palos Verdes: Hard/firm requirement of MLS for all librarian positions. No non-MLS on the Reference Desks.

Orange: Has Library Assistant position similar to Placentia's Library Assistant position.
No provision for promotion to Librarian based on experience.

The second question was whether there is any way for a college graduate with no masters degree in any field, including MLS, to earn a qualification as a "librarian".

Anaheim: Yes, at discretion of library director.

Fullerton: Yes, if they are in an MLS program or have been classified as a school librarian.

Buena Park: No

Mission Viejo: No

Palos Verdes: Yes, library director has discretion to appoint as librarian an individual whose experience is "significant"

Orange: No (the City is talking about adding an "or equivalent" statement but has not yet done so.)

The third question was whether they recruit librarians by "class" or by "position". If they recruit by "class" how long is the list valid.

Anaheim: For librarian position advertising by "class" only. Never by specific position. Individual passing exam may stay eligible for 3 years. Library Director may go "outside" list after 30 days but is not required to do so as long as there are eligible candidates on the list.

Fullerton: There is outside recruitment only for full-time, benefited positions. Not for part-time positions. Recruitment is by "position".

Buena Park: Recruitment is by "position". No lists. Every other library where the library director has worked has been by "class" and used a list process of varying lengths of eligibility.

Mission Viejo: Librarian position filled by "class", full exam process for full-time, part-time and subs. Internal promotions can be made if there are two qualified candidates applying, otherwise goes outside.

Palos Verdes: Recruitment by "position" but are in the process of creating "pools" for several positions.

Orange: Recruitment by "class" Eligibility list is for 1 year but can be re-opened if Library Director requests.

The fourth question was whether they permit substitutes to qualify as "in house" candidates for position. Do substitutes go through any type of public application or testing process.

Anaheim: Substitute librarians are hired without going through the testing process. Subs are given "in house" preference for regular positions.

Fullerton: Substitute librarians are hired without going through the testing process. Subs are given "in house" preference for regular positions.

Buena Park: Substitutes get "in house" preference and are hired without testing.

Mission Viejo: Substitutes go through a full hiring/testing process when appointed as substitutes and are therefore qualified for promotion.

Palos Verdes: No, substitutes must participate in the recruitment examination for regular positions.

Orange: Substitutes do not have "in house" preference. Substitutes must compete for regular appointments.

Every library director I discussed this with thought it was a good idea to define "equivalent" experience.

The Management Staff has reviewed the Librarian I job description (Attachment A) and would like to recommend that the following qualification be added:

"...or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years."

I would also like to change the position from .75FTE to 1.00 FTE.

This change in the Librarian I job description will affect both Katie Matas and the new Librarian and the add-on cost to this year's budget would be \$9,372.

When I was reviewing the salary calculations I discovered that I had neglected to increase Katie Matas' status from .75 FTE to 1.00 FTE. This change in her status occurred during Fiscal Year 2003-2004. The add-on cost of this error is \$12,210.

The total personnel cost is \$21,582. This amount can be absorbed within the total District budget as adopted on July 26, 2004. The budget impact by categories is Attachment B.

Attachment C is the Proposed Revised Personnel Allocation for Fiscal Year 2004-2005.

Attachment D shows the Organization Chart as adopted for Fiscal Year 2004-2005 with the corrections for Katie Matas printed in red. Attachment E is the Proposed Revised Organization

Chart for Fiscal Year 2004-2005 which includes both Katie and the new full time Librarian I position.

RECOMMENDATION:

1. Adopt the Librarian I Job Description as revised.
2. Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004.
3. Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004.
4. Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

POLICY TITLE: Job Description – Librarian I
POLICY NUMBER: 2317

2317.1 A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Manager of Technical Services. Supervises and trains public service desk personnel and volunteers.

2317.1.1 Does specialized reference work using print and electronic formats.

2317.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2317.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2317.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2317.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2317.2 Typical Tasks

2317.2.1 Answers reference questions at a public service desk.

2317.2.2 Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

2317.2.3 Advises the Technical Services Manager on catalog problems and recommends changes.

2317.2.4 Recommends policies for public services to the Manager of Public Services.

2317.2.5 Assists the public in making the most effective use of the Library's collection and facility.

2317.2.6 Assists the public with using the electronic databases and reference services.

2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2317.2.8 Establishes and implements work procedures for department staff.

2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..

2317.2.10 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2317.2.11 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2317.2.12 Serves as a United States Passport Application Acceptance Agent.

2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, a master's degree in a related field, or have qualified and served as a Library Assistant at a library reference or children's desk for not less than ten hours per week for a period of not less than seven years. He/she will possess a valid California driver's license.

2317.4 Knowledge and abilities:

2317.4.1 Knowledge of modern public library organization, procedures and policies.

2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2317.4.3 Knowledge of personal computer hardware and software operations

2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2317.4.5 Knowledge of reference sources and methods to serve adult and children.

2317.4.6 Knowledge of current events, literature and standard works in various fields.

2317.4.7 Ability to apply the knowledge listed above.

2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2317.4.9 Ability to respond to common inquiries or complaints from Library customers.

2317.4.10 Ability to follow Library policies and procedures.

2317.4.11 Ability to analyze difficult problems and recommend solutions.

2317.4.12 Ability to take independent action.

2317.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2317.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2317.4.15 Ability to organize and manage work flow for self.

2317.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2317.5 Physical Demands

2317.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2317.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2317.5.1.2 Must possess mobility to operate a motor vehicle.

2317.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2317.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2317.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2317.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2317.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2317.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2317.6 Work Environment

2317.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2617.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees August 9, 2004

Proposed Revised Personnel Allocation for Fiscal Year FY2004-2005, Effective August 9, 2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			2.50	1.00	1.50	1.00	0.25	6.25
Library Assistant	1.00							1.00
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.94	1.75	1.69	6.51	3.05	19.44

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees June 30, 2004

Allocation Adopted by the Library Board of Trustees for FY2004-2005

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			1.75	1.00	1.25	1.00		5.00
Library Assistant	1.00		0.25		0.25		0.25	1.75
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.44	1.75	1.69	6.51	3.05	18.94

Allocation Adopted by the Library Board of Trustees for FY2003-2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			1.50	1.00		1.00		3.50
Library Assistant	1.00		0.50	0.50	0.25		0.25	2.50
Library Clerk II						1.00		1.00
Library Clerk I						1.50	1.00	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.66	2.79	1.65	6.38	2.50	19.48



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2004-2005

Adopted June 30, 2004 — Presented for Revision August 9, 2004

Library Staff
(18.94 FTE) 19.19 FTE

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services (Including Passport) (9.56 FTE)

Technical Services Manager
(.75 FTE)

Circulation Services (6.51 FTE)

Librarian (1.00 FTE)
Gomez
Library Clerk II (1.00 FTE)
Wnek
Library Clerk I (1.63 FTE)
Quintanar (1.00 FTE)
Vacant Sat. (.63 FTE)
Library Aide/(Lead Shelver) (2.00 FTE)
Guzman
Peterson
Strysik
Vacant Sat. (.50 FTE)
Library Student Assistant (Shelvers) (.50 FTE)
Substitute Clerk (.38 FTE)

Acquisitions Processing Services (2.30 FTE)

Library Assistant (.25 FTE)
Matas
Library Clerk (1.55 FTE)
Perez (1.00 FTE)
Vacant (.55 FTE)
Library Aide (.50 FTE)
Hampton

Administrative Services (2.75 FTE)

Administrative Assistant (1.00 FTE)
Siloti
Library Assistant (Volunteer Coordinator) (1.00 FTE)
Millonzi
Library Aide (.25 FTE)
Strysik

Public Services (6.13 FTE) 6.38 FTE

Public Services Manager (.25 FTE)
Roberts

Adult Services (2.44 FTE) 2.69 FTE

Technical Services Manager (.25 FTE)
Shook
Librarian (1.75 FTE)
Strazdas (1.00 FTE)
Vacant (.75 FTE)
Library Assistant Matas (.25 FTE)
Substitute Librarian (.19 FTE)

Children's Services (1.69 FTE)

Librarian (1.25 FTE)
Gurkweitz (1.00 FTE)
Vacant (.25 FTE)
Library Assistant (.25 FTE)
Matas
Substitute Librarian (.19 FTE)

Literacy Services (1.75 FTE)

Public Services Manager/
Literacy Coordinator (.75 FTE)
Roberts
Librarian (1.00 FTE)
Silberfarb

Personnel Cost Summary
 FY 2004-2005

	Salary	SSN	Medical	Dental	Vision	Life	LT Disability	TOTAL
Exempt	339,318.44	25,957.86	36,082.16	4,774.50	1,374.24	453.60	1,866.25	409,827.05
Non-Exempt	373,915.37	28,604.53	40,607.53	3,412.50	1,226.40	1,020.60	2,056.53	450,843.46
New Non-Exempt	47,883.27	3,663.07	6,977.76	750.75	269.81	340.20	263.36	60,148.22
TOTAL	761,117.08	58,225.46	83,667.45	8,937.75	2,870.45	1,814.40	4,186.14	920,818.73
Changes 08/09/04	18,992.04	1,452.89	928.30	97.50	35.04	(28.35)	104.46	21,581.88
REVISED TOTAL	780,109.12	59,678.35	84,595.75	9,035.25	2,905.49	1,786.05	4,290.60	942,400.60
Payroll Transfer	30,004.20	2,295.32						<u>32,299.52</u>



**AGENDA
SPECIAL MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES**

Tuesday, August 17, 2004
10:00 A.M.
Library Conference Room

Call to Order: 10:07

AI
Gae
Betty
Deann
Richard
Jini
Julie
Donna

1. Roll Call Administrative Assistant
2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion *no action*

3. Oral Communications

none

4. Continued discussion of revised Personnel Allocation for Fiscal Year 2004-2005 and Job Description for Librarian I

Presentation: Library Director

Add "or equivalent" as revised.

Recommendation: Adopt the Librarian I Job Description as revised; and

*M: W All
S: De*

*Ms. De
S: W*

*advertise
~~position~~
position All*

Receive and File the Personnel Cost Summary for the Fiscal Year 2004-2005 Budget with the changes dated August 9, 2004; and

*M: E All
S: W*

Adopt the Personnel Allocation for Fiscal Year 2004-2005 as Revised August 9, 2004; and

*M: De All
S: E*

Adopt the Organization Chart for Fiscal Year 2004-2005 as Revised August 9, 2004.

*M: W All
S: De*

ADJOURNMENT

5. Agenda Preparation for the August Regular Meeting, which will be held on Monday, August 23, 2004 at 6:30 P.M.
6. Review of Action Items.

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

7. Adjournment: 10:34

OCCOG 8:30 - 1:00 ? Al can't go

League of Cities -

EDM - larger cities = have degree or equivalent (no definition of equivalent)

Jullentor & Anahin = give Librarians status of 1/2 way thru MLIS program.
School librarians (have teacher cert, but MLIS not required)

Anahin, Jullentor, B.P. = hire subs who going thru testing.

D = definition of class. E - ^{jobs} desc by class
De = add "or equivalent" to desc. for Lib I.

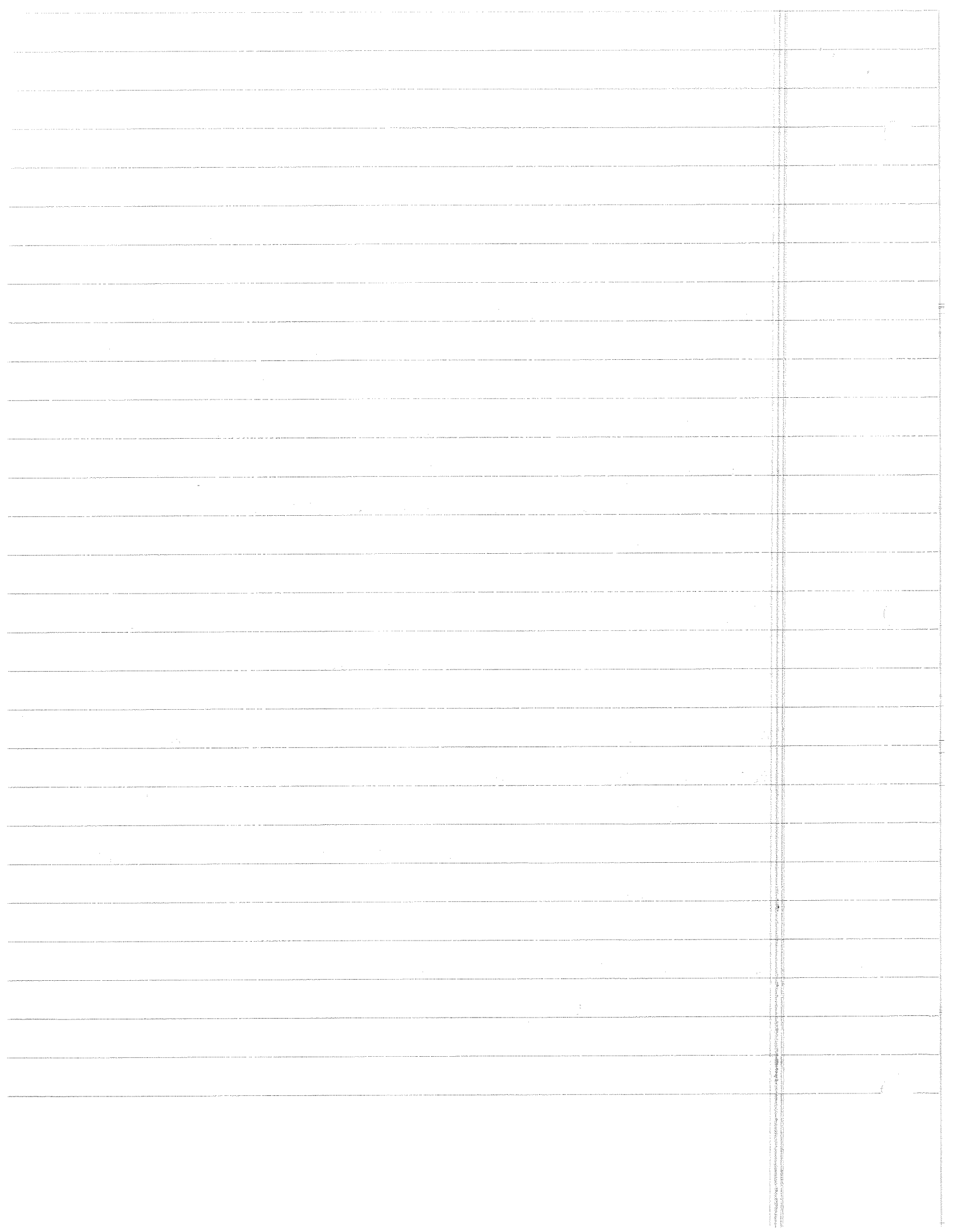
M = trying to eliminate sub Lib used for ^{books} selection

E = open to recruitment.

W = job is different.

M = Lib I least = jobs w/ PT.

Di = advertise job w/ new hours



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
August 23, 2004

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
August 23, 2004

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	July 28, 2004	4634	2,579.79
	July 27, 2004	4635	446.40
	August 4, 2004	4636	8,170.40
	August 4, 2004	4647	8,759.92
	August 12, 2004	4638	3,656.02
	August 11, 2004	4639	16,458.41
TOTAL BY LIBRARY DIRECTOR			<u>\$ 40,070.94</u>

Prepared by Donna Siloti

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

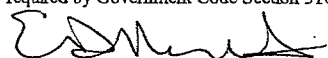
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

8-5-04

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N01074 The Gas Company PO Box C Monterey Park, CA 91756	06/21/04-07/20/04		2800	00		69.96		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	August 2004		0300	00		208.00		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	04-7-934		1400	00		370.38		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	6/16/04-7/20/04		2800	00		492.73		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	08/01/04-09/01/04		0300	00		113.40		
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	2853		1800	00		40.08		
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	08/01/04-09/01/04		0300	00		280.51		
N27626 Zimmer Electric, Inc. P.O. Box 526 11581 Range View Rd. Mira Loma, CA 91752-0526	495		1400	00		1,004.73		

The claims listed above (totaling \$2,579.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

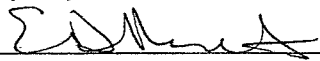
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

8-5-04

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N28784 Caroline Gurkweitz	7/14/04-7/23/04		1800	00		109.46		
c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/20/04		1800	00		47.30		
						156.76		
(need vendor #) Elizabeth Toller dba Creative Images by Aunt Betsy 1533 East Ismail Place Placentia, CA 92870 SSN: 557-65-8452	1041		1900	00		100.00	2	
(need vendor #) Honeywell Security Monitoring P.O. Box 5114 Carol Stream, IL 60197-5114	2933585		1400	00		1.00		
	2933586		1400	00		188.64		
						189.64		

The claims listed above (totaling \$446.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

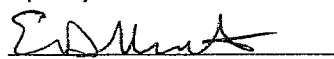
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	56255		0700	00		7.27		
			2800	00		4,661.33		
			1400	00		2,117.82		
						6,786.42		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	087012		1800	00		29.50		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2689653 714-223-1698		0700	01		342.54		
			0700	08		39.76		
			T2707960	0700		01		
						664.74		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	8051173		1800	00		66.91		
N04780D Orange County Register File 56017 Los Angeles, CA 90074-6017	07/15/04 Legal Notice		2000	00		200.25		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	573901 581222		1800	00		201.55		
			1800	00		186.03		
						387.58		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	August 2004		1900	00		35.00		

The claims listed above (totaling \$8,170.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	07/22/04		1800	00		532.94		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20040729		1900	00		248.47		
			1900	08		41.48		
						289.95		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320722		1800	00		1,299.78		
			1900	00		6.95		
			2400	01		76.01		
						1,382.74		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	June 2004		1900	00		540.00	2	
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NJ 08034-0550	158678		1800	00		37.39		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	09/01/04-10/01/04		0300	00		5,976.90		

The claims listed above (totaling \$8,759.92) 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

8,759.92

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	509706		1800	00		255.52		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A37329		0700	05		215.50		
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	628562		1800	00		884.63		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1723586		1800	00		348.30		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062792		1400	00		1,100.00	2	
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	A36272		1800	00		64.65		
	A36274		1800	00		412.68		
						477.33		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200408-46		1900	00		15.00		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	142522		1900	00		359.74		

The claims listed above (totaling \$3,656.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


 APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

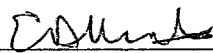
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	9/1/04-9/30/04		0300	00		647.50		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	04-07100		4000	00		5,426.30		
	04-7101		1300	01		6,500.00		
						11,926.30		
N29024 Laranne Millonzi c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	7/8/04-7/22/04		2700	01		21.11		
	7/27/04-8/3/04		2700	01		13.69		
	8/2/04-8/4/04		2700	01		4.80		
	8/5/04-8/9/04		2700	01		11.85		
						51.45		
(need vendor #) The Bank of New York Financial Control Billing Department P.O. Box 19445 Newark, NJ 07195-0445	53754-577063		1900	00		2,512.20		
(need vendor #) Machoskie & Associates 29 Crooked Stick Drive Newport Beach, CA 92660	87-2004		1900	00		1,000.00		
(need vendor #) Nextel Communications P.O. Box 54977 Los Angeles, CA 90054-0977	07/07/04-08/02/04		0700	00		160.48		
			0700	08		160.48		
						320.96		

The claims listed above (totaling \$16,458.41) 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.


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PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
August 23, 2004

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4640	3,844.89
	4641	3,653.10
	4642	6,681.06
TOTAL CURRENT CLAIMS		<u>\$14,179.05</u>
PAYROLL	09/15/04	34,309.78
	09/29/04	32,299.52
TOTAL PAYROLL		<u>\$66,609.30</u>
	TOTAL	<u><u>\$80,788.35</u></u>

Prepared by: Donna Siloti

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03654 The Library Store P.O. Box 964 Tremont, IL 61568	496506		1800	00		88.75		
N03657D Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	30081513		2400	01		1,248.27		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Office Petty Cash 7/1/04-8/23/04		1400	00		4.93		
			1800	08		15.75		
			2700	01		30.00		
			2700	08		10.00		
						60.68		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Chking		0900	00		192.02		
			0900	08		23.73		
			1400	00		450.00		
			1800	00		560.09		
			1900	00		424.70		
			2700	01		152.00		
			2700	03		124.00		
			2700	08		10.00		
			7670	00		31.00		
						1,967.54		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2739534 714-528-1906		0700	00		130.65		
	T2739549 714-528-8236		0700	01		37.66		
						168.31		
N03825M Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	08/05/04		1800	00		311.34		

The claims listed above (totaling \$3,844.89) 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

3,844.89

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	511543		1800	00		159.55		
N04692C LexisNexis Bus. & Academic Pub. P.O. Box 7247-0340 Philadelphia, PA 19170-0340	388398		2400	01		1,842.85		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1733975		1800	00		136.79		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	08/23/04		1803	00		450.00		
N09111A EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	0256917		2400	03		500.00		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	90053		1400	00		60.89		
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	A36285		1800	00		118.52		
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	451653		2400	01		384.50		

The claims listed above (totaling \$3,653.10) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total

3,653.10

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
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	381890		1800	00		9.70		
N25872 Alldata 9412 Big Horn Blvd. Elk Grove, CA 95758-1101	14860368		2400	03		1,616.25		
N26230 National Retirement Services, Inc. File 56732 Los Angeles, CA 90074-6732	92735		1900	00		1,675.00		
(need vendor #) African American Publications 1224 General Mercer Road Washington Crossing, PA 18977	63613		2400	01		470.00		
(need vendor #) Lexicon Marketing Corp. Attn: Accounts Receivable 640 South San Vicente Los Angeles, Ca 90048	766635		2400	02		2,872.32		
(need vendor #) Pacific Bell Directory File Number 31767 P.O. Box 60,000 San Francisco, CA 94160-1767	0134081550 0134337240		1800 1800	00 00		15.54 22.25 37.79		

The claims listed above (totaling \$6,681.06) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

6,681.06



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 34,309.78 on 09 | 15 | 04

Send To: Bank Name: Wells Fargo Bank
ABA #: 121000248
Account Name: Placentia Library District
Account #: 2011939659
Reference: Payroll #6

Description: Payroll

Department / Agency

Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						31,724.70	
707	707			0200	00						2,585.08	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	34,309.78
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE	AUTHORIZED SIGNER				DATE	DEPUTY	DATE				

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
Auditor-Controller Approvals:	Transaction Reference
Claims & Disbursing:	Automated Clearing House (CH): _____ Wire Transfer (WT): _____
Over Limit: _____	Automated Clearing House (IC): _____
\$100,000 (1) \$500,000 (2) \$1,000,000 (3)	MW Transaction #: _____
Claims & Disbursing Manager: _____	Treasurer-Tax Collector Information:
Check Writing: _____	Released By / Ref #: _____
General Ledger Approvals:	
Cash & Expense Budget: _____ Date: _____ wrec	



County of Orange

ELECTRONIC FUNDS TRANSFER

A/P PAYMENT REQUEST AND TRANSMITTAL

Email to: Treasurer-Tax Collector cashmgmt@ttc.ocgov.com or Fax to: 834-2912

Please Pay \$ 32,299.52 on 09 | 29 | 04

Send To: Bank Name: Wells Fargo Bank
 ABA #: 121000248
 Account Name: Placentia Library District
 Account #: 2011939659
 Reference: Payroll #7

Description: Payroll

Department / Agency

Contact: Elizabeth D. Minter, Library Director
Name and Title
714-528-1925 714-528-8236
Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						30,004.20	
707	707			0200	00						2,295.32	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	32,299.52
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER				DATE	DEPUTY		DATE	

PLEASE DO NOT WRITE BELOW THIS LINE - FOR INTERNAL USE ONLY	
<p>Auditor-Controller Approvals:</p> <p>Claims & Disbursing:</p> <p>Over Limit: _____ <small>\$100,000 (1) \$500,000 (2) \$1,000,000 (3)</small></p> <p>Claims & Disbursing Manager: _____</p> <p>Check Writing: _____</p> <p>General Ledger Approvals:</p> <p>Cash & Expense Budget: _____ Date: _____ wrec</p>	<p>Transaction Reference</p> <p>Automated Clearing House (CH): _____ Wire Transfer (WT): _____</p> <p>Automated Clearing House (IC): _____</p> <p>MW Transaction #: _____</p> <p>Treasurer-Tax Collector Information:</p> <p>Released By / Ref #: _____</p>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: August 23, 2004

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2004-2005 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2003-2004 is Attachment B.

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2003-2004 through August 23, 2004.

Placentia Library District
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			707,872.67
05/24/04	4612	Payroll to wire July 8, 2004		31,154.00	676,718.67
06/16/04	4623	General by Library Director		2,319.00	674,399.67
06/30/04		Payroll to wire 07/21/04		32,653.50	641,746.17
06/30/04		Payroll to wire 08/04/05		32,653.50	609,092.67
06/30/04	4626	General by Library Director		3,205.53	605,887.14
06/30/04	4627	General by Library Director		120.61	605,766.53
07/07/04	4628	General by Library Director		4,795.93	600,970.60
07/07/04	4629	General by Library Director		17,712.52	583,258.08
07/14/04		Library Passport Revenue, Jul	9,800.50		593,058.58
07/14/04		Library Revenue, Jul	1,325.42		594,384.00
07/14/04		Interest Bank of the West	4.45		594,388.45
07/15/04		FY2003-2004 Secured #8	13,489.99	33.72	607,844.72
07/15/04		Supplemental 1985+	3,268.05		611,112.77
07/15/04		Delinquent Supplemental	1,630.01		612,742.78
07/15/04		Delinquent Supplemental Penalties	405.00		613,147.78
07/15/04		Supplemental 1984	1.30		613,149.08
07/15/04	4630	General by Library Director		12,819.81	600,329.27
07/15/04	4631	General by Library Director		636.90	599,692.37
07/19/04		Teeter Plan Delinquent Secured	12,766.29		612,458.66
07/26/04	4632	General		2,818.52	609,640.14
07/26/04	4633	General		4,017.23	605,622.91
07/26/04		Payroll to wire 08/18/05		31,513.17	574,109.74
07/26/04		Payroll to wire 09/01/05		31,513.17	542,596.57
07/27/04	4635	General by Library Director		446.40	542,150.17
07/28/04		Library Passport Revenue, Jul	8,968.85		551,119.02
07/28/04		Library Revenue, Jul	949.15		552,068.17
07/28/04	4634	General by Library Director		2,579.79	549,488.38
08/04/04	4636	General by Library Director		8,170.40	541,317.98
08/04/04	4637	General by Library Director		8,759.92	532,558.06
08/11/04	4639	General by Library Director		16,458.41	516,099.65
08/12/04	4638	General by Library Director		3,656.02	512,443.63
08/23/04	4640	General		3,844.89	508,598.74
08/23/04	4641	General		3,653.10	504,945.64
08/23/04	4642	General		6,681.06	498,264.58
08/23/04		Payroll to wire 09/15/05		34,309.78	463,954.80
08/23/04		Payroll to wire 09/29/05		32,299.52	431,655.28
					431,655.28
					431,655.28

Placentia Library District
Property Tax Apportionments
Fiscal Year 2004-2005

Date	Category	Amount
07/19/04	Secured Teeter Actual Final Delinquencies, FY05	2% - 4%
08/13/04	Prior Year Secured Taxes & Penalties #1 Jul	
08/13/04	Supplemental #1 Jul	
09/10/04	Prior Year Secured Taxes & Penalties #2 Aug	
09/18/04	Supplemental #2 Aug	
09/18/04	Unsecured collections at 8/31/04, #1	80% - 85%
10/15/04	Prior Year Secured Taxes & Penalties #3 Sep	
10/15/04	Supplemental #3 Sep	
11/12/04	Prior Year Secured Taxes & Penalties #4 Oct	
11/20/04	Supplemental #4 Oct	
11/25/04	Current secured #1	7% - 10%
12/10/04	Current secured #2	20% - 25%
12/10/04	Homeowners Property Tax Relief	15%
12/10/04	Prior Year Secured Taxes & Penalties #5 Nov	
12/18/04	Current secured #3	10% - 15%
12/18/04	Supplemental #5 Nov	
01/08/05	Homeowners Property Tax Relief	35%
01/14/05	Prior Year Secured Taxes & Penalties #6 Dec	
01/20/05	Current secured #4	4% - 7%
01/20/05	Supplemental #6 Dec	
01/20/05	Unsecured collections at 12/31/04, #2	5% - 10%
02/05/05	State-Assessed Public Utility, #1	49% - 50%
02/10/05	Prior Year Secured Taxes & Penalties #7 Jan	
02/19/05	Supplemental #7 Jan	
03/10/05	Prior Year Secured Taxes & Penalties #8 Feb	
03/18/05	Current secured #5	5% - 7%
03/18/05	Supplemental #8 Feb	
04/08/05	Unsecured collections at 03/31/05, #3	1% - 3%
04/14/05	Prior Year Secured Taxes & Penalties #9 Mar	
04/14/05	Supplemental #9 Mar	
04/19/05	Current secured #6	15% - 20%
05/10/05	Homeowners Property Tax Relief	35%
05/12/05	Prior Year Secured Taxes & Penalties #10 Apr	
05/20/05	Current secured #7	15% - 20%
05/20/05	Supplemental #10 Apr	
05/26/05	State-Assessed Public Utility, #2	49% - 50%
06/10/05	Homeowners Property Tax Relief	15%
06/16/05	Prior Year Secured Taxes & Penalties #11 May	
06/16/05	Prior Year Unsecured	
06/16/05	Supplemental #11 May	
06/16/05	Unsecured collections at 05/31/05, Final	3% - 6%
07/15/05	Current secured final for FY05	1% - 3%
07/15/05	Delinquent Supplemental, FY05	
07/15/05	Prior Year Secured Taxes & Penalties, FY05 #12 Jun	
07/15/05	Supplemental, FY05 #12 Jun	



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
August 23, 2004

	Fiscal Year 2004-2005						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97	
31-Jul-04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91	
31-Aug-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Sep-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-Oct-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Nov-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-Dec-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-Jan-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
28-Feb-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-Mar-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Apr-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-May-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Jun-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

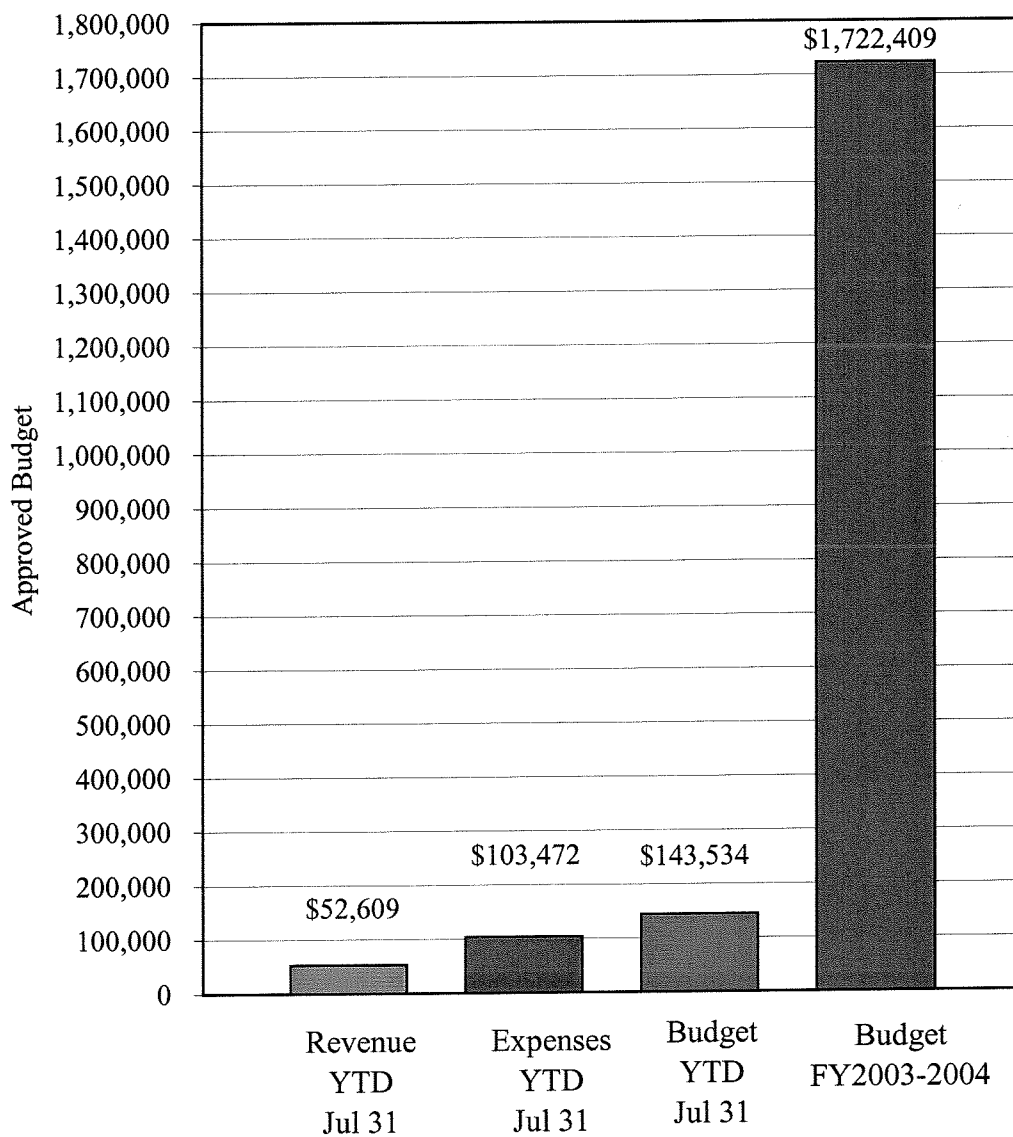
	Fiscal Year 2003-2004						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76	
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01	
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95	
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14	
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06	
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55	
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48	
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32	
28-Feb-04	119,875.17	10,140.04	161,734.07	523,002.49	9,894.48	824,646.25	301,643.76	
31-Mar-04	119,984.08	10,149.26	161,881.01	492,191.83	9,903.47	794,109.65	301,917.82	
30-Apr-04	120,098.27	10,158.92	162,035.07	763,712.62	9,912.89	1,065,917.77	302,205.15	
31-May-04	120,009.19	10,169.99	162,203.13	786,668.72	9,923.69	1,088,974.72	302,306.00	
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97	
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	

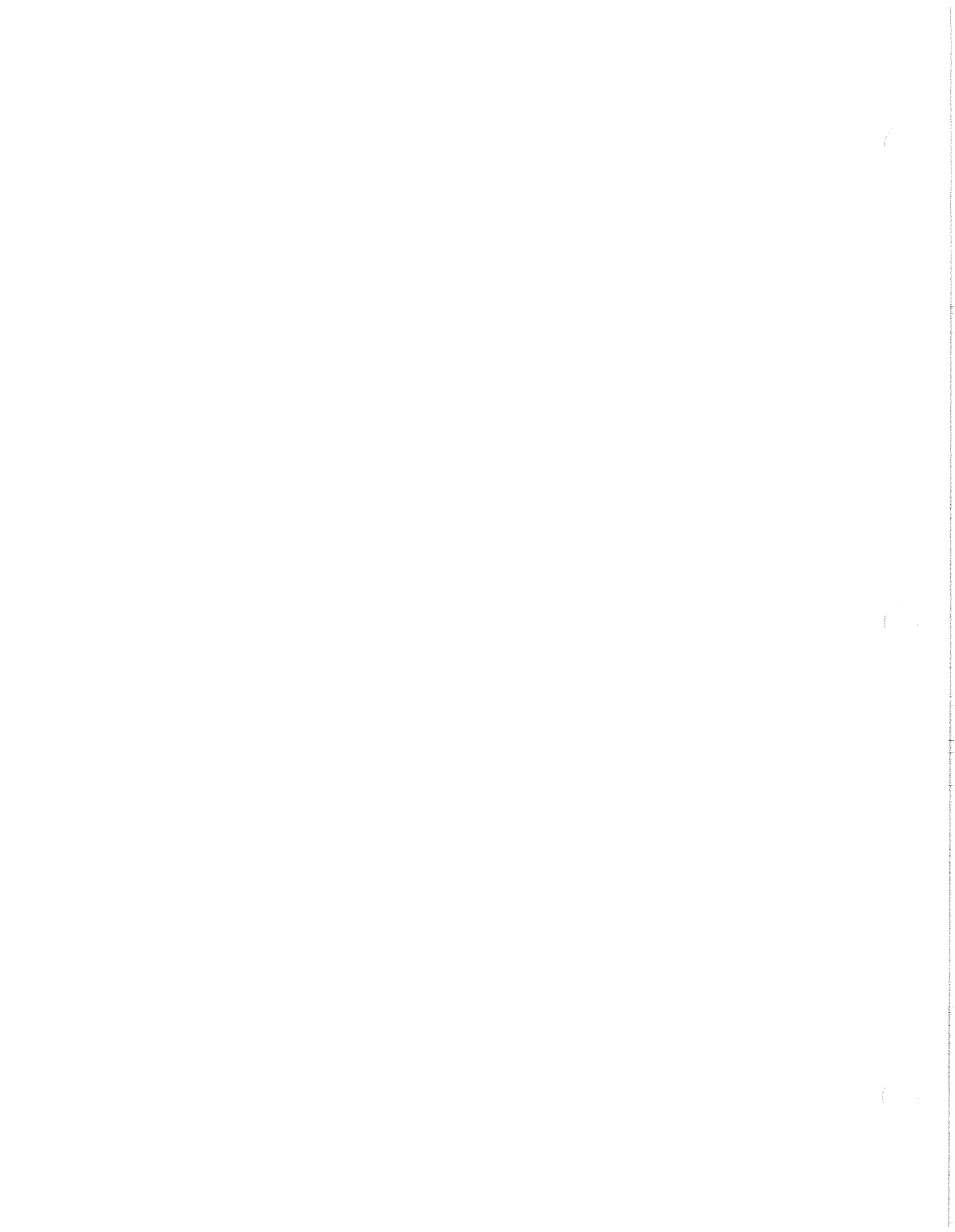


PLACENTIA LIBRARY DISTRICT

Fiscal Year 2004 - 2005

General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)
August 23, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JUL 2004	FY2003-2004 JUL 2003	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	13,489.99	0.00	13,489.99	0.00	1.09%
6210-01	Public Utility	22,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,271,995.00	13,489.99	0.00	13,489.99	0.00	1.06%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	0.00	0.00	0.00	0.00	0.00%
6230-00	Prop. Taxes - Prior Secured	13,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	16,611.57	0.00	16,611.57	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	12,766.29	14,296.23	12,766.29	14,296.23	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	13,000.00	12,766.29	30,907.80	12,766.29	30,907.80	98.20%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	4,000.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	48,000.00	0.00	0.00	0.00	0.00	0.00%
6280-01	Final supplemental for prior years	0.00	3,269.35	4,113.68	3,269.35	4,113.68	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	48,000.00	3,269.35	4,113.68	3,269.35	4,113.68	6.81%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	2,035.01	1,567.37	2,035.01	1,567.37	145.36%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,400,145.00	31,560.64	36,588.85	31,560.64	36,588.85	2.25%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
August 23, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JUL 2004	FY2003-2004 JUL 2003	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	4.45	4.48	4.45	4.48	0.11%
6610-01/02	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	4,000.00	4.45	4.48	4.45	4.48	0.11%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	0.00	0.00	0.00	0.00	0.00%
6970-01	State - CA Foundation Funds	18,000.00	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	51,194.00	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00	0.00%
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	0.00%
6970-05	State - Project Grants	6,000.00	0.00	0.00	0.00	0.00	0.00%
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.00	0.00	0.00	0.00%
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	0.00	0.00	0.00	0.00	0.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,000.00	2,274.57	1,495.70	2,274.57	1,495.70	10.34%
7670-01	Local Revenue -- Passport	175,000.00	18,769.35	13,829.94	18,769.35	13,829.94	10.73%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	15,000.00	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	212,000.00	21,043.92	15,325.64	21,043.92	15,325.64	9.93%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,722,409.00	52,609.01	51,918.97	52,609.01	51,918.97	3.05%

PLACENTIA LIBRARY DISTRICT
 EXPENDITURE REPORT FOR FUND 5071
 (Prepared from the Orange County Auditor's Report)
 August 23, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JUL	FY2003-2004 JUL	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	58,417.87	56,079.16	58,417.87	56,079.16	7.68%
0200	Retirement (Social Security & Pension Contribution)	58,225	4,387.48	4,290.06	4,387.48	4,290.06	7.54%
	Health & Life Insurance/Blue Shield CA	83,667	5,174.90	2,822.12	5,174.90	2,822.12	6.19%
	Long Term Disability/Hartford	4,186	0.00	510.85	0.00	510.85	0.00%
	Life Insurance/Fortis & Protective Life	1,814	0.00	245.00	0.00	245.00	0.00%
	Vision Service Plan/VSP	2,870	197.31	208.32	197.31	208.32	6.87%
	Dental/Ameritas	8,938	647.50	1,301.40	647.50	1,301.40	7.24%
0300	Total Employee Insurance	101,475	6,019.71	5,087.69	6,019.71	5,087.69	5.93%
0310	Unemployment Insurance	-	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	13,000	2,319.00	2,182.00	2,319.00	2,182.00	17.84%
	TOTAL SALARIES & EMPLOYEE BENEFITS	933,818	71,144.06	67,638.91	71,144.06	67,638.91	7.62%
0700-00	Communications - Telephone	2,000	136.41	85.91	136.41	85.91	6.82%
0700-01	Communications - Modem/Fax	7,800	693.16	445.97	693.16	445.97	8.89%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	215.50	215.50	215.50	215.50	7.98%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	0.00	469.29	0.00	469.29	0.00%
	Total Communications	14,800	1,045.07	1,216.67	1,045.07	1,216.67	7.06%
0900-00	Food - General Fund	350	0.00	0.00	0.00	0.00	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	0.00	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	500	0.00	0.00	0.00	0.00	
	Total Food	1,100	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	4,250	1,508.18	0.00	1,508.18	0.00	35.49%
1100-00	Insurance - Liability	12,000	11,126.77	9,985.98	11,126.77	9,985.98	92.72%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 23, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JUL	FY2003-2004 JUL	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	0.00	0.00	0.00	0.00	0.00%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	0.00	12,500.00	0.00	12,500.00	0.00%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	28,500	0.00	12,500.00	0.00	12,500.00	0.00%
	HVAC	7,500	0.00	372.50	0.00	372.50	0.00%
	Carpet Cleaning	2,750	0.00	522.72	0.00	522.72	0.00%
	Groundskeeping, City of Placentia	27,500	0.00	0.00	0.00	0.00	0.00%
	Plumbing	3,000	342.66	7.08	342.66	7.08	11.42%
	Electrical	4,000	0.00	253.58	0.00	253.58	0.00%
	Cleaning Service	16,000	1,100.00	1,100.00	1,100.00	1,100.00	6.88%
	Locksmith	1,000	0.00	0.00	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Extinguishers)	6,500	435.49	0.00	435.49	0.00	6.70%
1400-00	Total Maintenance of Building & Grounds	68,250	1,878.15	2,255.88	1,878.15	2,255.88	2.75%
1600-00	Memberships - General Fund	3,100	0.00	115.00	0.00	115.00	0.00%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	115.00	0.00	115.00	0.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	115.00	115.00	115.00	115.00	3.15%
1700-00	Miscellaneous Expense - General Fund	-	0.00	2,580.00	0.00	2,580.00	
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	-	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	-	0.00	2,580.00	0.00	2,580.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 23, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JUL	FY2003-2004 JUL	FY2004-2005 % EXP BUD
1800-00	Library Supplies	12,000	235.29	507.04	235.29	507.04	1.96%
	Printing	11,500	216.12	141.21	216.12	141.21	1.88%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	0.00	120.00	0.00	120.00	0.00%
	Paper	700	0.00	0.00	0.00	0.00	0.00%
	Drinking Water Service	350	29.50	27.50	29.50	27.50	8.43%
	Other Office Supplies	10,000	350.24	691.53	350.24	691.53	3.50%
	Total Office Supply Expense - General Fund	35,650	831.15	1,487.28	831.15	1,487.28	2.33%
1800-07	ELLI Grant Supply Expense	500	0.00	255.71	0.00	255.71	
1800-08	Printing	2,000	0.00	0.00	0.00	0.00	
	Publications	2,500	0.00	0.00	0.00	0.00	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	0.00	0.00	0.00	0.00	
	Total Adult Literacy Office Supply Expense	5,500	0.00	0.00	0.00	0.00	0.00%
1800-09	Supply Expense Families for Literacy	2,000	0.00	0.00	0.00	0.00	
	Total Office Expense	43,650	831.15	1,742.99	831.15	1,742.99	1.90%
1803-00	Postage Expense - General Fund	4,500	0.00	0.00	0.00	0.00	0.00%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	0.00%
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	150	0.00	0.00	0.00	0.00	0.00%
	Total Postage Expense	4,750	0.00	0.00	0.00	0.00	0.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 23, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JUL	FY2003-2004 JUL	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	35.00	35.00	35.00	35.00	8.33%
	Pension Contribution & Operating Expenses	7,000	0.00	1,207.48	0.00	1,207.48	0.00%
	Anaheim Consortium Automated Library System	35,000	646.06	646.50	646.06	646.50	1.85%
	Library Board Consultants & Legal	10,000	3,449.95	0.00	3,449.95	0.00	0.00%
	Clipping Service	504	0.00	42.00	0.00	42.00	0.00%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	1,033.72	1,041.53	1,033.72	1,041.53	10.88%
	Advertising (Including WEB Site)	2,000	15.00	15.00	15.00	15.00	0.75%
	Medical Exams	1,200	0.00	110.50	0.00	110.50	0.00%
	Collection Services - Accounts Receivable	2,800	208.70	377.56	208.70	377.56	7.45%
	Audit & Accounting Services	8,600	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	3,600	263.05	385.15	263.05	385.15	7.31%
	Election Expenses	15,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	15,000	453.50	1,019.45	453.50	1,019.45	3.02%
1900-00	Total Specialized Services - General Fund	114,124	6,104.98	4,880.17	6,104.98	4,880.17	5.35%
1900-01	Specialized Services - Spanish Literacy	3,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	0.00	500.00	0.00	500.00	0.00%
1900-09	Specialized Services - Families for Literacy	500	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	0.00	0.00	0.00	0.00	0.00%
	Total Specialized Services	137,624	6,104.98	5,380.17	6,104.98	5,380.17	4.44%
2000-00	Legal Notices - General Fund	650	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	700	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 23, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JUL	FY2003-2004 JUL	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	7,044.80	7,471.65	7,044.80	7,471.65	6.71%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	175,000	1,886.25	2,343.12	1,886.25	2,343.12	1.08%
2400-02	Special Department Expense - Video	-	0.00	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	-	0.00	2,467.55	0.00	2,467.55	
2400-04	Special Department Expense - Periodicals	-	0.00	105.60	0.00	105.60	
2400-05	Special Department Expense - Audio	-	0.00	453.42	0.00	453.42	
2400-07	Special Department Expense - ELLI Grant	-	0.00	815.73	0.00	815.73	
2400-08	Special Department Expense - Adult Literacy	2,000	428.20	0.00	428.20	0.00	21.41%
2400-09	Special Department Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Special Department Expense	177,000	2,314.45	6,185.42	2,314.45	6,185.42	1.31%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	0.00	0.00	0.00	0.00	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	100.74	21.56	100.74	21.56	2.24%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750	0.00	0.00	0.00	0.00	0.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	0.00	22.32	0.00	22.32	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	25.00	0.00	25.00	0.00	2.50%
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	25.00	0.00	25.00	0.00	
	Total Transportation/Travel - Meetings	11,250	150.74	43.88	150.74	43.88	1.34%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
August 23, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 JUL	FY2003-2004 JUL	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	0.00	0.00	0.00	0.00	0.00%
	Gas	4,200	209.02	220.82	209.02	220.82	4.98%
	Water	4,250	0.00	278.13	0.00	278.13	0.00%
	Total Utilities	80,450	209.02	498.95	209.02	498.95	0.26%
	TOTAL SUPPLIES & SERVICES	693,624	32,328.31	49,976.59	32,328.31	49,976.59	4.66%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	0.00	1,385.30	0.00	1,385.30	0.00%
4000-07	Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	-	0.00	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	-	0.00	0.00	0.00	0.00	
	Total Equipment	20,000	0.00	1,385.30	0.00	1,385.30	0.00%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	40,352	0.00	1,385.30	0.00	1,385.30	0.00%
5200	PROVISION FOR CONTINGENCIES	-	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	-	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,673,794	103,472.37	119,000.80	103,472.37	119,000.80	6.18%
	ELLI Grant Summary Object Code 07	1,500	0	1,094	0	1,094	0.03
	CLC Summary Object Code 08	16,400	568	969	568	969	
	FFL Grant Summary Object Code 09	3,150	25	0	25	0	
	TOTAL LITERACY (Excluding Personnel)	3,000	593	2,063	593	2,063	

08/17/04

Placentia Library District
Balance Sheet
 As of July 31, 2004

	<u>Jul 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	2,354.24
County Exempt - Savings	7,684.08
General Fund - Checking	13,436.89
General Fund - Savings	3,856.04
Literacy Fund - Savings	8,500.27
Payroll Checking - Wells Fargo	19,624.18
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>99,117.04</u>
Total Current Assets	<u>99,117.04</u>
TOTAL ASSETS	<u>99,117.04</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	30,767.34
Total Capital	68,809.21
Net Income	-459.51
Total Equity	<u>99,117.04</u>
TOTAL LIABILITIES & EQUITY	<u>99,117.04</u>

**Placentia Library District
Profit & Loss by Class
July 2004**

08/17/04

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Interest	1.79	0.00	0.00	0.00	1.79
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	940.00	0.00	0.00	0.00	940.00
COE Passport Chck Reimbursement	5,258.60	0.00	0.00	0.00	5,258.60
COE Test Proctoring Income	120.00	0.00	0.00	0.00	120.00
GF Bankcard Deposit	0.00	5,278.65	0.00	0.00	5,278.65
GF Cash Register - Copy/Debit	0.00	230.35	0.00	0.00	230.35
GF Cash Register - Fines	0.00	1,329.49	0.00	0.00	1,329.49
GF Cash Register - Lost Items	0.00	120.16	0.00	0.00	120.16
GF Cash Register - Misc.	0.00	24.00	0.00	0.00	24.00
GF Cash Register - Reserves	0.00	163.70	0.00	0.00	163.70
GF Fed Work Study Reimbursement	0.00	405.33	0.00	0.00	405.33
GF Interest	0.00	3.37	0.00	0.00	3.37
GF Miscellaneous Income	0.00	20.00	0.00	0.00	20.00
GF Passport Revenue	0.00	15,202.45	0.00	0.00	15,202.45
GF Transfers from County	0.00	1,031.89	0.00	0.00	1,031.89
LIT Book Sales	0.00	0.00	38.79	0.00	38.79
LIT Interest Inc - Savings	0.00	0.00	2.15	0.00	2.15
PA Wire Transfer from County	0.00	0.00	0.00	63,807.50	63,807.50
Total Income	7,360.27	23,809.39	40.94	63,807.50	95,018.10
Expense					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Childn's Summer Rdnng Prgm	1,010.00	0.00	0.00	0.00	1,010.00
COE Passport Expenses	4,640.95	0.00	0.00	0.00	4,640.95
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	233.03	0.00	0.00	233.03
GF Food	0.00	94.00	0.00	0.00	94.00
GF Household Expenses	0.00	450.00	0.00	0.00	450.00
GF Transfer to COE	0.00	3,424.95	0.00	0.00	3,424.95
GF Transfer to GF Savings	0.00	3,533.60	0.00	0.00	3,533.60
GF Transfers to County	0.00	22,225.52	0.00	0.00	22,225.52
GF Travel Literacy	0.00	10.00	0.00	0.00	10.00
GF Travel Staff	0.00	-79.00	0.00	0.00	-79.00
GF Travel Trustees	0.00	36.00	0.00	0.00	36.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	3,611.52	3,611.52
PA Employee 125 Co-Pay	0.00	0.00	0.00	802.00	802.00
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88
PA Payroll Taxes	0.00	0.00	0.00	15,911.55	15,911.55
PA Salaries	0.00	0.00	0.00	39,518.61	39,518.61
Total Expense	5,661.95	29,932.10	0.00	59,883.56	95,477.61
Net Income	1,698.32	-6,122.71	40.94	3,923.94	-459.51

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 07/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,939.89
Cleared Transactions						
Checks and Payments - 63 items						
Check	6/26/2004	5117	Passport Services	X	-55.00	-55.00
Check	6/26/2004	5116	Passport Services	X	-55.00	-110.00
Check	6/28/2004	5122	Passport Services	X	-128.65	-238.65
Check	6/28/2004	5121	Passport Services	X	-40.00	-278.65
Check	6/29/2004	5124	Passport Services	X	-113.65	-392.30
Check	6/29/2004	5123	Passport Services	X	-330.00	-722.30
Check	6/30/2004	5127	Passport Services	X	-115.00	-837.30
Check	6/30/2004	5126	Passport Services	X	-55.00	-892.30
Check	6/30/2004	5125	Janeece Flint	X	-250.00	-1,142.30
Check	7/1/2004	5128	Passport Services	X	-55.00	-1,197.30
Check	7/1/2004	5135	Passport Services	X	-13.65	-1,210.95
Check	7/1/2004	5134	Passport Services	X	-95.00	-1,305.95
Check	7/1/2004	5133	Passport Services	X	-115.00	-1,420.95
Check	7/1/2004	5132	Passport Services	X	-115.00	-1,535.95
Check	7/1/2004	5131	Passport Services	X	-40.00	-1,575.95
Check	7/1/2004	5130	Passport Services	X	-55.00	-1,630.95
Check	7/1/2004	5129	Passport Services	X	-40.00	-1,670.95
Check	7/3/2004	5138	Passport Services	X	-55.00	-1,725.95
Check	7/3/2004	5137	Passport Services	X	-115.00	-1,840.95
Check	7/3/2004	5136	Passport Services	X	-40.00	-1,880.95
Check	7/7/2004	5139	Rudy Gonzales	X	-250.00	-2,130.95
Check	7/7/2004	5140	Rudy Gonzales	X	-35.00	-2,165.95
Check	7/7/2004	5141	Passport Services	X	-55.00	-2,220.95
Check	7/8/2004	5143	Passport Services	X	-100.00	-2,320.95
Check	7/8/2004	5144	Passport Services	X	-115.00	-2,435.95
Check	7/8/2004	5142	Passport Services	X	-115.00	-2,550.95
Check	7/11/2004	5145	Passport Services	X	-115.00	-2,665.95
Check	7/12/2004	5147	Passport Services	X	-40.00	-2,705.95
Check	7/12/2004	5146	Passport Services	X	-115.00	-2,820.95
Check	7/13/2004	5148	Passport Services	X	-100.00	-2,920.95
Check	7/13/2004	5149	Passport Services	X	-100.00	-3,020.95
Check	7/14/2004	5151	Passport Services	X	-115.00	-3,135.95
Check	7/14/2004	5153	Passport Services	X	-115.00	-3,250.95
Check	7/14/2004	5150	R&R Divers Inc.	X	-250.00	-3,500.95
Check	7/14/2004	5152	Passport Services	X	-40.00	-3,540.95
Check	7/15/2004	5154	Passport Services	X	-115.00	-3,655.95
Check	7/15/2004	5155	Passport Services	X	-55.00	-3,710.95
Check	7/15/2004	5156	Passport Services	X	-55.00	-3,765.95
Check	7/19/2004	5160	Passport Services	X	-55.00	-3,820.95
Check	7/19/2004	5158	Passport Services	X	-40.00	-3,860.95
Check	7/19/2004	5159	David Cousin	X	-275.00	-4,135.95
Check	7/19/2004	5157	Passport Services	X	-150.00	-4,285.95
Check	7/20/2004	5161	Passport Services	X	-115.00	-4,400.95
Check	7/20/2004	5163	Passport Services	X	-115.00	-4,515.95
Check	7/20/2004	5162	Passport Services	X	-128.65	-4,644.60
Check	7/21/2004	5164	Passport Services	X	-55.00	-4,699.60
Check	7/21/2004	5165	Passport Services	X	-40.00	-4,739.60
Check	7/21/2004	5166	Passport Services	X	-55.00	-4,794.60
Check	7/22/2004	5174	Passport Services	X	-55.00	-4,849.60
Check	7/22/2004	5173	Passport Services	X	-115.00	-4,964.60
Check	7/22/2004	5172	Passport Services	X	-55.00	-5,019.60
Check	7/22/2004	5171	Passport Services	X	-55.00	-5,074.60
Check	7/22/2004	5170	Passport Services	X	-55.00	-5,129.60
Check	7/22/2004	5168	Passport Services	X	-115.00	-5,244.60
Check	7/22/2004	5167	Passport Services	X	-115.00	-5,359.60
Check	7/22/2004	5169	Passport Services	X	-100.00	-5,459.60
Check	7/24/2004	5175	Passport Services	X	-100.00	-5,559.60
Check	7/26/2004	5177	Passport Services	X	-55.00	-5,614.60
Check	7/26/2004	5178	Passport Services	X	-55.00	-5,669.60
Check	7/26/2004	5179	Passport Services	X	-55.00	-5,724.60
Check	7/26/2004	5176	Gary Francisco	X	-200.00	-5,924.60
General Journal	7/31/2004	CD In...		X	-45.00	-5,969.60
Check	7/31/2004			X	-11.00	-5,980.60
Total Checks and Payments					-5,980.60	-5,980.60

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**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 07/31/2004**

Agenda Item 12
County Exempt Checking
Page 4 of 11

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 18 items						
Deposit	7/1/2004			X	210.00	210.00
Deposit	7/6/2004			X	1,000.00	1,210.00
Deposit	7/6/2004			X	55.00	1,265.00
Deposit	7/6/2004			X	108.65	1,373.65
Deposit	7/8/2004			X	115.00	1,488.65
Deposit	7/12/2004			X	115.00	1,603.65
Deposit	7/12/2004			X	40.00	1,643.65
Deposit	7/13/2004			X	100.00	1,743.65
Deposit	7/13/2004			X	1,521.30	3,264.95
Deposit	7/15/2004			X	40.00	3,304.95
Deposit	7/19/2004			X	190.00	3,494.95
Deposit	7/19/2004			X	170.00	3,664.95
Deposit	7/20/2004			X	55.00	3,719.95
Deposit	7/22/2004			X	250.00	3,969.95
Deposit	7/26/2004			X	100.00	4,069.95
Deposit	7/26/2004			X	115.00	4,184.95
Deposit	7/27/2004			X	2,018.65	6,203.60
Deposit	7/28/2004			X	170.00	6,373.60
Total Deposits and Credits					6,373.60	6,373.60
Total Cleared Transactions					393.00	393.00
Cleared Balance					393.00	3,332.89
Uncleared Transactions						
Checks and Payments - 10 items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	7/27/2004	5180	Passport Services		-115.00	-225.00
Check	7/27/2004	5181	Passport Services		-110.00	-335.00
Check	7/28/2004	5183	Passport Services		-110.00	-445.00
Check	7/28/2004	5184	Passport Services		-55.00	-500.00
Check	7/28/2004	5182	Passport Services		-55.00	-555.00
Check	7/29/2004	5185	Passport Services		-95.00	-650.00
Check	7/31/2004	5187	Passport Services		-100.00	-750.00
Check	7/31/2004	5186	Passport Services		-115.00	-865.00
Check	7/31/2004	5188	Passport Services		-113.65	-978.65
Total Checks and Payments					-978.65	-978.65
Total Uncleared Transactions					-978.65	-978.65
Register Balance as of 07/31/2004					-585.65	2,354.24
New Transactions						
Checks and Payments - 7 items						
Check	8/2/2004	5190	Passport Services		-55.00	-55.00
Check	8/2/2004	5191	Passport Services		-55.00	-110.00
Check	8/2/2004	5192	Passport Services		-115.00	-225.00
Check	8/2/2004	5189	Passport Services		-110.00	-335.00
Check	8/3/2004	5193	Passport Services		-55.00	-390.00
Check	8/4/2004	5194	Passport Services		-110.00	-500.00
Check	8/4/2004	5195	Passport Services		-40.00	-540.00
Total Checks and Payments					-540.00	-540.00
Deposits and Credits - 4 items						
Deposit	8/2/2004				110.00	110.00
Deposit	8/2/2004				95.00	205.00
Deposit	8/2/2004				100.00	305.00
Deposit	8/3/2004				55.00	360.00
Total Deposits and Credits					360.00	360.00
Total New Transactions					-180.00	-180.00
Ending Balance					-765.65	2,174.24

Erin
8/4/2004
Page 2

**Placentia Library District
Reconciliation Detail
County Exempt - Savings, Period Ending 07/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,852.93
Cleared Transactions						
Checks and Payments - 2 items						
Check	6/28/2004	1523	Greg's Carpet & Up...	X	-155.52	-155.52
Check	7/12/2004	1524	Placentia Library Di...	X	-115.00	-270.52
Total Checks and Payments					-270.52	-270.52
Deposits and Credits - 14 items						
Deposit	7/1/2004			X	35.00	35.00
Deposit	7/1/2004			X	65.00	100.00
Deposit	7/7/2004			X	30.00	130.00
Deposit	7/8/2004			X	35.00	165.00
Deposit	7/14/2004			X	269.94	434.94
Deposit	7/15/2004			X	35.00	469.94
Deposit	7/20/2004			X	65.00	534.94
Deposit	7/21/2004			X	65.00	599.94
Deposit	7/22/2004			X	65.00	664.94
Deposit	7/26/2004			X	30.00	694.94
Deposit	7/27/2004			X	325.00	1,019.94
Deposit	7/28/2004			X	19.94	1,039.88
Deposit	7/29/2004			X	60.00	1,099.88
Deposit	7/31/2004			X	1.79	1,101.67
Total Deposits and Credits					1,101.67	1,101.67
Total Cleared Transactions					831.15	831.15
Cleared Balance					831.15	7,684.08
Register Balance as of 07/31/2004					831.15	7,684.08
New Transactions						
Checks and Payments - 1 item						
Check	8/2/2004	1525	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 1 item						
Deposit	8/2/2004				30.00	30.00
Total Deposits and Credits					30.00	30.00
Total New Transactions					-125.52	-125.52
Ending Balance					705.63	7,558.56

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8/4/04

**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 07/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						16,027.03
Cleared Transactions						
Checks and Payments - 19 items						
Check	6/2/2004	4877	Toby Silberfarb	X	-10.00	-10.00
Check	6/22/2004	4889	Donna Siloti	X	-36.22	-46.22
Check	6/28/2004	4894	Lisa M. Wang	X	-31.00	-77.22
Check	6/30/2004	4896	Quizno's	X	-61.00	-138.22
Check	6/30/2004	4895	Rembrandt's Beauti...	X	-20.00	-158.22
Check	7/1/2004		Bank of the West	X	-225.50	-383.72
Check	7/2/2004		Bank of the West	X	-3.03	-386.75
Check	7/7/2004	4897	Rembrandt's Beauti...	X	-20.00	-406.75
Check	7/12/2004	4898	City Bagelry	X	-17.21	-423.96
Check	7/12/2004	4899	Sam's Club	X	-76.79	-500.75
Check	7/12/2004	4902	Curt Johnston	X	-450.00	-950.75
Check	7/12/2004	4901	Placentia Library G...	X	-3,533.60	-4,484.35
Check	7/12/2004	4900	Placentia Library Di...	X	-1,406.30	-5,890.65
Check	7/14/2004	4903	Rembrandt's Beauti...	X	-20.00	-5,910.65
Check	7/21/2004		Bank of the West	X	-4.50	-5,915.15
Check	7/26/2004	4904	Placentia Library Di...	X	-2,018.65	-7,933.80
Check	7/28/2004	4906	Rembrandt's Beauti...	X	-20.00	-7,953.80
Check	7/28/2004	4905	Placentia Chamber ...	X	-60.00	-8,013.80
General Journal	7/31/2004	CD In...		X	-886.88	-8,900.68
Total Checks and Payments					-8,900.68	-8,900.68
Deposits and Credits - 31 items						
Deposit	7/1/2004			X	246.00	246.00
Deposit	7/1/2004			X	58.29	304.29
Deposit	7/2/2004			X	444.00	748.29
Deposit	7/6/2004			X	309.00	1,057.29
Deposit	7/6/2004			X	29.14	1,086.43
Deposit	7/7/2004			X	5.50	1,091.93
Deposit	7/7/2004			X	1,031.89	2,123.82
Deposit	7/7/2004			X	112.95	2,236.77
Deposit	7/8/2004			X	101.50	2,338.27
Deposit	7/9/2004			X	252.00	2,590.27
Deposit	7/12/2004			X	187.20	2,777.47
Deposit	7/13/2004			X	551.30	3,328.77
Deposit	7/13/2004			X	60.00	3,388.77
Deposit	7/14/2004			X	58.29	3,447.06
Deposit	7/15/2004			X	142.81	3,589.87
Deposit	7/15/2004			X	384.00	3,973.87
Deposit	7/19/2004			X	87.60	4,061.47
Deposit	7/19/2004			X	103.00	4,164.47
Deposit	7/20/2004			X	160.65	4,325.12
Deposit	7/21/2004			X	262.00	4,587.12
Deposit	7/22/2004			X	238.20	4,825.32
Deposit	7/23/2004			X	569.99	5,395.31
Deposit	7/26/2004			X	60.00	5,455.31
Deposit	7/26/2004			X	60.00	5,515.31
Deposit	7/26/2004			X	29.14	5,544.45
Deposit	7/26/2004			X	58.29	5,602.74
Deposit	7/27/2004			X	307.80	5,910.54
Deposit	7/28/2004			X	174.00	6,084.54
Deposit	7/28/2004			X	87.00	6,171.54
Deposit	7/29/2004			X	117.00	6,288.54
Deposit	7/30/2004			X	22.00	6,310.54
Total Deposits and Credits					6,310.54	6,310.54
Total Cleared Transactions					-2,590.14	-2,590.14
Cleared Balance					-2,590.14	13,436.89
Register Balance as of 07/31/2004					-2,590.14	13,436.89

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08/04/04

Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 07/31/2004

Agenda Item 12
General Fund Checking
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Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 5 items						
Check	8/1/2004	4907	Sam's Club		-17.55	-17.55
Check	8/3/2004	4908	Munson, Cronick & ...		-35.00	-52.55
Check	8/3/2004	4909	Placentia Library Di...		-613.65	-666.20
Check	8/3/2004	4910	Placentia Library Di...		-35.00	-701.20
Check	8/3/2004	4911	Placentia Library G...		-2,484.66	-3,185.86
Total Checks and Payments					-3,185.86	-3,185.86
Total New Transactions					-3,185.86	-3,185.86
Ending Balance					-5,776.00	10,251.03

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8/4/2004

Placentia Library District Reconciliation Detail

General Fund - Savings, Period Ending 07/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,433.71
Cleared Transactions						
Checks and Payments - 4 items						
Check	7/2/2004		Bank of the West	X	-4.00	-4.00
Check	7/2/2004		Bank of the West	X	-60.00	-64.00
Check	7/12/2004	1238	Orange County Aud...	X	-11,902.19	-11,966.19
Check	7/26/2004	1239	Orange County Aud...	X	-10,323.33	-22,289.52
Total Checks and Payments					-22,289.52	-22,289.52
Deposits and Credits - 30 items						
Deposit	7/1/2004			X	918.49	918.49
Deposit	7/6/2004			X	180.00	1,098.49
Deposit	7/6/2004			X	675.65	1,774.14
Deposit	7/6/2004			X	337.04	2,111.18
Deposit	7/7/2004			X	153.00	2,264.18
Deposit	7/7/2004			X	823.65	3,087.83
Deposit	7/8/2004			X	270.00	3,357.83
Deposit	7/8/2004			X	804.35	4,162.18
Deposit	7/12/2004			X	360.00	4,522.18
Deposit	7/12/2004			X	434.50	4,956.68
Deposit	7/12/2004			X	865.80	5,822.48
Deposit	7/12/2004			X	210.00	6,032.48
Deposit	7/13/2004			X	3,533.60	9,566.08
Deposit	7/13/2004			X	696.35	10,262.43
Deposit	7/14/2004			X	413.85	10,676.28
Deposit	7/15/2004			X	455.10	11,131.38
Deposit	7/19/2004			X	210.00	11,341.38
Deposit	7/19/2004			X	624.95	11,966.33
Deposit	7/19/2004			X	404.30	12,370.63
Deposit	7/20/2004			X	511.90	12,882.53
Deposit	7/21/2004			X	873.45	13,755.98
Deposit	7/22/2004			X	405.33	14,161.31
Deposit	7/22/2004			X	590.75	14,752.06
Deposit	7/26/2004			X	569.05	15,321.11
Deposit	7/26/2004			X	252.70	15,573.81
Deposit	7/26/2004			X	782.00	16,355.81
Deposit	7/27/2004			X	462.65	16,818.46
Deposit	7/28/2004			X	420.65	17,239.11
Deposit	7/29/2004			X	469.37	17,708.48
Deposit	7/31/2004			X	3.37	17,711.85
Total Deposits and Credits					17,711.85	17,711.85
Total Cleared Transactions					-4,577.67	-4,577.67
Cleared Balance					-4,577.67	3,856.04
Register Balance as of 07/31/2004					-4,577.67	3,856.04
New Transactions						
Deposits and Credits - 4 items						
Deposit	8/2/2004				404.40	404.40
Deposit	8/2/2004				517.65	922.05
Deposit	8/2/2004				602.00	1,524.05
Deposit	8/3/2004				266.61	1,790.66
Total Deposits and Credits					1,790.66	1,790.66
Total New Transactions					1,790.66	1,790.66
Ending Balance					-2,787.01	5,646.70

*done
8/4/04*

4:11 PM
08/04/04

Placentia Library District
Reconciliation Detail
Literacy Fund - Savings, Period Ending 07/31/2004

Agenda Item 12
Literacy Fund Savings
Page 9 of 11

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,459.33
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	7/15/2004			X	12.93	12.93
Deposit	7/26/2004			X	25.86	38.79
Deposit	7/31/2004			X	2.15	40.94
Total Deposits and Credits					40.94	40.94
Total Cleared Transactions					40.94	40.94
Cleared Balance					40.94	8,500.27
Register Balance as of 07/31/2004					40.94	8,500.27
Ending Balance					40.94	8,500.27

*Erin
8/4/05*

**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 07/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						45,274.60
Cleared Transactions						
Checks and Payments - 30 items						
Check	6/2/2004	4174	Esther P. Guzman	X	-248.80	-248.80
Check	6/16/2004	4202	Esther P. Guzman	X	-272.85	-521.65
Check	6/29/2004		Paychex	X	-16,811.82	-17,333.47
Check	6/30/2004	4232	Esther P. Guzman	X	-295.23	-17,628.70
Check	6/30/2004	4228	Gary Bell	X	-73.51	-17,702.21
Check	6/30/2004		Paychex	X	-7,851.67	-25,553.88
Check	6/30/2004	4254	Hilda Rivera	X	-172.66	-25,726.54
Check	6/30/2004	4255	Placentia Library Di...	X	-19.94	-25,746.48
Check	6/30/2004	4256	Nationwide Retirem...	X	-1,805.76	-27,552.24
Check	6/30/2004	4233	Joyce G. Hampton	X	-331.10	-27,883.34
Check	6/30/2004	4234	Alexander Hernandez	X	-154.28	-28,037.62
Check	6/30/2004	4242	Beatrice V. Quintanar	X	-310.24	-28,347.86
Check	6/30/2004	4243	Pamela Radeka	X	-365.68	-28,713.54
Check	6/30/2004	4253	Melissa Porter	X	-292.05	-29,005.59
Check	7/13/2004		Paychex	X	-17,422.48	-46,428.07
Check	7/14/2004	4285	Placentia Library Di...	X	-19.94	-46,448.01
Check	7/14/2004	4284	Orange County Aud...	X	-401.00	-46,849.01
Check	7/14/2004	4283	Hilda Rivera	X	-173.68	-47,022.69
Check	7/14/2004	4286	Nationwide Retirem...	X	-1,805.76	-48,828.45
Check	7/14/2004	4271	Beatrice V. Quintanar	X	-254.24	-49,082.69
Check	7/14/2004	4263	Alexander Hernandez	X	-124.67	-49,207.36
Check	7/14/2004	4262	Joyce G. Hampton	X	-335.00	-49,542.36
Check	7/14/2004	4261	Esther P. Guzman	X	-267.80	-49,810.16
Check	7/14/2004	4258	Dorothy J. Cummings	X	-246.16	-50,056.32
Check	7/14/2004	4257	Gary Bell	X	-175.70	-50,232.02
Check	7/14/2004		Paychex	X	-7,880.24	-58,112.26
Check	7/14/2004	4282	Melissa Porter	X	-282.60	-58,394.86
Check	7/27/2004		Paychex	X	-17,115.06	-75,509.92
Check	7/28/2004		Paychex	X	-8,031.31	-83,541.23
Check	7/28/2004	4317	Orange County Aud...	X	-401.00	-83,942.23
Total Checks and Payments					-83,942.23	-83,942.23
Deposits and Credits - 2 items						
Deposit	7/9/2004			X	31,154.00	31,154.00
Deposit	7/22/2004			X	32,653.50	63,807.50
Total Deposits and Credits					63,807.50	63,807.50
Total Cleared Transactions					-20,134.73	-20,134.73
Cleared Balance					-20,134.73	25,139.87
Uncleared Transactions						
Checks and Payments - 18 items						
Check	6/30/2004	4229	Joy Di Loreto		-568.77	-568.77
Check	7/14/2004	4281	Angie-An Mai		-197.12	-765.89
Check	7/28/2004	4293	Alexander Hernandez		-143.37	-909.26
Check	7/28/2004	4300	Kristen Proffitt		-59.99	-969.25
Check	7/28/2004	4302	Pamela Radeka		-40.04	-1,009.29
Check	7/28/2004	4312	Angie-An Mai		-325.15	-1,334.44
Check	7/28/2004	4313	Melissa Manzanarez		-61.59	-1,396.03
Check	7/28/2004	4314	Melissa Porter		-246.00	-1,642.03
Check	7/28/2004	4315	Hilda Rivera		-355.28	-1,997.31
Check	7/28/2004	4316	Sothavy Ton		-153.99	-2,151.30
Check	7/28/2004	4318	Placentia Library Di...		-19.94	-2,171.24
Check	7/28/2004	4319	Nationwide Retirem...		-1,805.76	-3,977.00
Check	7/28/2004	4292	Joyce G. Hampton		-337.36	-4,314.36
Check	7/28/2004	4291	Esther P. Guzman		-278.42	-4,592.78
Check	7/28/2004	4288	Dorothy J. Cummings		-523.17	-5,115.95
Check	7/28/2004	4287	Gary Bell		-172.61	-5,288.56

4:20 PM

08/04/04

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 07/31/2004

Agenda Item 12
Payroll Fund Checking-WF
Page 11 of 11

Type	Date	Num	Name	Clr	Amount	Balance
Check	7/28/2004	4301	Beatrice V. Quintanar		-186.57	-5,475.13
Check	7/29/2004	2032	Shawn Robison		-40.56	-5,515.69
Total Checks and Payments					-5,515.69	-5,515.69
Total Uncleared Transactions					-5,515.69	-5,515.69
Register Balance as of 07/31/2004					-25,650.42	19,624.18
Ending Balance					-25,650.42	19,624.18

EDM
8/4/04



ACQUISITIONS REPORT FOR THE MONTH OF JULY 2004
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	0.00	0	1,473.77	152	1,473.77	152	542.75	24	2,016.52	176
Adult Circulating Non-Fiction	0.00	0	576.85	38	576.85	38	548.20	18	1,125.05	56
Adult Reference	0.00	0	238.35	5	238.35	5	39.95	1	278.30	6
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	3,765.00	3	0.00	0	3,765.00	3	0.00	0	3,765.00	3
Total Adult Non-Fiction	3,765.00	3	815.20	43	4,580.20	46	588.15	19	5,168.35	65
TOTAL ADULT PRINT MATERIALS	3,765.00	3	2,288.97	195	6,053.97	198	1,130.90	43	7,184.87	241
Adult Audio/Music	0.00	0	0.00	0	0.00	0	55.00	3	55.00	3
Adult Audio Books	0.00	0	959.43	14	959.43	14	0.00	0	959.43	14
Total Adult Audio	0.00	0	959.43	14	959.43	14	55.00	3	1,014.43	17
Adult Video Educational	0.00	0	4,471.80	189	4,471.80	189	19.95	1	4,491.75	190
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	61.99	3	61.99	3
Total Adult Video	0.00	0	4,471.80	189	4,471.80	189	81.94	4	4,553.74	193
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	5,431.23	203	5,431.23	203	136.94	7	5,568.17	210
TOTAL ADULT MATERIALS	3,765.00	3	7,720.20	398	11,485.20	401	1,267.84	50	12,753.04	451
Juvenile Fiction	0.00	0	1,297.19	128	1,297.19	128	0.00	0	1,297.19	128
Juvenile Circulating Non-Fiction	0.00	0	124.29	8	124.29	8	0.00	0	124.29	8
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	146.61	1	146.61	1	0.00	0	146.61	1
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	0.00	0	270.90	9	270.90	9	0.00	0	270.90	9
TOTAL JUVENILE PRINT MATERIALS	0.00	0	1,568.09	137	1,568.09	137	0.00	0	1,568.09	137
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	96.00	2	96.00	2
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	96.00	2	96.00	2
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	355.00	19	355.00	19
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	35.00	2	35.00	2
Total Juvenile Video	0.00	0	0.00	0	0.00	0	390.00	21	390.00	21
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	486.00	23	486.00	23
TOTAL JUVENILE MATERIALS	0.00	0	1,568.09	137	1,568.09	137	486.00	23	2,054.09	160
Total Fiction	0.00	0	2,770.96	280	2,770.96	280	542.75	24	3,313.71	304
Total Non-Fiction	3,765.00	3	1,086.10	52	4,851.10	55	588.15	19	5,439.25	74
Total Audio	0.00	0	959.43	14	959.43	14	151.00	5	1,110.43	19
Total Video	0.00	0	4,471.80	189	4,471.80	189	471.94	25	4,943.74	214
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	3,765.00	3	9,288.29	535	13,053.29	538	1,753.84	73	14,807.13	611

OUTSTANDING ORDERS AS OF JULY 31, 2004

General Fund Amount	\$6,996.68	TOTAL Amount	\$12,239.66
Adopt-A-Book Amount	\$5,242.98		

ACQUISITIONS REPORT FOR FISCAL YEAR 2004-2005 THROUGH THE MONTH OF JULY 2004
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	0.00	0	0	1,473.77	152	71	1,473.77	152	71	542.75	24	24	2,016.52	176	95
Adult Circulating Non-Fiction	0.00	0	0	576.85	38	33	576.85	38	33	548.20	18	18	1,125.05	56	51
Adult Reference	0.00	0	0	238.35	5	4	238.35	5	4	39.95	1	1	278.30	6	5
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	3,765.00	3	3	0.00	0	0	3,765.00	3	3	0.00	0	0	3,765.00	3	3
Total Adult Non-Fiction	3,765.00	3	3	815.20	43	37	4,580.20	46	40	588.15	19	19	5,168.35	65	59
TOTAL ADULT PRINT MATERIALS	3,765.00	3	3	2,288.97	195	108	6,053.97	198	111	1,130.90	43	43	7,184.87	241	154
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	55.00	3	3	55.00	3	3
Adult Audio Books	0.00	0	0	959.43	14	14	959.43	14	14	0.00	0	0	959.43	14	14
Total Adult Audio	0.00	0	0	959.43	14	14	959.43	14	14	55.00	3	3	1,014.43	17	17
Adult Video Educational	0.00	0	0	4,471.80	189	152	4,471.80	189	152	19.95	1	1	4,491.75	190	153
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	61.99	3	3	61.99	3	3
Total Adult Video	0.00	0	0	4,471.80	189	152	4,471.80	189	152	81.94	4	4	4,553.74	193	156
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	5,431.23	203	166	5,431.23	203	166	136.94	7	7	5,568.17	210	173
TOTAL ADULT MATERIALS	3,765.00	3	3	7,720.20	398	274	11,485.20	401	277	1,267.84	50	50	12,753.04	451	327
Juvenile Fiction	0.00	0	0	1,297.19	128	112	1,297.19	128	112	0.00	0	0	1,297.19	128	112
Juvenile Circulating Non-Fiction	0.00	0	0	124.29	8	6	124.29	8	6	0.00	0	0	124.29	8	6
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	146.61	1	1	146.61	1	1	0.00	0	0	146.61	1	1
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	270.90	9	7	270.90	9	7	0.00	0	0	270.90	9	7
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0	1,568.09	137	119	1,568.09	137	119	0.00	0	0	1,568.09	137	119
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	96.00	2	2	96.00	2	2
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	96.00	2	2	96.00	2	2
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	355.00	19	19	355.00	19	19
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	35.00	2	2	35.00	2	2
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	390.00	21	21	390.00	21	21
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	486.00	23	23	486.00	23	23
TOTAL JUVENILE MATERIALS	0.00	0	0	1,568.09	137	119	1,568.09	137	119	486.00	23	23	2,054.09	160	142
Total Fiction	0.00	0	0	2,770.96	280	183	2,770.96	280	183	542.75	24	24	3,313.71	304	207
Total Non-Fiction	3,765.00	3	3	1,086.10	52	44	4,851.10	55	47	588.15	19	19	5,439.25	74	66
Total Audio	0.00	0	0	959.43	14	14	959.43	14	14	151.00	5	5	1,110.43	19	19
Total Video	0.00	0	0	4,471.80	189	152	4,471.80	189	152	471.94	25	25	4,943.74	214	177
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	3,765.00	3	3	9,288.29	535	393	13,053.29	538	396	1,753.84	73	73	14,807.13	611	469

Summary of Current Status of Unique Management Accounts
August 23, 2004

Agenda Item 14

FY 04-05	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	655	4	743.99	0
August	0	0	0	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	16	655	4	743.99	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 07/31/2004 5:47 PM MK

SUMMARY STATUS REPORT

PAGE: 129

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 07/31/2004

Accounts Submitted	: 1,019	Dollars Submitted	: 93,822.79	Dollars Received	: 33,750.32
Bankruptcies	: 5	Dollars in Bankruptcy	: 457.35	Material Returned	: 12,944.30
Incorrect Addresses	: 122	Dollars in Skips	: 7,426.57	Dollars Waived	: 2,514.88
Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 63,051.10
Accounts in Process	: 891	Dollars in Process	: 83,292.57	% of Dollars Activated	: 75.70%
# of Accounts Activated	: 655				
% of Accounts Activated	: 73.51%				

UNIQUE Management Services, Inc.

Friday, July 30, 2004

Ms. Elizabeth Minter
Director
Placentia Library District
411 E Chapman Ave
Placentia, CA 92670

Dear Ms. Minter:

This is our periodic Return on Investment letter designed to keep you informed of our results on behalf of the library. This information can always be extrapolated from our monthly reports to the library but I thought you might find it useful to see our results, compared to cost, in a more concise format. Our aim is to keep you fully apprised of the bottom line as it relates to our service without creating additional demands on your time. Providing this information at regular intervals will help you track the library's return on investment.

From November 1998 through June 2004, Unique Management processed 871 Placentia Library District accounts for collection. Of that number, 645 or 74.05% of patrons processed responded by fully or partially settling their accounts.

The financial result for the library has been the recovery of \$12,944.30 in materials, \$33,006.33 in cash and \$2,514.88 in waives for a total value of \$48,465.51. This does not include materials and cash still to be recovered from patrons submitted during that period who will continue to respond.

Our billings for services to the library during the same period total less than the cash recovered and amounts waived, so our service remains budget neutral. When considering the value of our recoveries described above compared to our billings, our service has given the library a return of \$4.33 for each \$1.00 invested. This 4:1 ratio shows a powerful return on the library's investment. Needless to say, we are very pleased to bring these results to your attention.

It should also be noted that we have demonstrated that we can maintain patron goodwill while producing these results. In addition, with our electronic interface, all data is transferred and processed electronically to eliminate paperwork and minimize library staff time required.

Please feel free to contact me or any member of the customer service team should you have any questions. Thank you for the opportunity to serve the Placentia Library District and its patrons.

Sincerely,



Katie Hoard
Customer Service Specialist

cc: Ms. Yesenia Gomez

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: August 23, 2004
SUBJECT: GIFT REPORT

The following gifts were received from July 1, 2004 through July 31, 2004.

ADOPT A BOOK DONATIONS

Friends of Placentia Library

TOTAL ADOPT A BOOK DONATIONS: \$5,000.00

BOOK ENDOWMENT FUND

TOTAL BOOK ENDOWMENT FUND \$0.00

GENERAL FUND DONATIONS


TOTAL GENERAL FUND DONATIONS: \$0.00

TOTAL ALL DONATIONS \$5,000.00

Prepared By: Donna Siloti



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Building Maintenance Report for July 2004**
DATE: August 23, 2004

HVAC: 07/11/04 – Recharge West AC Unit
07/12/04 – Adjust Service Valve

Plumbing: No service calls in July.

Electrical: No service calls in July

Exterminator: No service calls in July

General Contractor: 07/20/04 – Install speakers in Meeting Room

Carpet Cleaners: 07/30/04 – Clean Meeting Room carpet

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 July 2004
DATE: August 23, 2004

RESIGNATIONS:

None

APPOINTMENTS:

None

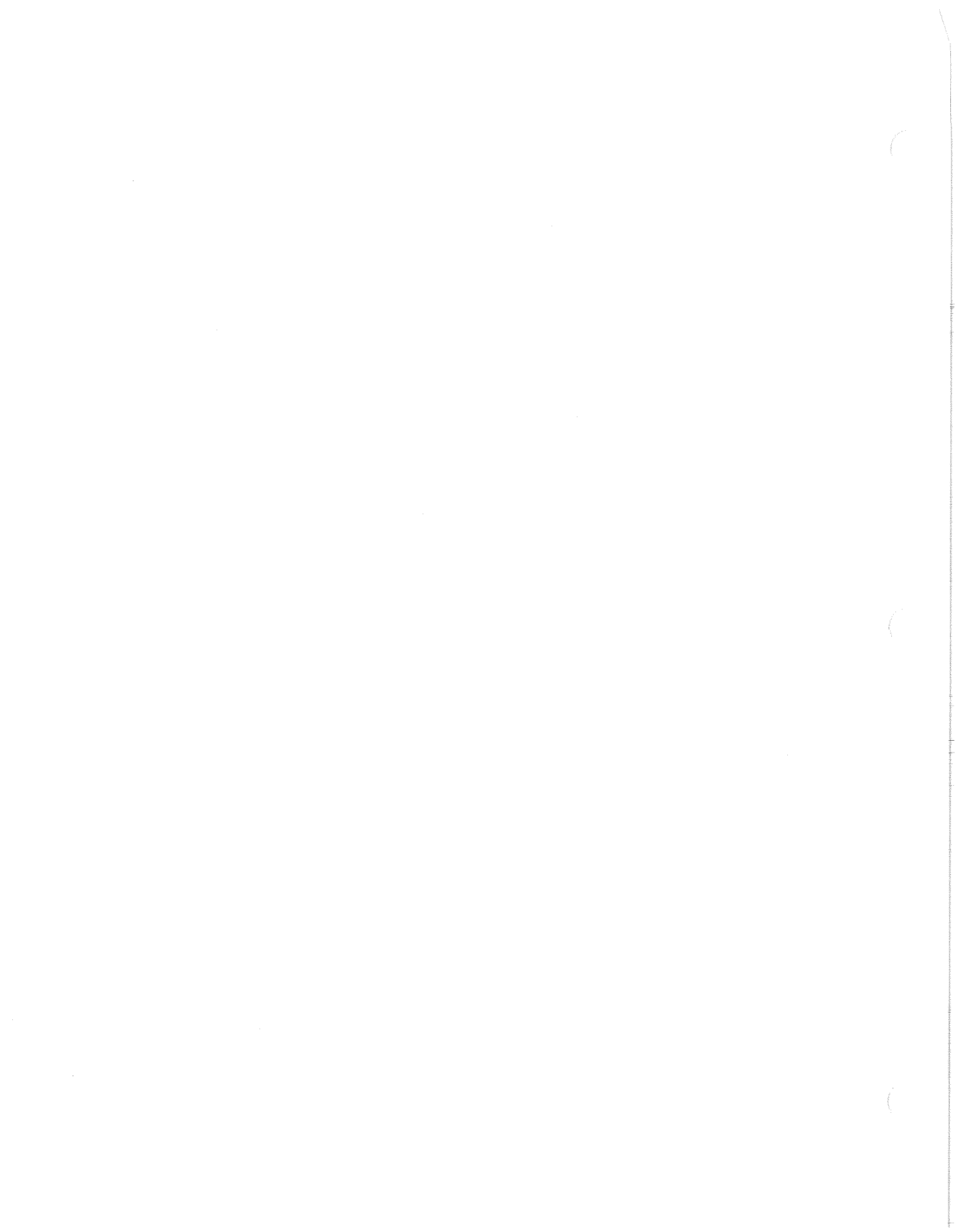
OPEN POSITIONS:

.75 FTE Librarian (position offer from eligibility list)
.625 FTE Clerk I (advertised)
.55 FTE Clerk I (advertised)

WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator



SUBJECT: Volunteer Report for Month of July 2004

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY04/05 July	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	6.00	6.00	Sep-95	843.00
Backes, Theresa	9.00	9.00	Jun-98	421.75
Bart, Lillian	4.00	4.00	May-01	397.75
Benner, Barbara	3.50	3.50	Jul-04	3.50
Blansett, Nadine	23.25	23.25	Mar-03	240.75
Boelman, Marge	0.00	0.00	Apr-01	176.00
Botha, Jill	0.00	0.00	Nov-01	64.00
Britton, JoAnn	11.50	11.50	Jul-04	11.50
Byrne, Joyce	0.00	0.00	Apr-04	5.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	12.75	12.75	Jun-98	532.25
Davis, Sandy	10.00	10.00	Jul-03	111.00
Dell, Lyla	0.00	0.00	Aug-98	239.50
Doezie, Debra	0.00	0.00	Jan-04	39.00
Farkas, Theodore	0.00	0.00	?	50.00
Fioroni, Pete	0.00	0.00	Mar-97	318.25
Fisher, Jack	2.00	2.00	Apr-04	7.50
Fitzgerald, Joan	0.00	0.00	Oct-93	2,189.75
Frazee, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	4.00	4.00	Feb-96	388.25
Haagen, John	0.00	0.00	Jan-00	103.25
Hathaway, Eugenia	2.00	2.00	Nov-03	30.00
Hemmerling, Barbara	12.50	12.50	Sep-95	745.50
Henderson, Jan	0.00	0.00	Oct-03	9.00
Himes, Camille	0.00	0.00	Jul-03	5.00
Horrocks, Marjorie	4.00	4.00	Oct-95	296.00
Irot, Pat	37.00	37.00	Feb-96	3,634.00
Jertberg, Pat	6.00	6.00	Apr-98	1,076.25
Lee, Wilma	2.50	2.50	Feb-04	9.50
Loewer, Terrie	14.75	14.75	Jun-04	22.25
Lone-Tollefson, Nancy	32.00	32.00	Jan. 03	336.75
Lord, Audrey	0.00	0.00	Jul-00	390.75
Myers, Claire	12.50	12.50	Oct-95	1,337.00
Olson, Bob	2.00	2.00	Sep-95	500.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Rankin, Eleanore	14.00	14.00	May-02	602.50
Rodriguez, Carmen	8.00	8.00	Feb-00	291.50
Salem, Rose	8.00	8.00	Oct-00	309.75
Sanatar, Ginny	0.00	0.00	Mar-02	117.50
Sandoval, Gerry	8.00	8.00	Aug-02	180.00
Schafer, Ruth	10.00	10.00	Jun-04	18.00
Schmidt, Marie	12.00	12.00	Apr-98	675.75
Scott, Linda	0.00	0.00	Jul-03	18.50
Segovia, Inez	10.00	10.00	Jun-03	131.50
Shaw, Dixie	0.00	0.00	May-94	218.50
Silverman, Pat	8.00	8.00	Jul-03	110.00
Thum, Margo	6.00	6.00	Nov-03	68.00
Tollefson, Jerry	0.00	0.00	Jul-03	30.50
Walker, Jim	0.00	0.00	Nov-03	1.50
Walcek, John	0.00	0.00	Dec-04	6.00
Walker, Virginia	0.00	0.00	Mar-99	145.25
Wymer, Betty	2.75	2.75	Jan-96	1,040.75
Zamora, Mary	0.00	0.00	Jan-04	8.50
TOTAL	298.00	298.00		18,821.50

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	July	YTD			July	YTD	
Alvarado, Catalina	3.25	3.25	3.25	Ngo, Kathy	9.00	9.00	9.00
Arzu, Robert	0.00	0.00	49.00	Nguyen, Kevin	16.00	16.00	16.00
Becker, Alyssa	4.00	4.00	5.25	Ning Zing, Dan	9.00	9.00	9.00
Bhattacharya, Ankur	16.00	16.00	39.50	Ong, Cindy	6.00	6.00	6.00
Bianco, Justin	4.00	4.00	36.50	Ortiz, William	0.00	0.00	19.50
Blaine, Ami	2.00	2.00	12.00	Pestoor, Jaclyn	8.50	8.50	16.50
Blehm, Nathan	10.50	10.50	10.50	Peters, Lezi	10.75	10.75	20.25
Boden, Emily	22.25	22.25	26.25	Peters, Tim	8.25	8.25	17.75
Born, Ashley	4.00	4.00	22.00	Piol, Nick	6.00	6.00	46.00
Britton, JoAnn	0.00	0.00	0.50	Rivera, Ruben	18.00	18.00	23.00
Cha, Sally	12.00	12.00	12.00	Runyan, Nicole	7.00	7.00	7.00
Chao, Rebecca	26.50	26.50	37.50	Ryang, Michelle	4.00	4.00	21.25
Chun, Andrea	3.50	3.50	72.25	Sharp, Kristina	16.25	16.25	28.25
Cobos, Patrick	0.00	0.00	6.50	Suh, Stacy	11.25	11.25	41.75
Doezie, Ryan	0.00	0.00	39.00	Syed, Kiren	14.25	14.25	40.75
Erbacher, Matt	4.00	4.00	4.00	Tan, Hannah	1.00	1.00	44.00
Esquivel, Gilberto	6.00	6.00	19.00	Tasnim, Sara	7.00	7.00	13.25
Florez, Stephanie	0.00	0.00	3.00	Tat, Trung	24.50	24.50	97.75
Francis, Lucy	5.00	5.00	5.00	Thibault, Peter	5.75	5.75	7.75
Hadi, Maria	6.00	6.00	6.00	Thibault, Timothy	7.75	7.75	11.75
Hariri, Nick	25.00	25.00	26.00	Thornley, Mikayla	2.00	2.00	2.00
Hasan, Heba	0.00	0.00	6.00	Tjoarman, Arlene	47.75	47.75	73.25
Hasan, Mahin	0.00	0.00	6.00	Valerio, Ricardo	0.00	0.00	30.00
Ibarra, Estefania	22.00	22.00	37.00	Vasquez, Michelle	3.25	3.25	3.25
Israel, Emily	15.00	15.00	18.00	Vo, Jadeson	8.50	8.50	17.25
Jani, Eddie	26.75	26.75	48.75	Vo, Jasmine	8.50	8.50	18.25
Khattar, Saijal	36.50	36.50	50.50	Wang, Melody	5.50	5.50	10.50
Lee, Jessica	21.00	21.00	26.00	White, Chris	19.25	19.25	20.25
Lee, Kenneth	30.00	30.00	39.25	Wu, Jaime	7.25	7.25	12.75
Lopez, Edgar	0.00	0.00	47.00	Yeh, Bryce	6.00	6.00	25.25
Martinez, Chris	15.00	15.00	28.75	Yen, Tiffany	20.25	20.25	20.25
Misty, Aakash	7.50	7.50	7.50	Yousof, Roman	0.00	0.00	2.00
Nath, Sara	0.00	0.00	17.00	Zuniga, Jazmin	4.00	4.00	32.00
Negrete, Adriana	0.00	0.00	10.50				
Nekoranec, Rachel	0.00	0.00	9.00				

TOTAL	327.75	327.75	786.25	TOTAL	322.50	322.50	763.50
TOTAL Library Volunteer Hours			948.25				
TOTAL Literacy Volunteer Hours			1008.00				
TOTAL VOLUNTEERS HOURS			1956.25				

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

	Regular/Temp. Volunteers				Literacy Volunteers			
	FY00/01	FY01/02	FY02/03	FY03/04	FY00/01	FY01/02	FY02/03	FY03/04
July	562.00	623.00	693.50	735.25	658.00	1026.50	644.00	865.00
August	563.25	834.25	386.00	551.50	662.00	847.00	513.00	829.00
September	248.00	802.75	386.00	385.00	581.00	605.00	518.00	808.00
October	385.00	1029.80	442.50	388.75	614.00	550.00	516.00	820.00
November	369.25	1457.30	388.25	388.25	685.50	550.00	510.00	805.00
December	205.25	203.50	260.00	359.50	564.00	586.00	504.00	853.00
January	387.25	356.50	425.00	439.00	797.00	586.00	504.00	979.00
February	376.75	359.75	492.00	496.25	617.00	600.00	534.00	1472.00
March	377.25	399.00	340.00	489.25	622.50	600.00	767.00	1275.75
April	457.25	299.75	533.25	476.50	656.00	600.00	502.00	1152.00
May	393.00	371.50	355.50	460.25	1,204.50	588.00	500.00	562.50
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>	<u>456.00</u>	<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	<u>526.50</u>
	4905.00	7191.10	5256.75	5625.50	8,712.00	7777.50	9380.00	10947.75

	FY04/05				FY04/05			
July	948.25				1,008.00			
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
	<u>948.25</u>				<u>1,008.00</u>			

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY04/05 July	FY04/05 YTD	Cumulative		FY04/05 July	FY04/05 YTD	Cumulative
Aguirre, Alyssa	6.00	6.00	46.00	Krisinger, Elizabeth	-	-	78.00
Araujo, John	6.00	6.00	6.00	Lee, Joshua	6.00	6.00	6.00
Azadi, Joe	8.00	8.00	8.00	Leslie, Sandra	6.00	6.00	302.00
Azizan, Sarah	-	-	40.00	Lin, Joyce	6.00	6.00	6.00
Bates, Emily	4.00	4.00	4.00	Lukito, Cory	6.00	6.00	6.00
Belekjian, Maria	6.00	6.00	114.00	Lukito, Kevin	6.00	6.00	6.00
Bello, Dominic	-	-	66.00	Mai, Angie	24.00	24.00	24.00
Bennett, Amanda	4.00	4.00	4.00	Maino, Arielle	6.00	6.00	6.00
Bennett, Kevin	4.00	4.00	4.00	Maikowicz, Edward	6.00	6.00	310.00
Bernardino, Maria	6.00	6.00	102.00	Manzanarez, Melissa	6.00	6.00	6.00
Bowers, Cretia	20.00	20.00	20.00	Marquez, Jeff	6.00	6.00	49.00
Brackett, Jim	6.00	6.00	159.00	Martlaro, Diane	-	-	564.00
Broderick, Shannon	-	-	56.00	Massaro, Lauren	6.00	6.00	90.00
Brzovic, Kathy	6.00	6.00	96.00	McBain, Frances	6.00	6.00	84.00
Cadambi, Aruna	-	-	44.00	McBentz, Kathy	6.00	6.00	170.00
Callaway, Sean	6.00	6.00	48.00	McGrath, Patricia	6.00	6.00	84.00
Castillo, Alicia	-	-	40.00	Mehta, Ami	6.00	6.00	42.00
Cha, Sally	6.00	6.00	96.00	Miller, Michelle	6.00	6.00	51.00
Chandrasekaram, Vinolie	-	-	64.00	Min, Nara	6.00	6.00	40.00
Chen, April	-	-	177.00	Montoya, Tania	6.00	6.00	62.00
Chen, Elsen	-	-	80.00	Myers, Emily	150.00	150.00	150.00
Chen, Wen	6.00	6.00	90.00	Navarro, Nicole	6.00	6.00	96.00
Choi, Eugene	6.00	6.00	48.00	Negoranek, Rachel	6.00	6.00	35.00
Coffee, Nancy	-	-	397.00	Negrete, Adriana	6.00	6.00	43.00
Corbo, Leonora	5.00	5.00	5.00	Nguyen, Martin	6.00	6.00	48.00
de LaTorre, Angelica	-	-	154.00	Nguyen, Minh	6.00	6.00	6.00
Diaz, Cynthia	-	-	52.00	Nguyen, Tyler	6.00	6.00	62.00
Diaz, Monica	-	-	70.00	Osoria, Jonathan	6.00	6.00	54.00
Donofrio, Susan	6.00	6.00	141.00	Patel, Vani	6.00	6.00	96.00
Draper, Krispa	6.00	6.00	156.00	Pelto, Ernest	6.00	6.00	289.00
Dudrey, Kristin	6.00	6.00	60.00	Porter, Melissa	12.00	12.00	120.00
Eckels, Krys	6.00	6.00	96.00	Precht, Jeanette	6.00	6.00	169.00
Economou, Christina	6.00	6.00	90.00	Renno, Carolyn	6.00	6.00	51.00
Elmore, Sylvia	4.00	4.00	88.00	Rivera, Felleny	6.00	6.00	58.00
Farilla, Dawn	7.00	7.00	7.00	Rivera, Hilda	12.00	12.00	156.00
Finley, Virginia	6.00	6.00	98.00	Rodriguez, Kenia	-	-	120.00
Fitsimons-Diaz, Chelsea	6.00	6.00	123.00	Ross, Charlotte	7.00	7.00	7.00
Gardner, Jeanette	-	-	87.00	Sabo, Melissa	-	-	42.00
Gimby, Walter	6.00	6.00	52.00	Schaal, Linda	6.00	6.00	219.00
Goodman, Dale	-	-	3,441.00	Schultz, Laurie	6.00	6.00	6.00
Guerrero, Christine	6.00	6.00	84.00	Sgobba, Jackie	6.00	6.00	168.00
Guerrero, Lavone	6.00	6.00	90.00	Shah, Sweny	-	-	132.00
Hamacher, Holly	6.00	6.00	84.00	Shan, Kheyati	6.00	6.00	51.00
Hatch, Bill	6.00	6.00	141.00	Skimizu, Ken	12.00	12.00	457.00
Hatch, Katie	6.00	6.00	49.00	Smith, Allie	6.00	6.00	6.00
Hawkins, Christina	6.00	6.00	80.00	Smith, Annie	6.00	6.00	6.00
Healey, Kathleen	6.00	6.00	282.00	Speakman, Sarah	3.00	3.00	86.00
Heer, Kim	6.00	6.00	299.00	Stutts, Lisa	6.00	6.00	55.00
Henao, Stephanie	6.00	6.00	60.00	Stuvert, Judith	24.00	24.00	24.00
Herrera, Elizabeth	6.00	6.00	6.00	Tan, Hannah	4.00	4.00	4.00
Hernandes, Melissa	-	-	50.00	Tat, Trung	6.00	6.00	17.00
Hernandez, Maria	12.00	12.00	156.00	Thomas, Peggy	6.00	6.00	125.00
Hilleweart, Heather	6.00	6.00	84.00	Thong, Din	10.00	10.00	10.00
Holmes, Nancy	6.00	6.00	6.00	Todker, Reka	6.00	6.00	18.00
Howell, Anne	6.00	6.00	90.00	Todker, Vanita	6.00	6.00	46.00
Hsieh, Lambert	6.00	6.00	6.00	Ton, Sothany	15.00	15.00	15.00
Hsu, Iris	6.00	6.00	6.00	Trotter, Cynthia	6.00	6.00	153.00
Humple, Phyllis	4.00	4.00	178.00	Truong, Christine	-	-	123.00
Hutain, Jenny	6.00	6.00	43.00	Valenzuela, Sarah	6.00	6.00	6.00
Hutton, Katherine (Kate)	6.00	6.00	300.00	Veltre, Robin	3.00	3.00	25.00
Jeon, Ashley	6.00	6.00	47.00	Vukovick, Kathy	6.00	6.00	222.00
Kaiser, Kelly	150.00	150.00	150.00	Weimer, MacKenzie	6.00	6.00	49.00
Kamat, Rujvi	6.00	6.00	42.00	Wright, Sydney	6.00	6.00	45.00
Kao, Elaine	-	-	36.00	Yu, Lilian	6.00	6.00	6.00
Khamphanh, Molly	6.00	6.00	90.00				
Kornreich, Seth	-	-	32.00				
Kreger, Kenneth	6.00	6.00	6.00				
				Total	1,008.00	1,008.00	14,688.00

Placentia Library District
Circulation Report
August 23, 2004

Agenda Item 19

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 July	FY03-04 July
1st Time Checkouts	13,796	15,894	-13.20%	13,796	15,894
Phone Renewals	2,324	806	188.34%	2,324	806
In-Building Renewals	233	571	-59.19%	233	571
TOTAL RENEWALS	2,557	1,377	85.69%	2,557	1,377
TOTAL CHECKOUTS	16,353	17,271	-5.32%	16,353	17,271
On-Time Checkins	14,434	16,187	-10.83%	14,434	16,187
Late Checkins	846	898	-5.79%	846	898
TOTAL CHECKINS	15,280	17,085	-10.56%	15,280	17,085
Holdings Placed	494	174	183.91%	494	174
Holdings Cancelled	16	3	433.33%	16	3
Holdings Filled	409	399	2.51%	409	399
Patrons Registered	18,507	356	5098.60%	18,507	356
Titles Added	283	163	73.62%	283	163
Volumes Added	364	191	90.58%	364	191
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	6,591	6,267	5.17%	6,591	6,267
Juvenile Print	7,914	8,993	-12.00%	7,914	8,993
Total Print	14,505	15,260	-4.95%	14,505	15,260
Audio	935	759	23.19%	935	759
Visual	1,624	1,243	30.65%	1,624	1,243
Total Audio Visual	2,559	2,002	27.82%	2,559	2,002
TOTAL CIRCULATION	17,064	17,262	-1.15%	17,064	17,262
Placentia Circulation	10,736	11,602	-7.46%	10,736	11,602
%Placentia Circulation	62.92%	67.21%		62.92%	67.21%
Anaheim/Yorba Linda Circulation	2,650	2,150	23.26%	2,650	2,150
%Anaheim/Yorba Linda Circulation	16%	12.46%		16%	12.46%
TYPES OF ACTIVE BORROWERS					
Adult	11,823	11,230	5.28%	11,823	11,230
Young Adult	280	288	-2.78%	280	288
Juvenile	3,514	3,880	-9.43%	3,514	3,880
New Borrower	1,231	1,645	-25.17%	1,231	1,645
Non Resident	0	0	N/A	0	0
Other (staff)	224	227	-1.32%	224	227
TOTAL ACTIVE BORROWERS	17,072	17,270	-1.15%	17,072	17,270
TOTAL REGISTERED BORROWERS	18,507	17,993	2.86%	18,507	17,993
ATTENDANCE	30,055	31,051	-3.21%	30,055	31,051
Adult Reference-In Building	1,070	759	40.97%	1,070	759
Adult Reference-Telephone	115	135	-14.81%	115	135
Children's Reference-In Building	796	92	765.22%	796	92
Children's Reference-Telephone	14	5	180.00%	14	5
Total Adult Reference	1,185	894	32.55%	1,185	894
Total Children's Reference	810	97	735.05%	810	97
Total in Building Reference	1,866	851	119.27%	1,866	851
Total Telephone Reference	129	140	-7.86%	129	140
TOTAL REFERENCE	1,995	991	101.31%	1,995	991



PLACENTIA INVOICES

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	09/07/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/08/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/07/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/04/01	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	02/07/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	03/07/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	04/05/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	05/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	06/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	07/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	08/16/02	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	07/10/20	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	08/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	09/17/02	5,200.62	1,638.37	650.63				7,489.62
Oct-02	10/11/02		1,195.57	650.63			8.17	1,854.37
Nov-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Dec-02	12/13/03		1,150.57	650.63	537.50			2,338.70
Jan-03	01/16/03		1,632.69	650.63			8.15	2,291.47
Feb-03	02/11/03		1,269.07	762.39				2,031.46
Mar-03	03/17/03		1,177.30	762.39	107.50		10.55	2,057.74
Apr-03	04/07/03	35,884.16	1,263.68	762.39	269.45		7.17	38,186.85
May-03	06/05/03	3,712.49	1,150.57	650.77	107.50		7.20	5,628.53
Jun-03	07/24/03	4,522.91	1,150.57	650.77	207.50		7.20	6,538.95
TOTAL		60,482.41	15,906.61	8,144.34	1,444.45	0.00	81.17	86,058.98
AVG		5,040.20	1,325.55	678.70	120.37		6.76	7,171.58

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	08/07/03	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03	09/08/03	5,103.96	1,370.47	604.52	215.00		7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50		7.19	4,520.56
Oct-03	11/10/03	4,002.21	1,150.57	604.52	107.50		7.24	5,872.04
Nov-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17		7.23	7,472.74
Dec-03	01/13/04	2,950.98	1,407.66	705.74	155.00			5,219.38
Jan-04	02/10/04	2,987.54	1,150.57	568.93	107.50		7.23	4,821.77
Feb-04	03/08/04	3,020.00	1,150.57	619.54	107.50		7.20	4,904.81
Mar-04	04/08/04	3,046.38	1,150.57	619.54	107.50		7.45	4,931.44
Apr-04	05/12/04	3,106.89	1,150.57	619.54	107.50			4,984.50
May-04	06/15/04	3,544.04	1,150.57	647.62	215.00		7.28	5,564.51
Jun-04	07/28/04	4,661.33	1,150.57	690.71	276.54		7.27	6,786.42
TOTAL		44,284.89	15,613.08	7,494.22	3,026.71	0.00	72.48	70,491.38
AVG		3,690.41	1,301.09	624.52	252.23	0.00	6.04	5,874.28

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-02	1,127.26	174.00	0.00	1,301.26	650.63
Aug-02	1,127.26	174.00	2.48	1,303.74	651.87
Sep-02	1,127.26	174.00	0.00	1,301.26	650.63
Oct-02	1,127.26	174.00	0.00	1,301.26	650.63
Nov-02	1,127.26	174.00	0.00	1,301.26	650.63
Dec-02	1,127.26	174.00	0.00	1,301.26	650.63
Jan-03	1,127.26	174.00	0.00	1,301.26	650.63
Feb-03	1,350.78	174.00	0.00	1,524.78	762.39
Mar-03	1,350.78	174.00	0.00	1,524.78	762.39
Apr-03	1,350.78	174.00	0.00	1,524.78	762.39
May-03	1,127.53	174.00	0.00	1,301.53	650.77
Jun-03	1,127.53	174.00	0.00	1,301.53	650.77
TOTAL	14,198.22	2,088.00	2.48	16,288.70	8,144.35
AVG	1,183.19	174.00	0.21	1,357.39	678.70

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03	1,207.48	204.00	0.00	1,411.48	705.74
Jan-04	963.86	174.00	0.00	1,137.86	568.93
Feb-04	1,050.08	189.00	0.00	1,239.08	619.54
Mar-04	1,050.08	189.00	0.00	1,239.08	619.54
Apr-04	1,050.08	189.00	0.00	1,239.08	619.54
May-04	1,106.24	189.00	0.00	1,295.24	647.62
Jun-04	1,177.42	204.00	0.00	1,381.42	690.71
TOTAL	12,780.44	2,208.00	0.00	14,988.44	7,494.22
AVG	1,065.04	184.00	0.00	1,249.04	624.52

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Dec-02	382.24	234.40	63.58	0.00	447.04	1,127.26
Jan-03	382.24	234.40	63.58	0.00	447.04	1,127.26
Feb-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Mar-03	382.24	234.40	63.58	0.00	670.56	1,350.78
Apr-03	382.24	234.40	63.58	0.00	670.56	1,350.78
May-03	382.24	234.40	63.58		447.04	1,127.26
Jun-03	382.24	234.40	63.58		447.04	1,127.26
TOTAL	4,586.88	2,812.80	762.96	0.00	6,035.04	14,197.68
AVG	382.24	234.40	63.58	0.00	502.92	1,183.14

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Dec-03	284.72	300.60	60.56	0.00	561.60	1,207.48
Jan-04	213.54	240.48	60.56	0.00	119.28	633.86
Feb-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Mar-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Apr-04	213.54	270.54	60.56	0.00	505.44	1,050.08
May-04	213.54	270.54	60.56	0.00	561.60	1,106.24
Jun-04	284.72	270.54	60.56	0.00	561.60	1,177.42
TOTAL	3,060.74	3,096.18	726.72	0.00	5,566.80	12,450.44
AVG	255.06	258.02	60.56	0.00	463.90	1,037.54

TIME BY TYPE OF WORKER

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


TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-02	8.00	8.00	2.00	0.00	16.00	34.00
Aug-02	8.00	8.00	2.00	0.00	16.00	34.00
Sep-02	8.00	8.00	2.00	0.00	16.00	34.00
Oct-02	8.00	8.00	2.00	0.00	16.00	34.00
Nov-02	8.00	8.00	2.00	0.00	16.00	34.00
Dec-02	8.00	8.00	2.00	0.00	16.00	34.00
Jan-03	8.00	8.00	2.00	0.00	16.00	34.00
Feb-03	8.00	8.00	2.00	0.00	24.00	42.00
Mar-03	8.00	8.00	2.00	0.00	24.00	42.00
Apr-03	8.00	8.00	2.00	0.00	24.00	42.00
May-03	8.00	8.00	2.00	0.00	16.00	34.00
Jun-03	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	96.00	96.00	24.00	0.00	216.00	432.00
AVG	8.00	8.00	2.00	0.00	18.00	36.00

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03	8.00	8.00	2.00	0.00	16.00	34.00
Dec-03	8.00	10.00	2.00	0.00	20.00	40.00
Jan-04	6.00	8.00	2.00	0.00	16.00	32.00
Feb-04	6.00	9.00	2.00	0.00	18.00	35.00
Mar-04	6.00	9.00	2.00	0.00	18.00	35.00
Apr-04	6.00	9.00	2.00	0.00	18.00	35.00
May-04	6.00	9.00	2.00	0.00	20.00	37.00
Jun-04	8.00	9.00	2.00	0.00	20.00	39.00
TOTAL	86.00	103.00	24.00	0.00	210.00	423.00
AVG	7.17	8.58	2.00	0.00	17.50	35.25

To: eminter@placentialibrary.org
From: gneill@csgda.net
Subject: CSGDA Legislative Update - August 13, 2004

 CSGDA Alliance Legislative Information

STATE AUDIT OF WATER DISTRICT ADMINISTRATIVE COSTS DEFEATED IN COMMITTEE

Assembly Member Rebecca Cohn (D – Saratoga) presented her request for a state audit of the administrative expenses of “independent water districts.” In her presentation, Cohn stated that there is “little oversight” of these districts that are “sitting on over \$9 billion of unallocated reserves.” She also made the outrageous statement that water districts spend 90% of their revenues on administrative expenses. This charge caused Senator Jackie Speier (D – Hillsborough) to ask the State Auditor if that figure is correct, to which the State Auditor responded that she believes they are closer to 10-12%. The State Auditor indicated that the audit would take 2,650 hours and would entail a sample of water districts, looking at administrative costs for the last two (2) fiscal years. The Joint Legislative Audit Committee voted on this request and the others presented during Wednesday’s hearing Thursday morning, at which point the Committee defeated the proposal.

VOLUNTEER LABOR BILL OKAYED BY ASSEMBLY

AB 2690, carried by Assembly Member Loni Hancock (D – Berkeley) and relating to the use of volunteers on public works projects, passed the Assembly Thursday afternoon on concurrence and is headed to the Governor. The bill contains an urgency clause, which will make the provisions of the bill operative upon the Governor’s signature, which is expected. The bill is intended to address an issue that has garnered significant attention in recent months after an enforcement action taken by the Department of Industrial Relations (DIR) in July 2003 in relation to a stream restoration project in Shasta County. DIR determined that under current law, prevailing wage must be paid to everyone who participated in the project. Since the enforcement action, there has been an outcry that DIR’s interpretation effectively prohibits the mixed use of volunteer and paid labor on public works projects, which can significantly lower the cost of the project.


DO YOU KNOW OTHERS AT YOUR AGENCY THAT MIGHT WANT TO GET THESE UPDATES TOO?

If anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates altogether, let us know by calling toll free 877/924-CSGA or by emailing gneill@csgda.net. You can find old Legislative Updates in the ‘Members Only’ section of www.csgda.net. If you don’t know your agency’s username and password, contact David Fawson at davidf@csgda.net or by calling toll free 877/924-CSGA.

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To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: CSDA Legislative Update - July 30, 2004

 CSDA Legislative Information

MESSAGE FROM CSDA PRESIDENT BILL MILLER

As most of you are now aware, and for better or for worse, the 2004-2005 State budget is now completed. In addition, the local government compromise, and the resulting Senate Constitutional Amendment (SCA) 4, which provides for future local revenue protections, is also a reality. The details of both of these actions by our Legislature have been transmitted to you previously. If you need additional information, please contact the CSDA office at 877.924.CSDA.

It has been a long and unrelenting process that has brought us all to this historic point. Thanks to the support of Governor Schwarzenegger, and to the continuing success of the city, county and special district LOCAL Coalition, we now have a constitutional amendment approved by the Legislature and supported by the Governor. This compromise provides all local governments significant future protection of local revenues from future raids by the State, and therefore protects the crucial public services our citizens depend upon.

This proposed constitutional amendment, SCA 4, which will be designated Proposition 1A on this November's general election ballot, will in essence take the place of the already-qualified Proposition 65. Many of us worked hard to qualify Proposition 65 for the ballot. As a direct result of this hard work, local governments were able to secure a seat at the budget-negotiating table and successfully reach a deal on the protections contained within Prop. 1A. Politics is a rough and tumble business, and you don't always get everything you want, or everything you expect. In this case, there are many competing interests for the State's limited finance resources. These interests were stacking up against our Proposition 65, causing local government representatives great concern as to the likelihood of the ballot measure passing in November. In the final hours, the Proposition 1A compromise with the Governor and the Legislature was the only way to guarantee our ultimate goal of constitutional protection of our local government funds.

I ask that you remember from where we started on this year's budget journey: \$400 million that was to be taken from special districts, ongoing, year after year, with no constitutional protection of whatever crumbs remained. While the final compromise takes a difficult \$350 million for each of the next two years, it provides us with a light at the end of this fiduciary tunnel: substantial protections for the future.

Nobody in their right mind would appreciate getting fleeced by the state again. It is understandable that local governments resent being further used by the State, even for this finite period of time...but let's keep our eyes on that proverbial light, work on the passage of Proposition 1A, and in two years rejoice in the fact that we will be excused from the annual state "budget dance."

MEMO TO CALIFORNIA SPECIAL DISTRICTS FROM CSDA EXECUTIVE DIRECTOR CATHERINE SMITH

Late Monday night, Governor Schwarzenegger and the legislative leadership announced a bipartisan agreement that will protect local government funds. The constitutional amendment and budget packages were placed into bill form and passed the Assembly at 9:30pm on Wednesday night, then passed the Senate on Thursday.

The agreement contains protection for all local government from future raids by the State, and is

outlined in detail in the following pages.

As you may recall, Governor Schwarzenegger approached CSDA, the League of California Cities and the California State Association of Counties (CSAC) in mid-April with an offer to craft a local government budget package that would include a constitutional amendment to protect local revenues. This process was a direct result of the LOCAL Coalition's efforts to qualify Prop. 65 for the November ballot.

The Governor indicated he would likely oppose Proposition 65, the Local Taxpayers and Public Safety Protection Act, due to the \$1.3 billion gap it would leave in the State's budget this year and next. His commitment was to ensure that the State could no longer raid the coffers of local government. Since that time, CSDA, the League and CSAC have been fully committed to working in concert with the Administration in securing the greatest level of protection possible in these times. Local government, legislative and administration staff have put in countless hours and reviewed innumerable options, and the package outlined in the attachment represents the success of these efforts.

Never before have local government representatives worked so closely together as a collective voice. And never before have we had an opportunity to be so vocally supported by a Governor who believes in local government.

This has been an historic year for local government. Special districts, frequently described as the least understood and most invisible form of local government, have stepped up with their partners – the cities and counties – to protect the revenues we rely upon to provide essential local services to our communities. Thank you for your involvement and support in these efforts.

FACTS ABOUT THE HISTORIC 2004 LOCAL GOVERNMENT PACKAGE

(Statutory changes are those that will be placed into the regular law books. Constitutional changes are those that will be written into the State Constitution, assuming Proposition 1A passes on the November statewide ballot.)

General Fund Benefit (statutory)

Cities, counties, special districts and redevelopment agencies will contribute \$1.3 billion in local property tax revenues to the state's General Fund in fiscal years 2004-05 and 2005-06, for a total of \$2.6 billion. The yearly allocation will be:

- Special districts: \$350 million
- Cities: \$350 million
- Counties: \$350 million
- Redevelopment agencies: \$250 million

Special District Allocation Formula (statutory)

The \$350 million provided annually by special districts will include property tax revenue from both independent districts – those with independent boards of directors – **and** dependent districts – those overseen by county boards of supervisors or city councils.

- Districts providing enterprise services (those financed primarily by fees, such as water and wastewater) will shift 40% of their property tax revenues to the state, **not to exceed 10% of total enterprise revenues.**
- Districts providing non-enterprise services (parks, cemeteries, etc.) will shift 10% of their property tax revenues.
- Transit districts that receive property tax (including AC Transit and BART) will shift 3% of their property tax revenues.
- Mosquito districts are exempted from the shift as a result of the growing presence of West Nile

virus as a major health threat in California.

- Fire, police, hospital/health care, library and veterans' memorial districts are also exempted.
- The share from enterprise districts may increase if the total falls short of \$350 million, although **no district will contribute more than 10% of total revenues.**

Redevelopment Agencies

Redevelopment agencies will be allowed extensions based on time remaining to retirement of each agency as follows:

- 0-10 years – 2-year extension.
- 10-20 years – 2-year extension, if in compliance with housing requirements.
- 20+ years – no extensions.
- There would also be language stating that the redevelopment increment would not be subject to an ERAF-like shift in the future.

Property Tax Protection (constitutional)

With the intention of keeping local revenues local, the package protects the aggregate amount of city, county, special district and redevelopment property tax revenues collected within each county.

- The Legislature cannot shift future property taxes to ERAF, schools, to support state-mandated programs, or to any other "state purpose."
- Property tax revenues may be reallocated within a county upon a 2/3 vote of the Legislature (current law requires only a simple majority vote). Each local government's property tax revenues will be protected at current levels until such time that the Legislature approves reallocation, if ever.
- The Legislature has **never** used its reallocation power to shift property taxes anywhere except to state purposes.
- No reallocations may take place until fiscal year 2008-09.

Suspension of Constitutional Protection

Suspension of local government revenue constitutional protection can only be done if the Governor proclaims a "significant state fiscal hardship," and if the Legislature agrees by a 2/3 vote in a separate bill from the budget bill (constitutional).

- Shifts made at the time of suspension will be a **loan** (constitutional).
- No borrowing/shifting (aside from the \$2.6 billion) may occur until 2008-09 (constitutional).
- No borrowing/shifting may occur more than twice within any 10-year period (constitutional).
- No borrowing/shifting may be made if previous suspension loans or the VLF Gap Loan has not been repaid (constitutional).
- The loan may not exceed 8% of non-education property tax revenues, which is approximately equivalent to \$1.3 billion in 2003-04 property tax dollars (constitutional).
- The Legislature must pass a statute to fully repay the loan with interest within three fiscal years (constitutional).
- Legislature must authorize securitization (allowing local governments to issue bonds against the loan) (statutory).

Sales Tax Protection and Revenue Swap (constitutional)

Sales taxes have not historically been a revenue source for independent special districts. The package prohibits the Legislature from reducing the rate or changing the distribution of the Bradley-Burns sales

tax revenues.

- Cities and counties are guaranteed the return of the quarter-cent sales tax when Prop. 57 bonds are retired.
- The Legislature may approve the voluntary exchange of local sales tax revenues for property tax revenues when requested through a revenue-neutral agreement between local agencies (including special districts).

Vehicle License Fee

- The VLF rate is reduced, by statute, from 2% to its current rate of 0.65% (statutory).
- Capped at 2% constitutionally, but may be raised above 0.65% for local purposes.
- The VLF backfill is eliminated and replaced by property tax revenues (constitutional).
- Retains statutory requirement to repay VLF gap loan (\$1.3 billion) in August 2006 (statutory). No future property tax loan/suspension allowed if unpaid (constitutional).
- Property tax backfill provided if rate reduced below 0.65% (constitutional).

Unfunded Mandate Protection (constitutional)

Laws enacted by the Legislature frequently create mandates that require local governments to administer programs or incur other costs. The package addresses the problem of unfunded mandates, which put further strains on local government budgets.

- Mandates placed on cities, counties or special districts for which the State does not provide funding are suspended (with the exception of certain employee rights and benefits).
- The definition of "mandate" will be clarified to include cost shifts from the state to local government.

DID YOU KNOW EVERYONE ELSE AT YOUR AGENCY CAN ALSO GET THESE UPDATES SENT TO THEM?

If you or anyone else at your agency would like to receive these updates by email, or if you would like to stop receiving these updates altogether, let us know by calling toll free 877/924-CSDA or by emailing gneill@csgda.net. You can find old Legislative Updates in the 'Members Only' section of www.csgda.net. If you don't know your agency's username and password, contact David Fawson at davidf@csgda.net or by calling 877/924-CSDA.

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

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

To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: Historic Local Government Agreement Reached - State Budget Update

TO: CSDA Members
FROM: Catherine Smith, CAE
Executive Director
RE: Local Government Agreement Update
DATE: July 27, 2004

Late last night Governor Schwarzenegger and legislative leadership announced a bipartisan agreement to protect local government funds that will be put in final form and presented to the Legislature.

The agreement has protection for all local government and is outlined in detail in the following pages.

As you may recall, Governor Schwarzenegger approached CSDA, the League of California Cities and the California State Association of Counties (CSAC) in mid-April with an offer to craft a local government budget package that would include a constitutional amendment to protect local revenues. The Governor indicated he would likely oppose Proposition 65, the Local Taxpayers and Public Safety Protection Act, due to the \$1.3 billion gap it would leave in the State's budget this year and next. His commitment was to ensure that the State could no longer raid the coffers of local government. Since that time, CSDA, the League and CSAC have been fully committed to working in concert with the Administration in securing the greatest level of protection possible in these times. Local government, legislative and administration staff have put in countless hours and reviewed innumerable options, and the package outlined in the attachment represents the success of these efforts. Never before have local government representatives worked so closely together as a collective voice. And never before have we had an opportunity to be so vocally supported by a Governor who believes in local government.

This has been a historic year for local government. Special districts, frequently described as the least understood and most invisible form of local government, have stepped up with their partners – the cities and counties – to protect the revenues we rely upon to provide essential local services to our communities. Thank you for your involvement and support in these efforts.

You can also find this information at the CSDA website: www.csda.net.

Be sure to follow California's major newspaper coverage of the budget agreement, workers' comp reform and all the other legislative issues affecting your district in the 'Legislation & Action' section of the Members Only section of the website. If you don't know your agency's username and password, call us toll free at 877/924-CSDA.

Facts About the 2004 Local Government Agreement and Special Districts

General Fund Benefit (statutory)

Cities, counties, special districts and redevelopment agencies will contribute \$1.3 billion in local property tax revenues to the state's General Fund in fiscal years 2004-05 and 2005-06, for a total of \$2.6 billion. The yearly allocation will be:

- Special districts: \$350 million
- Cities: \$350 million

- Counties: \$350 million
- Redevelopment agencies: \$250 million

Special District Allocation Formula (statutory)

The \$350 million provided annually by special districts will include property tax revenue from both independent districts – those with independent boards of directors – **and** dependent districts – those overseen by county boards of supervisors or city councils.

- Districts providing enterprise services (those financed primarily by fees, such as water and wastewater) will shift 40% of their property tax revenues to the state, **not to exceed 10% of total enterprise revenues.**
- Districts providing non-enterprise services (parks, cemeteries, etc.) will shift 10% of their property tax revenues.
- Transit districts that receive property tax (including AC Transit and BART) will shift 3% of their property tax revenues.
- Mosquito districts are exempted from the shift as a result of the growing presence of West Nile virus as a major health threat in California.
- Fire, police, hospital/health care, library and veterans' memorial districts are also exempted.
- The share from enterprise districts may increase if the total falls short of \$350 million, although **no district will contribute more than 10% of total revenues.**

Redevelopment Agencies

Redevelopment agencies will be allowed extensions based on time remaining to retirement of each agency as follows:

- 0-10 years – 2-year extension.
- 10-20 years – 2-year extension, if in compliance with housing requirements.
- 20+ years – no extensions.
- There would also be language stating that the redevelopment increment would not be subject to an ERAF-like shift in the future.

Property Tax Protection (constitutional)

With the intention of keeping local revenues local, the package protects the aggregate amount of city, county, special district and redevelopment property tax revenues collected within each county.

- The Legislature cannot shift future property taxes to ERAF, schools, to support state-mandated programs, or to any other “state purpose.”
- Property tax revenues may be reallocated within a county upon a 2/3 vote of the Legislature (current law requires only a simple majority vote). Each local government's property tax revenues will be protected at current levels until such time that the Legislature approves reallocation, if ever.
- The Legislature has **never** used its reallocation power to shift property taxes anywhere except to state purposes.
- No reallocations may take place until fiscal year 2008-09.

Suspension of Constitutional Protection

Suspension of local government revenue constitutional protection can only be done if the Governor proclaims a “significant state fiscal hardship,” and if the Legislature agrees by a 2/3 vote in a separate bill from the budget bill (constitutional).

- Shifts made at the time of suspension will be a **loan** (constitutional).
- No borrowing/shifting (aside from the \$2.6 billion) may occur until 2008-09 (constitutional).
- No borrowing/shifting may occur more than twice within any 10-year period (constitutional).
- No borrowing/shifting may be made if previous suspension loans or the VLF Gap Loan has not been repaid (constitutional).

- The loan may not exceed 8% of non-education property tax revenues, which is approximately equivalent to \$1.3 billion in 2003-04 property tax dollars (constitutional).
- The Legislature must pass a statute to fully repay the loan with interest within three fiscal years (constitutional).
- Legislature must authorize securitization (allowing local governments to issue bonds against the loan) (statutory).

Sales Tax Protection and Revenue Swap (constitutional)

Sales taxes have not historically been a revenue source for independent special districts. The package prohibits the Legislature from reducing the rate or changing the distribution of the Bradley-Burns sales tax revenues.

- Cities and counties are guaranteed the return of the quarter-cent sales tax when Prop. 57 bonds are retired.
- The Legislature may approve the voluntary exchange of local sales tax revenues for property tax revenues when requested through a revenue-neutral agreement between local agencies (including special districts).

Vehicle License Fee

- The VLF rate is reduced, by statute, from 2% to its current rate of 0.65% (statutory).
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- Mandates placed on cities, counties or special districts for which the State does not provide funding are suspended (with the exception of certain employee rights and benefits).
- The definition of "mandate" will be clarified to include cost shifts from the state to local government.

To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: CSDA Legislative Update - July 23, 2004

 CSDA Legislative Update

BUDGET UPDATE—DAY 23 AND COUNTING

Late yesterday, Senate President Pro Tem John Burton advised members of the Senate that the Senate will be "on call" for the next few days and scheduled the next floor session for Monday at 10:30. The Assembly remains on call as well, but no word on when a floor session will be scheduled. It appears that little progress on the three major issues holding up the budget was made during this week, although conversations among legislative leaders and the Governor's office were held off-and-on all week. With respect to the local government package, on Monday the Senate Appropriations Committee considered Senate Constitutional Amendment No. 9 by Senator Torlakson. Senator Torlakson offered a number of technical amendments and one substantive amendment to place a 10% cap on the amount of local revenues that could be "borrowed" during the "suspension" period. The estimated value of a 10% cap is \$1.9 billion, much higher than the \$1 billion suggested by the Local Government Coalition. Numerous Democrat members of the Committee objected to the proposed cap, arguing that they will not support granting local governments a higher level of constitutional protection than currently exists for schools. In the end, Senator Torlakson withdrew the cap amendment and indicated he would continue to work with the Local Government Coalition toward a compromise acceptable to the Legislature. SCA No. 9 passed the Committee on a straight party-line vote, with one exception, Democrat Senator Mike Machado, voting against the measure. SCA No. 9 is currently on the Senate Floor.

On Wednesday, the Senate took up the budget bill, Assembly Bill 1749, an action everyone knew would fail. Since this week's press coverage was more than adequate, we won't repeat herein all of the speeches that were made for and against, suffice to say the measure failed on a 24 to 11 vote, with one Democrat, Senator Debra Bowen, voting against.

Early this week, the conventional wisdom was the budget would be wrapped up by today, allowing many Democrat legislators to attend next week's Democratic National Convention in Boston. So much for conventional wisdom...

BALLOT ARGUMENTS FOR PROP. 65 AVAILABLE ON-LINE

Californians to Protect Local Taxpayers and Public Safety recently submitted ballot arguments in support of Prop. 65. You can view them on-line by visiting the Secretary of State's website: www.ss.ca.gov/elections.

MISCELLANEOUS

If others at your agency, or other CSDA member agencies might like to receive these updates by email, or if you would like to stop receiving these updates, let us know by calling toll free 877/924-CSDA or by emailing gneill@csda.net.

You can find old Legislative Updates in the 'Members Only' section of www.csda.net. If you don't know your agency's username and password, contact David Fawson at davidf@csda.net or by calling 877/924-CSDA.

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

In

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "smacgregor" <smacgregor@mcls.org ...snip...
"palger" <palger@mcls.org>
Subject: FW: [CALIX:2790] News from the Capitol-Action needed

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

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
>Sent: Thursday, August 12, 2004 4:26 PM
>To: CLA Listserve- CALIX
>Subject: [CALIX:2790] News from the Capitol-Action needed
>
>August 12, 2004
>
>
>TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
>
>FROM: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist
>
>RE: NEWS FROM THE CAPITOL
>
>
>I. LIBRARY BOND BILL HEADS TO ASSEMBLY FLOOR - ACTION NEEDED
>
>This morning, the Assembly Appropriations Committee took up hundreds of
>items on their so-called "suspense file." You may recall that the
>"suspense
>file" is the method by which the committee prioritizes bills totaling
>\$150,000 or greater, and ultimately determines if they will be passed
>and
>sent to the Floor, or remain with the committee indefinitely. One of
>the
>items on the "suspense file," was SB 1161 by Senator Dede Alpert, the
>library construction and renovation bond. Sponsored by CLA, the bill
>would
>provide \$1 billion in general obligation bonds for the construction and
>renovation of libraries, if approved by the voters on the March 2006
>ballot.
>When SB 1161 was taken up this morning, Assembly Appropriations Chair,
>Judy
>Chu, announced that the bill would be sent to the Assembly Floor for
>action
>"with amendments to lessen the amount for the bond from \$1 billion down
>to
>\$600 million." The \$600 million figure was the result of an agreement
>reached between Chairwoman Chu, and Senator Alpert, who is the Chair of
>the
>Senate Appropriations Committee. When the vote was taken to send the

>bill
>to the Assembly Floor, all Democrats voted "aye," as did two Republicans
>-
>Vice Chair, Sharon Runner, and Assemblywoman Pat Bates.
>
>During a meeting we had in June with the Governor's Chief of Staff, the
>Governor's Secretary for Legislation, and Senator Alpert, they suggested
>that we meet with the Deputy Director of Finance, to ascertain the
>state's
>bonded indebtedness capacity. On Monday, that meeting was held, and we
>presented the extensive needs assessment data and spoke about the need
>to
>address the huge backlog in library construction. Currently, the
>Department
>of Finance has an "oppose" position on SB 1161, and we spent a great
>deal of
>the meeting addressing some of the concerns that Finance had raised in
>its
>bill analysis. In the end, the big concerns raised by DOF are: 1) Can
>the
>state afford another bond bill, with its current bonded indebtedness
>commitments and state's downgraded credit status?, 2) Is there a way
>that
>the bond could be sold so as to lessen the impact on the state's General
>Fund?, 3) Will the Administration ultimately support the bond bill?
>While
>the DOF was non-committal and did not give us any indication if they
>would
>be willing to change their "opposition" position on SB 1161 to "support"
>or
>"neutral," we were pleased that they ultimately made a commitment to
>"run
>the numbers" and explore the possibilities.
>
>SB 1161-Alpert will likely be considered on the Assembly Floor some time
>after Monday of next week. Please take a moment today and contact your
>individual Assemblymember and encourage their strong support for SB
>1161.
>If your Assemblymember is a co-author on the bond bill, thank them for
>their
>past support (Assemblymembers Ellen Corbett, Mark Leno, Joe Nation, and
>Lois
>Wolk.) If your Assemblymember is Assembly Appropriations Vice Chair,
>Sharon
>Runner, or Assemblywoman Patricia Bates, please thank them for their
>important Republican "aye" vote in Appropriations Committee today.
>Republicans will be key in getting SB 1161 off of the Assembly Floor, as
>the
>bill requires a 2/3rds vote of the Assembly. If your individual
>Republican
>legislator is listed below, please take a moment today to contact him or

>her
>via phone, e-mail, or letter. Please inform them of: 1) the tremendous
>need in their district, 2) the fact that all projects require a 35%
>local
>match, 3) the bond bill is a job growth measure and helps to stimulate
>the
>economy, 4) if you are a Cycle 3 grant applicant, let them know how this
>bond will afford a priority to Cycle 3 applicants, 5) lastly, impart how
>libraries are providing excellent after school programs for children, in
>the
>spirit of Governor Schwarzenegger's focus on after school programs for
>youth.

>

>ASSEMBLY REPUBLICANS

>

>Greg Aghazarian (916) 319-2026
>Patricia Bates (916) 319-2073 supported the bond in
>Appropriations
>John Benoit (916) 319-2064
>Russ Bogh (916) 319-2065
>John Campbell (916) 319-2070
>Dave Cogdill (916) 319-2025
>Dave Cox (916) 319-2005
>Lynn Daucher (916) 319-2072
>Bob Dutton (916) 319-2063
>Bonnie Garcia (916) 319-2080 supported the bond in Loc. Gov't Comm.
>Tom Harman (916) 319-2067
>Ray Haynes (916) 319-2066
>Shirley Horton (916) 319-2078
>Guy Houston (916) 319-2015
>Rick Keene (916) 319-2003
>Doug LaMalfa (916) 319-2002
>Jay La Suer (916) 319-2077
>Tim Leslie (916) 319-2004
>Ken Maddox (916) 319-2068
>Abel Maldonado (916) 319-2033
>Bill Maze (916) 319-2034
>Kevin McCarthy (916) 319-2032 Republican Leader
>Dennis Mountjoy (916) 319-2059
>Dr. Alan Nakanishi (916) 319-2010
>Robert Pacheco (916) 319-2060
>George Plescia (916) 319-2075
>Dr. Keith Richman (916) 319-2038
>Sharon Runner (916) 319-2036 supported the bond in Appropriations
>Steve Samuelian (916) 319-2029
>Todd Spitzer (916) 319-2071
>Tony Strickland (916) 319-2037
>Mark Wyland (916) 319-2074

>

>

>

>II. TELECONNECT ISSUE REVIVED - BILL PASSES APPROPRIATIONS

>
 >You may recall from our recent memo to you that the California
 >Teleconnect
 >Fund (CTF) program was in jeopardy. In May, the Senate Budget
 >Subcommittee
 >increased expenditure authority for the CTF to cover projected program
 >costs
 >in the Budget year, using revenues from an increase in the CTF surcharge
 >on
 >telephone users. Assembly Republicans, during Budget negotiations,
 >asked
 >that this language be removed, arguing that the telephone surcharge of a
 >few
 >pennies was a "tax," and they were opposing any new taxes. Thus, the
 >Budget
 >did not contain any funding for the Teleconnect. Over the last few
 >weeks,
 >representatives from the education community, CBO's, the phone
 >companies,
 >legislative staff, and CLA, have been involved in a series of calls,
 >meetings, and e-mails to find a way to craft last-minute language to
 >incorporate into a bill. There has been confusion over whether or not
 >language is needed to authorize the PUC to spend \$17.9 million in
 >telecommunications discounts in 2004-05. To insure that there is no
 >more
 >confusion relative to the authority, Senator Bowen has been gracious
 >enough
 >to amend her SB 1276, while on the Assembly Appropriations "suspense
 >file"
 >to contain authority for the PUC to fund \$17.9 million for discount
 >applications for the CTF. Senator Bowen is joined in this endeavor by
 >co-author, Assemblyman Marco Firebaugh. Both Bowen and Firebaugh's key
 >staffers on SB 1276, have been instrumental in keeping the issue alive.

>
 >
 >Today, the Assembly Appropriations Committee passed SB
 >1276-Bowen/Firebaugh
 >from committee. It is now headed to the Assembly Floor for action next
 >week.

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

>
 >How to get off CALIX: Subscribers are strongly encouraged to keep
 >abreast of CLA and California library news via this mailing list.

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "smacgregor" <smacgregor@mcls.org>, "bchute" <bchute@mcls.org>, "bcusten" <bcusten@mcls.org>, "bgallardo" <bgallardo@mcls.org>, "ccarlisle" <ccarlisle@mcls.org>, "hfirchow" <hfirchow@mcls.org>, "jlambert" <jlambert@mcls.org>, "mgermroth" <mgermroth@mcls.org>, "mwomack" <mwomack@mcls.org>, "shaber" <shaber@mcls.org>, "palger" <palger@mcls.org>
Subject: FW: [CALIX:2771] News from the Capitol
Date: Fri, 6 Aug 2004 16:47:33 -0700
X-Mailer: Microsoft Outlook, Build 10.0.3416
X-Declude-Sender: jtakeda@mcls.org [67.120.175.66]
X-Note: This E-mail was scanned by Declude JunkMail (www.declude.com) for spam.
X-Spam-Tests-Failed: Whitelisted [0]
X-Note: This E-mail was sent from adsl-67-120-175-66.dsl.lsan03.pacbell.net ([67.120.175.66]).

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Friday, August 06, 2004 4:20 PM
To: CLA Listserve- CALIX
Subject: [CALIX:2771] News from the Capitol

August 6, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. GOVERNOR SEEKS TO STREAMLINE GOVERNMENT THROUGH CALIFORNIA PERFORMANCE REVIEW

During Governor Schwarzenegger's campaign, he vowed to eliminate "waste, fraud, and abuse" from the government bureaucracy if elected to office. And, making good on that promise, several months ago he appointed a noted Texan, Billy Hamilton, to head up his effort. Hamilton, who designed and led the Texas Performance Review, saved the state of Texas \$4 billion, and a combined savings of \$16 billion for six additional performance reviews, through massive overhaul and elimination of state "waste." Hoping to build upon similar success in California, Governor Schwarzenegger created the California Performance Review, stating, "We cannot afford waste and fraud in

any department or agency. This unprecedented action will mean a total review of government; its performance, its practices, and its costs." A massive group of 275 business leaders, state agency and department representatives, and even legislative committee consultants, had been tapped to participate in the project, with one participant telling us that his group alone offered more than 500 recommendations, and "threw everything up on the wall to see what would stick." The report was due to the Governor by June 30th, but was held back so as to not encroach upon the already heated Budget negotiations.

The much-anticipated report was finally released on Tuesday of this week, and is not exactly "light reading," topping out at over 2100 pages. The two co-Executive Directors presented the report to the Governor on Tuesday, and in their summary stated, "This report - compiled in response to your challenge to change and reform California - contains more than 1,000 recommendations. If all of these recommendations are implemented, they have the potential to save more than \$32 billion over the next five years." The report notes seven "elements essential to fixing California state government: 1) How we serve the people of California, 2) How we manage our people, 3) How we cut costs and save taxpayer dollars, 4) How we make our government more accountable, 5) How we manage our business operations, 6) How we use the power of technology, and 7) How we organize our business to realize our goals."

While some of the proposals are innovative and may meet with limited resistance, other proposals are more controversial in nature, such as eliminating 117 boards and commissions, including the State Public Library Construction and Renovation bond Board, a proposal to improve state and local performance measurements, reforms in health and welfare and the Resources Agency, and the adoption of a multi-state lottery game. Since the document is quite voluminous, we have highlighted just a few issues that may impact libraries:

- 1) Public Library Construction and Renovation Board: The CPR examined

the function and responsibilities for 339 boards and commissions in California. The CPR report states, "Some of these boards are highly paid, earning salaries of more than \$100,000 a year for only a few meetings.

In fact, the 17 boards and commissions whose members are the highest paid cost the state more than \$9 million in board member salaries alone. While many boards and commissions are composed of volunteer members, they often have permanent staffs, pay rent, or create other costs for the state." The recommendation for the elimination of the library bond board is: "Eliminate this Board and transfer responsibilities for financing the building of libraries to the new Infrastructure Authority within the new California Infrastructure Department."

2) The Infrastructure Department: A new Infrastructure Department would be created to establish an "integrated infrastructure policy" for the state and begin to "centrally manage and coordinate" various projects.

A Board of Directors would be appointed to serve as the Infrastructure Authority, serving 6 year terms, and would be charged with adopting "a long range infrastructure policy and coordinate infrastructure projects based on biennial fund estimates." Moreover, "to ensure that infrastructure development decisions are based on the best available information and address the state's highest priorities, an integrated statewide infrastructure plan should be developed as envisioned by AB 1473 (Hertzberg) and AB 857 (Wiggins). This plan should include providing an assessment of the comparative value of diverse and competing capital outlay projects among the various programs based on statewide priority setting criteria."

Thus, as we interpret this proposal, libraries would be competing with roads, massive water projects, and school construction for available bond dollars.

In fact, the Library Construction and Renovation Board would now fall under the specific authority of the "Housing, Building, and Construction Division" of the new Infrastructure Department. The Library Board would be collapsed into this division along with the Department of Housing and Community Development, Department of General Services, State Building Standards Commission, State Public Works Board, State Lands Commission, State Allocation Board..you get our point regarding the competition for

dollars.

3) State Digital Records Vanishing: The CPR report states, "Public access to California state government information erodes as thousands of digital documents vanish each year. As a result, the state is losing important historical documents. The State Library must identify and implement processes to collect and protect state government's digital records." The official recommendation of the CPR is as follows: "The Governor should issue an Executive Order requiring all state agencies to alert the State Library of publication of digital documents, websites or other products that may be candidates for permanent public access through the State Library." The report continues, "As part of the Executive Order, the State Library should be required to immediately implement an electronic submission process to help state agencies alert the library to vital digital publications, bulletins, documents, and other key public records, until the state implements a permanent solution." The State Library would be expected to perform this task using "existing resources."

4) Improve Local Government Finance by Increasing Predictability of Revenues: This proposal calls for the Governor to work with the Legislature to "identify permanent sources of revenue for local governments that are not subject to redirection to the state."

5) Improve State and Local Performance Measurements: "State and local governments lack meaningful measures to gauge performance and measure efficient use of government resources to achieve desired outcomes. The Administration should work with local governments to establish outcomes-based performance measures and provide administrative flexibility to local governments that meet or exceed agreed performance standards."

Now that the CPR report has been officially released, a "Blue Ribbon Panel" will commence hearings around the state, with the first hearing set to address the recommendations in the Resources Agency and related areas. We attended a luncheon yesterday, featuring the Governor's Secretary for Legislation, who encouraged us to have our clients attend these hearings and testify as "next year's Budget will be built around the CPR." (Information on hearings and CPR details can be found at www.cpr.ca.gov.) After the

conclusion of the statewide hearings, recommendations from the public and others will be submitted to the Little Hoover Commission for consideration.

A representative of the Little Hoover Commission told us that they will have approximately two months to review and act on the CPR recommendations, offering their own subsequent report.

It is important to note that not only does this report have a long way to go in terms of its review and subsequent final recommendations, but the CPR has been met with early resistance from Democratic leaders. Assembly Speaker Fabian Nunez, for example, stated, "As we review the operations of government, we need to be careful that, in the name of efficiency, we don't shortchange the public's ability to influence its own government. We need to be careful that we don't put too much control in the hands of the few at the expense of the many. Furthermore, we need to reject any changes that would serve to weaken our state's landmark environmental and consumer protections, undermine the progress we've made in education or harm the aged and disabled, who depend on us for their health and safety." Additionally, Senate President pro Tem John Burton, during a press conference held earlier this week, stated of the CPR, "We'll just reject it and then we'll sit down and work with the Governor on the things that make sense." Any reorganization plan submitted to the legislature has to be totally voted up, or totally voted down, and can't be amended. Thus, the Governor will clearly have to work with the legislature as the recommendations from here on out are crafted.

II. LIBRARY BOND BILL - YOUR HELP IS NEEDED FOR FINAL PUSH

This week, Senator Alpert's SB 1161, the \$1 billion library construction and renovation bond bill, sponsored by CLA, was sent to the Assembly Appropriation Committee's so-called "suspense file." The "suspense file," you may recall, is a system by which the Appropriations Committee holds all

bills with a dollar amount of \$150,000 or greater and prioritizes them based on priority and ability to fund the issue/project. Next Wednesday, the Assembly Appropriations Committee will consider hundreds of bills on its "suspense file" and will vote to either hold the bill indefinitely, or send the bill to the Assembly Floor for consideration. CLA would like your help over the next few days to make one more final push relative to the bond bill. Please take a moment today and call or write the Chair and the Vice Chair of the Appropriations Committee and urge their strong support for SB 1161. Please express to them that the 2000 bond, while helpful, only provided \$350 million for library construction, and the current need is well over \$3.1 billion in immediate need for funding. If you are an applicant in Cycle Three, awaiting word regarding your application in the Fall, please call your individual Assemblymember as well, and ask them to speak to the Chair and Vice Chair on your behalf. As you well know, unfortunately 75 percent of all applicants awaiting funding in Cycle Three will be turned away due to lack of available funds.

The Honorable Judy Chu
Assembly Appropriations Chair
State Capitol
Sacramento, CA. 95814
Phone: (916) 319-2049

The Honorable Sharon Runner
Assembly Appropriations Vice Chair
State Capitol
Sacramento, CA. 95814
Phone: (916) 319-2036

In addition, please take a moment today to write the Governor and encourage his support for SB 1161-Alpert. The Governor's Department of Finance has taken an "oppose" position on the library bond bill, indicating that they are opposed because they do not think it is prudent for the state to incur any further bonded indebtedness at this time. Senator Alpert has asked us to join her in a meeting on Monday with the Department of Finance to encourage them to look more favorably on the bond. Based on this opposition, however, the Governor will need to receive hundreds of

letters
in support, in order to make our case.

During the luncheon yesterday with the Governor's Secretary for
Legislation,
he has asked us to send all letters to the Governor, in support of
bills, to
a new, specific address (see the example below regarding directing the
mail
to Pam Oto. Pam is a chief deputy for legislation in the Governor's
Office.). After 9/11, certain procedures relative to the mail system
have
been put in place, and they are requesting that we utilize this new
system
for the end of session windfall of letters. Thank you for your
assistance.

The Honorable Arnold Schwarzenegger
Governor, State of California
State Capitol
Sacramento, CA. 95814

ATTN: PAM OTO, OFFICE OF GOVERNOR SCHWARZENEGGER

Dear Governor Schwarzenegger:

* Also please include a cc: on your letter to Paul Navarro, Legislative
Deputy for Education, Office of Governor Schwarzenegger

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than the command is in the body of the message.

-----calix--

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bhute" <bhute@mcls.org>, "bcusten" <bcusten@mcls.org>, "bgallardo" <bgallardo@mcls.org>, "cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>, "hfirchow" <hfirchow@mcls.org>, "jlambert" <jlambert@mcls.org>, "mgermroth" <mgermroth@mcls.org>, "mwomack" <mwomack@mcls.org>, "shaber" <shaber@mcls.org>, "smacgregor" <smacgregor@mcls.org>, "palger" <palger@mcls.org>
Subject: FW: [CALIX:2720] News From the Capitol--Budget Detail
Date: Fri, 30 Jul 2004 14:34:36 -0700
X-Mailer: Microsoft Outlook, Build 10.0.3416
X-Declude-Sender: jtakeda@mcls.org [67.120.175.66]
X-Note: This E-mail was scanned by Declude JunkMail (www.declude.com) for spam.
X-Spam-Tests-Failed: Whitelisted [0]
X-Note: This E-mail was sent from adsl-67-120-175-66.dsl.lsan03.pacbell.net ([67.120.175.66]).

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Friday, July 30, 2004 12:00 PM
To: CLA Listserve- CALIX
Subject: [CALIX:2720] News From the Capitol--Budget Detail

July 30, 2004

MEMORANDUM

To: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist
RE: BUDGET DETAIL FOLLOW-UP

Yesterday, we reported that the Legislative has passed the Budget and trailer bills, and the Governor is expected to sign the Budget tomorrow.

As mentioned, the budget bill is SB 1113. Following are a few brief comments we wanted to pass along:

I. PLF

The amount contained in the Governor's Budget is \$14,360,000, down slightly from last year. You will recall that in his May Revision, the Governor stated, "The 2004-05 expenditures reflected the Department's response to the

Administration's request for 3% reductions, thus the May Revision proposes to reduce Public Library Foundation grants to local libraries by \$1,406,000. This leaves a total of \$14,360,000 in remaining Foundation resources.."
We do not anticipate any reductions to this funding by the Governor.

II. SPECIAL DISTRICT LIBRARIES SAVED FROM TAX SHIFT

The proposed \$350 million property tax shift from special districts for each of the next two years does not include the independent special district libraries or the so-called "orphan" special district libraries. We were successful in getting libraries exempt from this shift. For those of you who are curious or have nothing better to do, the property tax take-away provisions in the local government budget trailer bill, SB 1096, begin on page 58, with the addition of Section 97.72 of the Revenue and Taxation Code. The exemption for libraries is on page 62.

III. CALIFORNIA TELECONNECT FUND

In May, the Senate Budget Subcommittee increased expenditure authority for the California Teleconnect Fund (CTF) program to cover projected program costs in the budget year, using revenues from an increase in the CTF surcharge on telephone users. The Assembly took no action in this area. On Tuesday, we reported that the Assembly Republicans had given the Democrats a list of final items in order to garner their votes for the Budget. Zeroing out the Teleconnect Fund was on their list, with Republicans arguing that the telephone surcharge of a few pennies was a "tax" and they were against any new taxes. What occurred in the final hours of negotiations is that the appropriation was zeroed out, but supplemental report language was approved. For those of you interested, the language appears in a large omnibus bill (SB 1102, beginning on page 140), with the addition of a new Section 884.5 being added to the Public Utilities Code. You will note that the teleconnect discount will be applied after applying the E-rate discount. This assumes funding will ultimately be allowed. One approach being contemplated by the "teleconnect lobbyists" is to put language in a bill sometime in August that will allow the PUC to spend money they collect

from
the surcharge. However, in order for this to happen, legislators,
particularly Republican legislators, must hear from those of you who
benefit
from the CTF. The message is simple, tell them to restore the
Teleconnect
Fund. Phone calls, faxes, letters, and even emails will work.

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-----calix--

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery ...snip...
"palger" <palger@mcls.org>
Subject: FW: [CALIX:2717] Budget on the Way to Governor

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

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
>Sent: Thursday, July 29, 2004 3:42 PM
>To: CLA Listserve- CALIX
>Subject: [CALIX:2717] Budget on the Way to Governor
>
>
>July 29, 2004
>
>To: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
>
>FROM: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist
>
>BUDGET ON WAY TO GOVERNOR
>
>About 2:00 p.m. this afternoon, the Senate passed the long-overdue State
>Budget and the various accompanying trailer bills to implement
>provisions of
>the Budget. The debate, which included several breaks for caucus
>meetings,
>lasted more than four hours because of inability to get the necessary 27
>votes on a couple of the more controversial measures unrelated the
>Budget
>and the local government provisions. Once the Senate completed its
>business, and recognizing that the Legislature had missed its month-long
>summer recess because of the Budget stalemate, Senator President pro Tem
>John Burton announced that the Senators would not have to return to the
>Capitol until next Wednesday.
>
>Yesterday, the Assembly discussions on the Budget were at least as
>controversial, if not more so, than the Senate. What was expected to be
>a
>relatively quick action on the budget and trailer bills, in order to
>allow a
>number of Democrats to attend the final days of Democratic Convention in
>Boston, turned into a marathon of debates and caucus meetings, lasting
>well
>into the evening before the Assembly eventually acted on all of the
>measures
>around 10:00 p.m. The Budget bill, for those who are interested, is SB
>1113, and the bills dealing with the local government "deal," are SB
>1096

>and SCA 4. The provisions in SB 1096 and SCA 4 have not been changed
>since
>our report to on Tuesday. The Governor is expected to sign the Budget
>on
>Saturday.

>
>
>

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>-----calix--

In

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery ...snip...
"palger" <palger@mcls.org>
Subject: FW: [CALIX:2707] News from the Capitol--Budget Update; Teleconnect Fund at Risk

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

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
>Sent: Tuesday, July 27, 2004 3:11 PM
>To: CLA Listserve- CALIX
>Subject: [CALIX:2707] News from the Capitol--Budget Update; Teleconnect
>Fund at Risk
>
>July 27, 2004
>
>To: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
>
>FROM: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist
>
>RE: NEWS FROM THE CAPITOL
>
>Late last night, the Governor and four legislative leaders reached an
>agreement on the three outstanding issues that had been holding up the
>Budget. You will recall from our earlier memos that the three items
>were:
>(1) local government protection, (2) the repeal of the "sue your boss"
>law
>signed by Governor Davis as he was leaving office, and (3) the repeal of
>the
>law allowing school districts to contract out for certain services.
>These
>issues were insisted upon by Republicans as a condition of their vote
>for
>the Budget. During a conference call over the weekend, the Governor
>indicated to representatives of cities, counties and special districts
>that
>he had pushed the Legislature as far as he could on a local government
>agreement and that patience was running thin among legislative leaders.
>Last week, an agreement had been reached on the "sue your boss" law and
>it
>was decided to put the school contracting issue off until after the
>Budget
>had been passed.
>
>Legislators, including a few who attended the Democratic Convention, are
>being called back to Sacramento for caucuses today and tomorrow on the
>agreements, with a vote on the Budget and trailer bills likely scheduled
>for

>Thursday or possibly Friday. The latest proposed agreement is not too
>different from what we reported to you on July 21st that is contained in
>SCA
>9-Torlakson, with the substantive details to be in a budget trailer bill
>once the details are finalized. The one major exception is that SCA 9
>will
>contain a "cap" of 8% on the amount of property taxes that can be
>borrowed.

>
>

>Fortunately, we were able to get independent special district libraries
>and
>the so-called "orphan" county libraries exempt from the property tax
>shift.
>However, we thought you might find the special district piece
>interesting.

>

>PROTECTION OF PROPERTY TAXES

>

>1. City, county, special district and redevelopment agencies share
>of
>the property tax
>would be protected from any future ERAF shift to schools or indirectly
>to
>the State to help balance the budget.

>2. The local share of property taxes may be reallocated by a
>2/3rd
>vote of the Legislature to other local governments within a county.
>(This is
>the so-called "aggregate" vs. "individual share issue" that has been
>discussed.)

>3. Beginning in 2008-09, the State may "suspend" the prohibition on
>taking local property
>taxes if the Governor proclaims a "significant State fiscal hardship"
>and
>gets the Legislature to agree by a 2/3rd vote.

>4. A cap of 8% (\$1.3 billion in today's dollars) would be placed on
>the
>local share of property taxes that could be taken. While it is not
>spelled
>out in legislation, the discussion is that it would be taken on the same
>basis as under the current take-away division between cities, counties,
>special districts.

>5. The State would have to repay local government fully with
>interest
>within three fiscal years and the money would be securitized, i.e. it
>could
>be borrowed against.

>6. The State could not "borrow" property taxes more than two times
>in
>10 years, and must repay the first loan before a second could be made.

>

>SPECIAL DISTRICT REALLOCATION FORMULA

>

>The Administration's compromise proposal for special districts is as follows:

>. As earlier agreed to, special districts will give up \$350 million in

>property taxes this year and again next year. The breakdown will be \$225

>million from enterprise districts and \$125 million from nonenterprise districts.

>. Enterprise districts will give up 40% of their property taxes, not

>to exceed 10% of their total revenues.

>. Instead of giving up 20% of their property taxes, which the Legislature felt was too high, nonenterprise districts will now give up 10%

>of their property taxes, but dependent districts will be included. It is

>estimated the dependent districts, which are virtually all county districts,

>will generate approximately \$50 million.

>. Transit districts will give up 3% of their property taxes.

>. Because of the West Nile virus outbreak, the Governor and key legislators decided to exempt Mosquito and Vector Control districts from the

>formula. This will shift approximately \$15 million to other districts, possibly enterprise districts.

>. If the \$350 million is not entirely raised by the proposed 40% and

>10% share of property taxes, the share from enterprise districts will be increased to make up for the shortfall. The "not-to-exceed 10% of total revenues" provision will still be in place.

>

>While the proposal is not nearly as protective as Proposition 65, nor the

>earlier "Governor/Local Government Deal," we doubt we could have done any

>better. With SEIU and the California Teachers Association already committing \$4 million to fight Proposition 65 and the Governor indicating he

>will not be able to support it, relying on passage of Prop 65 would be a gamble, especially since the campaign consultants for Prop 65 gave us estimates of \$15 to 17 million to run a strong campaign.

>

>TELECONNECT FUND AT RISK

>

>Last night, the Assembly Republicans gave the Democrats a list of final items in order to garner their votes on the Budget. Zeroing out the

>Teleconnect Fund is on their list. This means the language, plus all of the


>money, would come out of the Budget. One of the key staff negotiators
>for
>Assembly Republicans said the Governor was going to sign a Budget
>without a
>tax increase, and this is viewed as a tax increase. The Teleconnect
>Fund
>working group of lobbyists is arguing that the PUC is already planning
>to
>implement a small surcharge of a few pennies on phone bills and that it
>is
>really not a tax, but the consultant insists it is a tax. The proposed
>surcharge would raise \$20 million to pay existing claims, and there will
>be
>no State General Fund impact. There is a negotiating session scheduled
>with
>the Governor and key Republicans later today. If you are close to any
>of
>your Republican legislators, will you please call them immediately and
>let
>them know that this is a program that helps school kids, after-school
>programs, job training, libraries and telemedicine in rural clinics. We
>are
>concerned that once this program gets zeroed out, it will likely be the
>end
>of the program.

>
>
>
>
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>-----calix--



Agenda Item 22

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

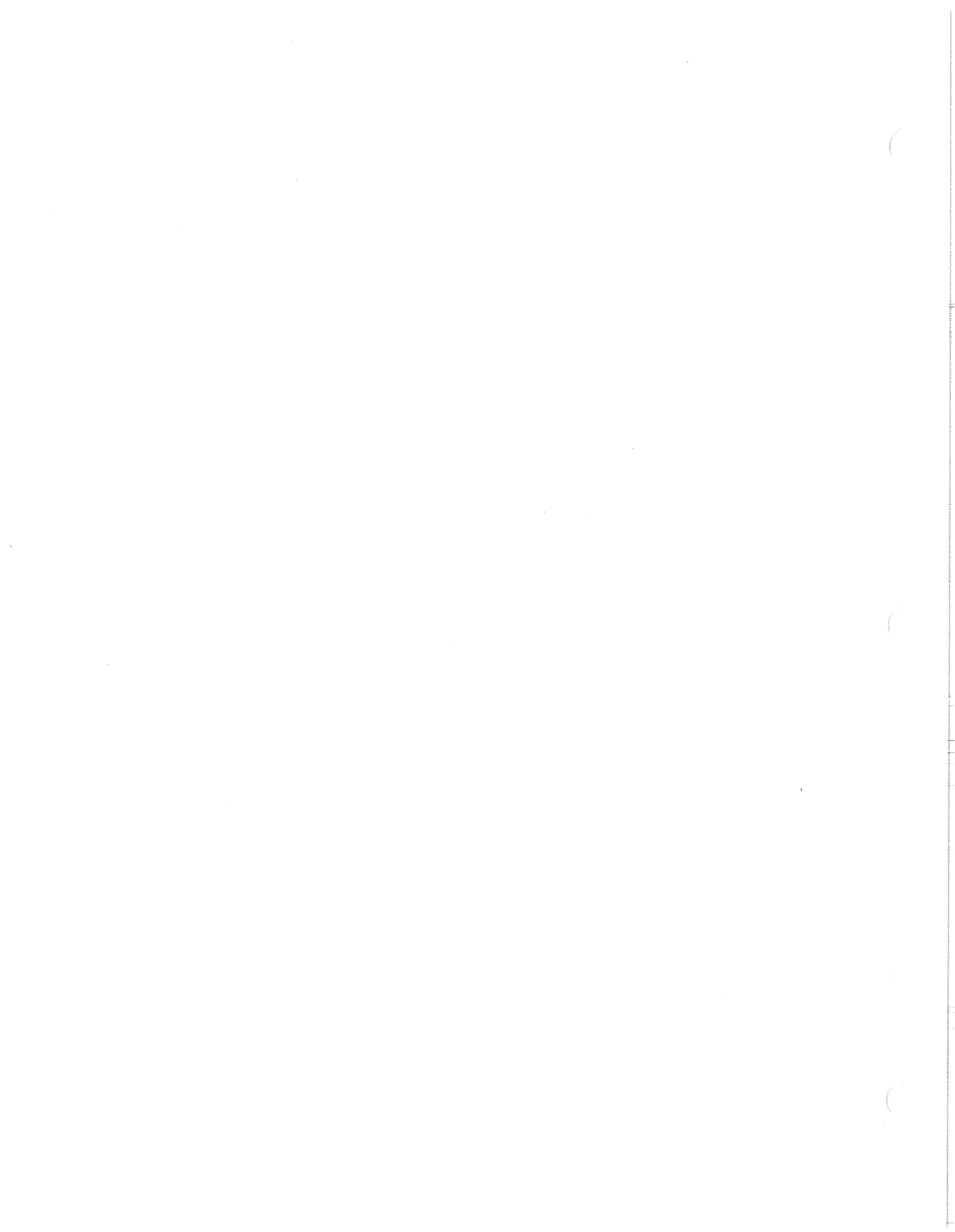
DATE: August 23, 2004

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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 56 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes At Ruby Drive.
- Federal Work Study (FWS) is a partnership between Western State University College of Law , Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has more than 30 FWS staff.
- Cal State Fullerton and PLLS have two partnerships:
 1. The Department of Human Services Intern Program, and 2. Service Learning.
- Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04 has begun.
- In June and July, PLLS had its first two interns from Troy Tech (a specialized program at Troy High School), Kelly Kaiser and Emily Meyers. Both intern completed 150 hours in their internships, and they did a great job. We hope this is the beginning of many interns coming to the Library from Troy High.
- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started school year 2002-2003, there won't be any potential interns until school year 2004-05.





North County Cemetery District

"A CALIFORNIA INDEPENDENT SPECIAL DISTRICT"
2640 GLEN RIDGE ROAD • ESCONDIDO, CALIFORNIA 92027
PHONE: (760) 745-1781 • FAX: (760) 745-5827

BOARD OF TRUSTEES

DEWEY L. AUSMUS
GENERAL MANAGER

August 2, 2004

Board of Directors/Trustees
Region 6
California Special District


The Board of Trustees of the North County Cemetery District is asking your district to vote for Dennis Shepard to fill the current vacancy on the California Special Districts Association (CSDA) Board of Directors from Region 6, (Imperial, Orange, Riverside and San Diego Counties).

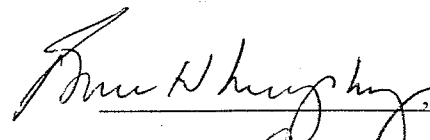
Of the eighteen members on the CSDA Board, there are currently no Directors from the 253 California Public Cemetery Districts. With the diversity of services provided by 2,000 + independent special districts, it is imperative that the CSDA Board include Directors from all of the different district types, providing personal knowledge of their districts functions, capabilities and special needs.

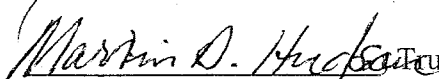
Since being appointed, (Cemetery District Trustees are appointed by County Boards of Supervisors) as a Trustee of the North County Cemetery District in 1991, Dennis has made major contributions to the operations and long range planning of this district. His expertise in the area of strategic planning has recently helped develop a plan for cemetery use which offers alternatives to meet the economic and social needs of the families of our district and at the same time ensures adequate funding for continuing operations of the district.

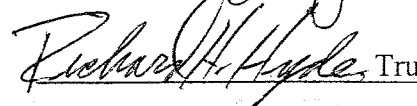
Dennis Shepard is an asset to our community, this district, and the California Public Cemetery Districts. He has experience in corporate management, has served on Health Care Foundation Boards, and is on a Special District Advisory Committee to LAFCO. He would be a very capable and effective representative of your district to the CSDA Board of Directors.

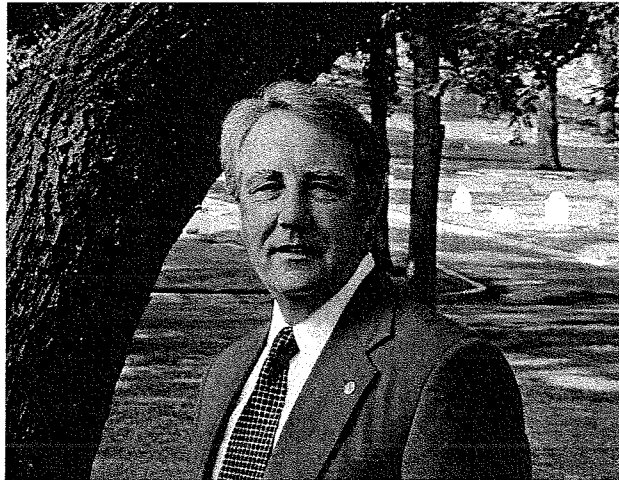
Please vote for Dennis Shepard for the CSDA Board of Directors


Patricia Conway, Trustee


Brian Murphy, Trustee


Martin D. Hudson, Trustee


Richard H. Hyde, Trustee



Dennis L. Shepard - Candidate for Board of Directors, CSDA Region 6

Elect Dennis to the Board

Dennis has experience:

- Board of Trustees of the North County Cemetery District since 1991. He has served as Board Chair and has been an active participant in all strategic planning and Board management.
- Active in the *California Association of Public Cemeteries* statewide organization effecting 253 districts
- Serves on the *San Diego LAFCO Special Districts Advisory Committee* since 1995.
- Active in the San Diego Chapter of CSDA, has held the office of Secretary/Treasure in the past.
- He has served on the Palomar Pomerado Health Foundation Board of Directors.
- Recently completed the *CSDA Special Districts Governance Academy* and is a recipient of the Special District Leadership Foundation's Recognition in Special District Governance.
- Retired after 35 years as a General Manager for SBC Inc. (Pacific Bell)

Dennis will bring the small district perspective to the Board

Dennis will bring enthusiasm

Dennis will bring district diversity to the Board

Elect Dennis L. Shepard

<u>District:</u>	North County Cemetery District
<u>Region:</u>	Six
<u>Address:</u>	2640 Glen Ridge Road, Escondido, CA 92027
<u>Telephone:</u>	760*745*1781
<u>Fax:</u>	760*745*5827
<u>E-mail:</u>	PublicCemeteries@aol.com
<u>Nominated by:</u>	Board of Trustees, North County Cemetery District

Adult learners receive regular instruction including but not limited to one-to-one, small group and/or computer instruction

Adult learner are scheduled to meet for one and a half hours, a minimum of once a week both in one-to-one and group tutoring.

Volunteer tutor screening, training, assessment and referral services are provided

We conduct a tutor training workshop and orientation at least monthly.

After volunteer tutors receive training they are matched or are waiting to be matched with adult learners

We match volunteer tutors to meet with adult learner as soon after training as possible.

Volunteer tutors meet regularly with adult learners and report on their progress

Volunteers meet a minimum of once a week, and maintain a tutor log with their hours of instruction.

Ongoing tutor and adult learner support services and programs are offered

PLLs Staff is available for ongoing tutor and adult learner support services and programs.

The library has a method for gathering literacy data and uses the CLLS "Roles and Goals" form with its adult learners in order to gather outcomes data

PLLs previously used the CALPEP form for gathering data, and we will use the CLLS "Roles and Goals" form this FY.

The library undertakes periodic, regular student assessment, literacy services evaluation, and the reporting of outcomes

PLLS uses the CASAS pre and post tests to assess student achievement.

The library has a plan for increased local support, i.e., a financial commitment from the local jurisdiction

The Placentia Library District has made a financial commitment to PLLS, and we have hired a consultant to seek additional grant funding.

Literacy staff participates in their regional network (BALIT, CVLLN, NCLC, SCLLN, CSJVLN)

PLLS is committed to participating in our regional network, SCLLN.

The library participates in or is in the process of establishing a local adult literacy coalition

PLLS has an an hoc literacy partnership with the City of Placentia, the Placentia/Yorba Linda Unified School District, and several local colleges and universities. We are also a member of the Placentia Community Network and the Families First Collaborative.

The library knows its community and the community's literacy needs

The Placentia Library District definitely knows its community and is constantly addressing its literacy needs.

Update



REPORTING

California State Library Final Report FY 2003/2004

Name of Library: **Placentia Library District**

[Main Menu](#) | [Reports](#) | [Log off](#)

Minimum Standards for California Library Literacy Services

Families for Literacy (FFL)

Please describe how you met the minimum standards below (each entry will not take more than 500 characters):

Adult caregivers are the primary focus of family literacy instruction

The adult caregivers are invited to attend all FFL events and receive information about best practices for preschool child care.

Adult caregivers are participants in the library's adult literacy services

Adult caregivers are placed with trained, adult volunteer tutors. They meet on a weekly basis.

Volunteer tutors who work with the participating adults receive special training designed to support family literacy concepts

and practices

All volunteer tutors are trained in best practices to support family literacy.

Families eligible for FFL include, but are not limited to, those with young children up to the age of five years

Families already enrolled in FFL may continue to receive services after the children reaches five years of age.

Regular programming is provided for the adult and the child together during hours that are convenient for the families

FFL events are scheduled at time that are convenient for the families.

Regular programming is provided in a public library setting or, if elsewhere, a strong connection to the library is made

All programming takes place in the library.

Literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children

All library and literacy staff collaborate and partner to contribute to the success of FFL.

There are multiple opportunities for participating families to receive free children's books for ownership, as well as other reading materials and incentives

We provide many opportunities for participating families to receive free children's books for ownership, as well as other reading materials and incentives.

Programming activities like storytelling, word games and other exercises are designed to promote the enjoyment of reading in adults and children

All programming is designed to promote the enjoyment of reading in adults and children.

Parents/caregivers are given instruction in the use of children's books, in reading aloud to children, in the selection of books on topics such as parenting, childcare, health, nutrition and family life education, and in how to create a literacy-rich environment at home

Parents and caregivers are given instruction in how to read aloud to children and in how to create a literacy rich environment at home.

The library has a method for gathering family literacy statistics and outcomes data

Our family literacy statistics are gathered through the use of LITPRO. Our outcomes data is obtained through subjective reports provided by the tutors.

The library undertakes periodic, regular parent assessment, family literacy services evaluation and the reporting of outcomes

The tutors periodically assess and evaluate their students.

The library knows its community and the community's family literacy needs

We know our community and its family literacy needs. We partner with many group in the community and have current information about the needs of families.

Update



REPORTING

California State Library Final Report FY 2003/2004

Name of Library: **Placentia Library District**

[Main Menu](#) | [Reports](#) | [Log off](#)

Minimum Standards for California Library Literacy Services

English Language & Literacy Intensive Program (ELLI)

Please describe how you met the minimum standards below (each entry will not take more than 500 characters):

Participants are identified as at-risk school-age children (grades K - 12) whose home language is one other than English

Administrators and teachers identify the children who participate in the ELLI program. They select students who are ELD learners.

Programming includes regular meetings of the English language-learning children, their parents, and meetings of the families together at a time and location that is convenient for them

ELLI participants are invited to all library programs.

Regular programming is provided in a library setting or, if elsewhere, a strong connection to the public library is made

Programming is held in the library.

The service provides instruction to parents on how to navigate the school system and get involved with their child's school as well as other aspects of parenting as needed

We try to assist parents who seek our services.

Literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children

Literacy and library staff cooperate to assure maximum intergration of library services.

Programming activities like storytelling, educational games, tutoring, arts programming and book discussions are designed to promote the enjoyment of reading and writing in children and adults

All programming is designed to promote the enjoyment of reading and writing in children and adults.

The library has a method for gathering ELLI statistics and standardized test scores

The schools collect ELLI statistics and standardized test scores to share with the library.

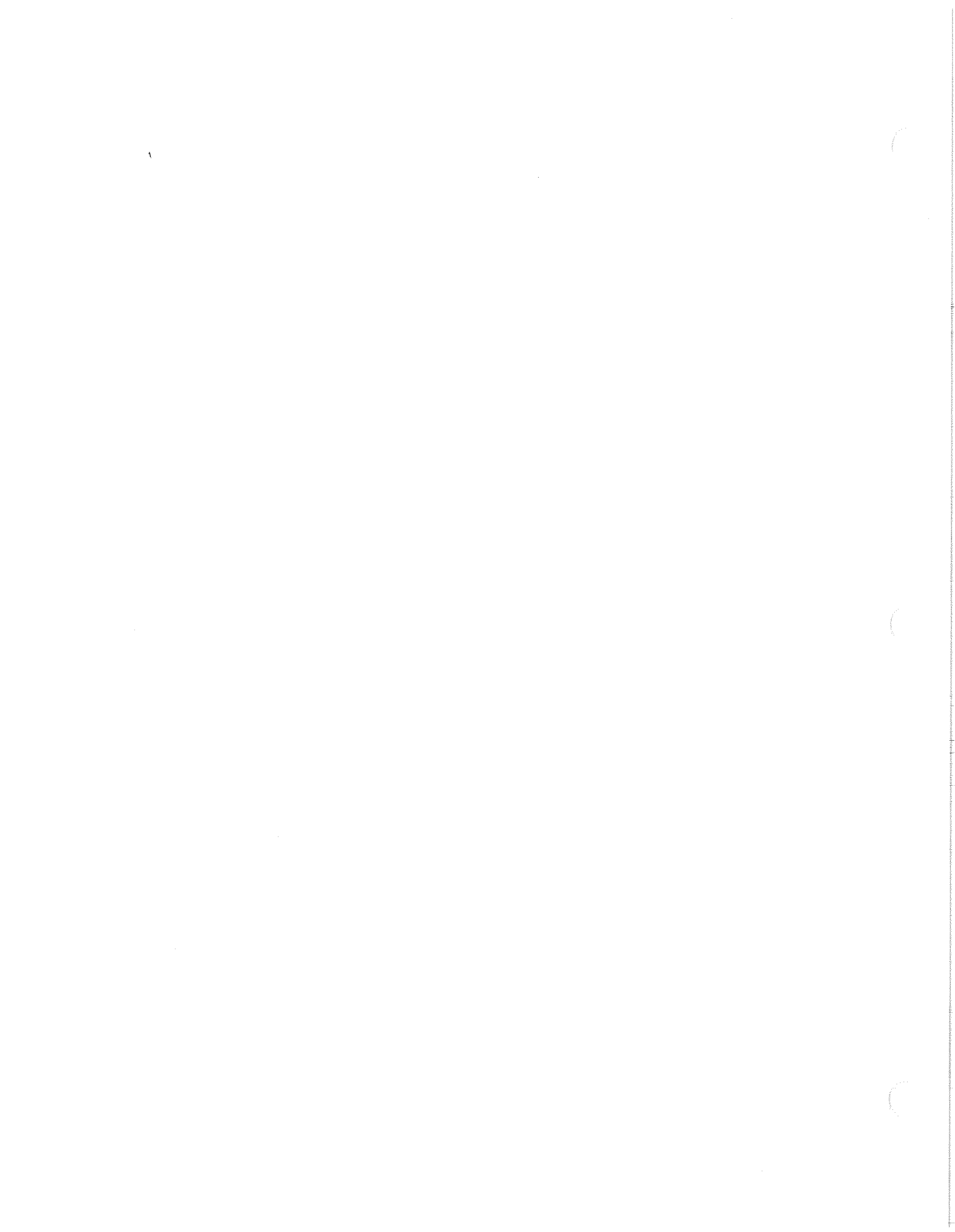
The library undertakes periodic, regular child and parent assessment, ELLI services evaluation and the reporting of outcomes, including standardized test scores for participating children

The library periodically assesses and evaluates ELLI participants.

The library knows its community and the community's need for English language literacy services

The library is ware of
the community's need for
English language
literacy services.

Update



August 6, 2004



Elizabeth Minter, Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870-6198

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

Dear Ms. Minter:

I am pleased to inform you that your application has been approved and that your California Library Literacy Services program will receive baseline amount for the 2004/05 fiscal year to support the following approved CLLS program component:

- Adult Literacy Service - \$10,000
- Families For Literacy - \$10,000
- English Language Literacy Intensive - \$10,000

This is the **first "installment"** of your total allocation for the 2004/05 fiscal year, and you may claim this amount immediately by signing and mailing the attached claim form to the State Library's budget office.

As you know, this is the second year of implementation of our new CLLS funding formula. In essence, the funding formula has moved from being one dimensional—a state match on locally generated dollars for adult literacy—to a three-part funding formula that more accurately reflects our CLLS mission and values and provides more equity for communities where local funding resources are very limited. The three parts of the new funding formula are:

- A *baseline* amount for each of your approved CLLS program components that reflects the importance of each library having enough funds to provide a minimum level of local literacy staffing and services.
- A *per capita* amount per adult learner served in 03/04 that reflects the fact that Adult Literacy Services are the heart of our service, and are the basis for all other literacy services.
- A *match* on local funds raised and expended for adult literacy services—reflecting a commitment to a continuing State/Local partnership, and to providing an incentive for increased local support for adult literacy.

The **second "installment"** which is the remainder of your 2004-05 award will be determined by applying the other two parts of the formula – match and per capita – which will be determined once final reports on the 2003/04 fiscal year are submitted to the State Library by the August 15, 2004 deadline.

PLEASE NOTE: Libraries not submitting the final reports by September 15 at the latest, will be eligible to receive baseline amounts ONLY, and no match or per capita dollars. The reason for this is that we must make the final calculations based on dollars based on the total match and per capita for all programs statewide. We will not hold up funding for all programs because one or two programs report late.

We will initiate the payment process upon receipt of your signed Claim Form (attached). You should receive a check for the above amount within six weeks of submitting your claim form. All of these funds must be expended or encumbered by June 30, 2005.

You will be asked to report electronically twice this fiscal year—once in January, and again after the close of the fiscal year. My staff will provide more details on this process.


The following specific issues or observations are being made about your application:

Should you have additional questions regarding the new funding and/or reporting process, please contact:

Carla Lehn at (916) 653-7743 or clehn@library.ca.gov
Valerie Reinke at (909) 786-0455 or vreinke@library.ca.gov or
Cindy Tackett at (916) 653-7172 or ctackett@library.ca.gov

Best wishes in implementing your important library literacy services.

Yours sincerely,


Susan Hildreth,
State Librarian of California

cc: Literacy Coordinator

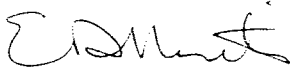
Enclosures Claim Form

Doc.#6926v1

CLAIM FORM
California Library Literacy and English Acquisition Services Program (CLLS)
FY 2004/2005
California Education Code; Sections 18880-18884 ♦ CSL Budget Item 6120-213-0001

The Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18884 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 CLLS application and in Sections 18880-18884 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 E. Chapman Ave., Placentia, CA 92870

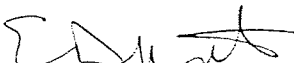
Date August 10, 2004

Amount Claimed:

State Library Budget Office Use Only California Library Literacy Services \$ _____
--

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  _____
Official Representative of Fiscal Agent Library Director
Title

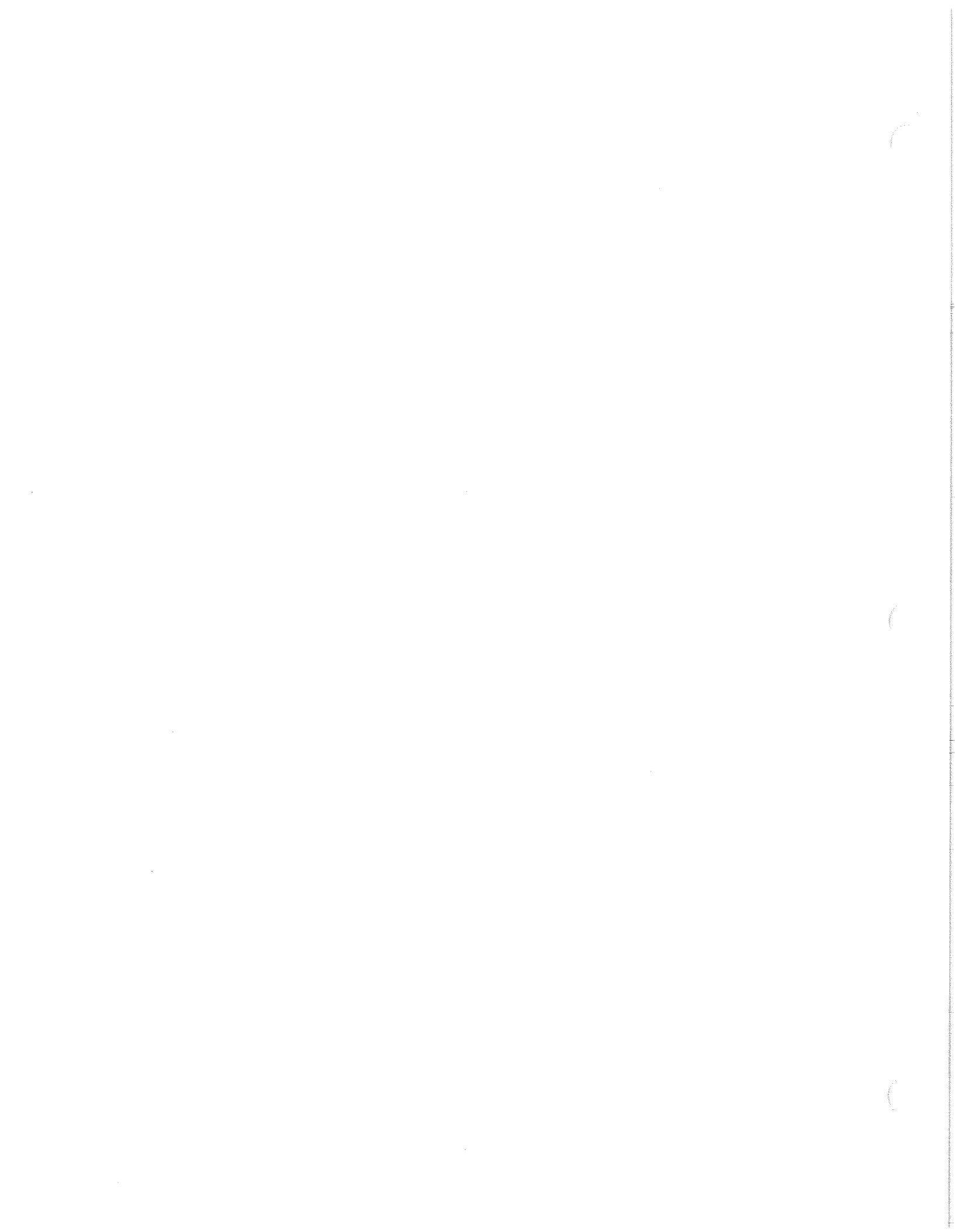
Note: Warrant to be issued for payment to the library to be addressed to:

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

411 E. Chapman Ave., Placentia, CA 92870
(Address of above agency)

Approval by State:

STATE LIBRARY BUDGET OFFICE BY: _____ DATE: _____
--



Placentia Library District Property Tax Revenues

Obj Code	Description	Actual FY1990-1991	Actual FY 1991-1992	Actual FY 1992-1993	Actual FY1993-1994	Actual FY 1994-1995	Actual FY1995-1996	Actual FY1996-1997	Actual FY1997-1998
6210-00	Current Secured	823,832	892,734	824,818	668,080	644,816	643,684	673,850	710,413
6210-01	Current Secured - Public Utility	25,633	27,090	28,058	24,362	25,128	24,898	22,568	24,908
6210	Total Current Secured	849,465	919,824	852,876	692,442	669,944	668,582	696,419	735,321
6220	Current Unsecured	64,438	72,956	56,872	46,640	47,239	47,311	33,588	45,613
6230	Prior Secured	24,856	37,363	47,569	88,689	6,809	26,545	28,818	18,290
6240	Prior Unsecured	978	1,258	435	815	461	1,221	3,528	1,036
6250	Spec. Dist. Augmentation Fund (SDAF)	0	0	0	11,971	0	0	0	0
6260	Penalties & Costs on Delinquent	4,289	6,019	7,676	2,158	0	0	448	3,447
6280	Current Supplemental	72,614	48,227	34,058	10,037	8,242	10,682	9,668	14,786
6300	Prior Supplemental	2,103	3,704	4,939	3,644	2,312	430	1,066	952
	TOTAL TAXES	1,018,742	1,089,350	1,004,425	856,396	735,008	754,771	773,534	819,445
6540	Penalties & Costs on Delinquent	0	0	0	0	0	399	0	0
6690	State Homeowners	19,790	20,375	18,101	13,993	12,454	17,059	14,896	15,180
	ACTUAL PROPERTY TAX REVENUE RECEIVED	1,038,532	1,109,724	1,022,526	870,388	747,462	772,229	788,431	834,625
	% Change from Previous Year		6.86%	-7.86%	-14.88%	-14.12%	3.31%	2.10%	5.86%
	SDAF Diverted by Orange County	400,957	400,957	400,957	400,957	0	0	0	0
	TOTAL PROPERTY TAX SHARE (Per Or. Co Auditor)	1,439,489	1,510,681	1,423,483	1,271,345	747,462	772,229	788,431	834,625
	% Change from Previous Year		4.95%	-5.77%	-10.69%	-41.21%	3.31%	2.10%	5.86%
	Placentia Valuation (Secured & Unsecured)	1,742,400,695	1,871,985,331	1,955,832,524	1,983,866,179	1,998,150,349	2,018,326,929	2,026,766,015	2,089,162,828
	% Change from Previous Year		7.44%	4.48%	1.43%	0.72%	1.01%	0.42%	3.08%
	1% of Valuation for Total Property Tax	17,424,007	18,719,853	19,558,325	19,838,662	19,981,503	20,183,269	20,267,660	20,891,628
	% of Property Tax to Library District	5.96%	5.93%	5.23%	4.39%	3.74%	3.83%	3.89%	4.00%
7/28/2001	Library Rec'd of Each Property Tax Dollar	\$0.06	\$0.06	\$0.05	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04

AFFIDAVIT OF PUBLICATION

STATE OF CALIFORNIA,)
) ss.
County of Orange)

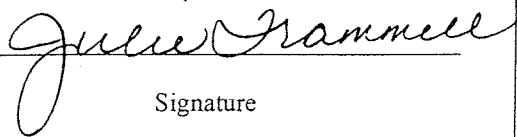
I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the **Placentia News-Times**, a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, on October 26, 1982, Case No. A-601 in and for the City of Placentia, County of Orange, State of California; that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

July 15, 2004

"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Executed at Santa Ana, Orange County, California, on

Date: July 15, 2004


Signature

Placentia News-Times
625 N. Grand Ave.
Santa Ana, CA 92701
(714) 796-2209

PROOF OF PUBLICATION

This space is for the County Clerk's Filing Stamp

Proof of Publication of

Paste Clipping of

Notice
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Administrative Offices (714) 528-1925 x 202

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Placentia Library District will hold a public hearing in the Board of Trustees Conference Room of the Placentia Library, 411 E. Chapman Avenue, at 6:30 P.M., Monday, July 26, 2004, to consider the following items:

**PROPOSED BUDGET FOR
2004-2005 FISCAL YEAR
FOR THE PLACENTIA LIBRARY DISTRICT**

Summary of the proposed budget is as follows:

Major Equipment & Structure Repair	FUND 702	\$ 124,000.00
Automation Replacement	FUND 703	\$ 10,750.00
Bond Redemption	FUND 706	\$ 168,000.00
Operating General Fund	FUND 707	\$2,500,000.00
Sick Leave Payoff	FUND 708	\$ 11,000.00

Copies of the preliminary budget may be viewed at the Administrative Office of the Placentia Library District, 411 E. Chapman Avenue, Placentia.

**PROPOSED FINES AND FEES SCHEDULE FOR
2004-2005 FISCAL YEAR
FOR THE PLACENTIA LIBRARY DISTRICT**

Summary of the proposed schedule is as follows:

FINES	PER DAY
All Items	\$.20
There is a two day grace period on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.	
MAXIMUM FINE PER ITEM	MAXIMUM
All Items	\$ 10.00
RESERVES & SHELF CHECKS	PER ITEM
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00
LOST MATERIALS	DEFAULT*
Cataloged Adult & Children's Books	Item Cost + \$5.00
Uncataloged Paperbacks	Item Cost + \$5.00
Magazines/Pamphlets	No Processing Fee
Cassettes	No Processing Fee
CD's CD ROM's & Videos	Item Cost + \$5.00
Audio Books(all formats)	Item Cost + \$5.00

*Default price will be used in the event the item cost is not available. The processing fee of \$5.00 is not part of the default price and needs to be added for the total amount due.

SPECIAL SERVICES	PER ITEM
Library card replacement	\$ 2.00
Checkout with non-Library identification	1.00
Laminating, per sheet	1.00
Printing, black ink, per page	.10
Photocopy, black ink, per page	.15
Printing & Photocopy, color, per page	1.00
Passport check preparation	2.00
Test monitoring, per exam	30.00

MULTIPURPOSE ROOM	PER DAY
Up to four hours	\$35.00
Additional hours, in four hours increments	35.00
Set-up & Clean-up combination	30.00
Set-up fee	20.00
Clean-up fee	20.00

SURCHARGES	
Returned check, up to 30 days	\$ 30.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

All interested persons are invited to attend this hearing and express opinions upon the items listed above.

Donna Siloti
Administrative Assistant:
(714) 528-1925 x202

Publish: Placentia News Times
July 15, 2004
220-124

6271246





July 16, 2004

Enclosed please find:

1. Invoice for current amount due for work performed by Shields Consulting Group, Inc. (SCG) for the January 15, 2004 deadline. **Please remit payment within 30 days of receipt of the invoice.**
2. Cumulative Fee Detail Report that provides a breakdown of past, current, & future fee payment information for claims prepared and submitted by SCG.
3. Cumulative Claims Detail Report that provides a breakdown of all claims prepared and submitted on your behalf by SCG, payments received from the State Controller's Office (SCO), and amounts due to Agency by SCO.

The State has again deferred appropriation to pay mandated cost claims on file with the SCO. What this means is the State is requiring continued compliance with the mandates and subsequently the submission of claims for agencies seeking reimbursement. Mandate reimbursement is a major part of the current negotiations between the legislature and the governor on local government funding. Once these negotiations are final, a more complete picture will come into focus regarding when these funds will start to flow from the State.

If you should have any further questions please do not hesitate to contact me at 916-454-7310 or steve@shieldscg.com. Thanks.

Steve Shields
President



Cumulative Claims Detail

PLACENTIA LIBRARY DISTRICT
AS OF JULY 2004

Date Submitted to SCO	Program	Claim Year	Total Claim Amount	Adjustment	Net Claim Amount	SCO Payments Received	Amount Due Agency by SCO
10/30/02	Open Meetings Act/Brown Act Reform	2001/2002	\$7,692		\$7,692		\$7,692
10/30/02	Open Meetings Act II	2000/2001	\$7,930	\$793	\$7,137		\$7,137
01/15/04	Mandate Reimbursement Process	2002/2003	\$2,479		\$2,479		\$2,479
01/15/04	Open Meetings Act/Brown Act Reform	2002/2003	\$8,414		\$8,414		\$8,414
01/15/04	Open Meetings Act/Brown Act Reform	2003/2004	\$7,000		\$7,000		\$7,000
Totals			\$33,515	\$793	\$32,722		\$32,722



Cumulative Fee Detail

PLACENTIA LIBRARY DISTRICT
AS OF JULY 2004

Date Submitted to SCO	Program	Claim Year	Net Claim Amount	10% Fee	Previous payments	Remaining Amount Due to SCG	50% of Fee Payable on Submission of Claims	50% of Fee Payable on Receipt of Funds				
10/30/02	Open Meetings Act/Brown Act Reform	2001/2002	\$7,692	\$769.20	\$384.60	\$384.60		\$384.60				
10/30/02	Open Meetings Act II	2000/2001	\$7,137	\$713.70	\$356.85	\$356.85		\$356.85				
01/15/04	Mandate Reimbursement Process	2002/2003	\$2,479	\$247.90	\$113.65	\$134.25	\$10.30	\$123.95				
01/15/04	Open Meetings Act/Brown Act Reform	2002/2003	\$8,414	\$841.40	\$384.60	\$456.80	\$36.10	\$420.70				
01/15/04	Open Meetings Act/Brown Act Reform	2003/2004	\$7,000	\$700.00		\$700.00	\$350.00	\$350.00				
Totals							\$32,722	\$3,272.20	\$1,239.70	\$2,032.50	\$396.40	\$1,636.10

California State Library
English Language and Literacy Intensive (ELLI) Program
FINAL/LIQUIDATION REPORT
July 1, 2002 – June 30, 2004

If you encumbered funds from 2002-03 into 2003-04, you must submit this report of your program status and financial status (you can either encumber funds again into 2004-05 or show that you have liquidated all funds or are returning funds to the State Library). Submit this report in addition to the regular California Library Literacy Services (CLLS) reports, if applicable.

Submit in three (3) copies postmarked on or before Friday, **August 6, 2004**, to Attn: Cindy Tackett, Library Development Services, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001, for mail. (Express delivery: 900 N Street, Suite 500, Sacramento, CA 95814). FAX is not acceptable. INFORMATION: (909) 786-0455 or (916) 653-7172.

-
1. Date: July 21, 2004 _____
 2. Library name: Placentia Library District _____
 3. Program name: Placentia Library Literacy Services' (PLLS) ELLI program _____
 4. Contact person: Toby R. Silberfarb _____ Phone: (714) 524- 8408 ext. 213 _____
FAX:(714)528-8236 ___ E-mail:tsilberfarb@hotmail.com _____

5. Targeted Population:

Number of school-age, English language learning children you intended to serve (please refer to your Application for ELLI funds for 2002-03, Question #5):

285 _____

6. Actual Population:

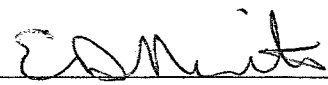
Number of non-duplicated eligible ELLI **children** actually served since July 1, 2002:

425+313= 738 _____

Number of non-duplicated ELLI **parents/guardians** served since July 1, 2002:

_____ 0 _____

I have reviewed the ELLI Final/Liquidation Report and Financial Report:



Library Director Signature

8/2/2004

Date

7. Program Overview. Give an overview of your ELLI program in the last fiscal year. Please complete in the space provided.

The Placentia Library Literacy Services' (PLLS) ELLI Program focused on one-to-one and small group tutoring at three elementary schools in the Placentia/Yorba Linda Unified School District (John Tynes, Rio Vista, and Ruby Drive). ELLI were assigned to school sites by the ELLI coordinator and placed with students by school administrators. The administrators selected the children who needed the extra help that the ELLI tutors would provide. The tutors focused on English language development and other curriculum areas as prescribed by the classroom teachers. The individual teachers provided the worksheets, materials, and guidance. PLLS donated books and Leap Pad educational hardware and software.

PLLS recruited ELLI tutors from Western State University College of Law and California State University, Fullerton. The Public Services Manager/ Literacy Coordinator and the ELLI Coordinator trained the volunteers to prepare them to become literacy tutors for the ELLI program. A total of fifteen Federal Work Study (FWS) students and five interns served as ELLI during the 2003-2004 school year.

The ELLI tutors served not only as academic coaches, but also as role models for their students. The young students are provided with living proof that higher education is an attainable goal. One of the FWS students from Western State is an alumnus of Ruby Drive Elementary school and returned to work with youngsters who are learning English as a second language. The program has provided the tutors with the opportunity to work with children; to serve their community; and to learn about the importance of literacy mentoring.

8. Outcomes. Detail the results or outcomes that demonstrate how your ELLI program has had a positive impact on families and learning. Include results from any parent or teacher surveys, attendance and retention data, and any anecdotes (from parents, teachers, library staff or the children themselves) that reflect increased English language literacy skills and improved self-esteem among your participants.

Test results will not be available until Fall 2004.

Teachers' comments:

"My tutor did a great job with the students and he demonstrated patience and enthusiasm."

"Both of my tutors have been awesome! Reliable, consistent, friendly, and capable."

"Thank-you for our library tutor!"

"My tutor did an excellent job of tutoring my students. He was efficient and personable."

"He was an excellent tutor in my classroom."

"She did a great job with my students!"

The tutors reported that some of the children were initially shy, but they soon warmed up to the new adult in the classroom. One of the tutors, who was reluctant to work with young children, reported that the children responded to him as if he were 'human velcro'. He came in to the literacy office glowing after each on-site tutoring session.

PLLS's ELLI program has been invited to return to all three schools for the 2004-2005 school year. We have been asked to place ELLI tutors at the school district's newest school and a newly appointed principal has asked us to remember her school when we schedule ELLI tutors.

9. Prospects for continuation. What is your plan for the continuation of ELLI into 2004-05 and beyond?

The Placentia Library Literacy Service is committed to continuing the ELLI program into 2004 and beyond. Our Federal Work Study tutors are returning in the fall and we will actively recruit additional FWS tutors and interns to expand our tutoring team. The Placentia Library District has applied for corporate and foundation grants; and in-kind support from the school district in an effort to supplement funding from the California State Library. We are keenly aware of the need within our community and we hope to be able to continue our work.

End-of-Year _____ 2004
 Title _____


California State Library
ELLI Financial Report
 July 1, 2002 – June 30, 2004

Library Name Placentia Library District

Budget Categories	Budget			Expended/Encumbered		7. Outstanding Encumbrances Close of Fiscal Year 2003/2004	8. Liquidation of Outstanding Project End Encumbrances by 6/30/2005	9. Unexpended/ Unencumbered Balance
	1. Funds Carried over from prior year	2. ELLI State Award 2002/03	3. Total State ELLI Budget 2002/03	4. Other Local Funds 2002/03	5. ELLI State as of 6/30/2004			
1. Personnel	5,854						0	0
2. Operations							0	0
2a. Contract Services	0						0	0
2b. Travel	0						0	0
2c. Office Supplies	0						0	0
2d. Printing	0						0	0
2e. Instructional Resources	0						0	0
2f. Communications	0						0	0
2g. Other <i>(please explain)</i>	0						0	0
3. Equipment <i>(over \$5,000)</i>	0						0	0
4. Indirect <i>(not to exceed 10%)</i>	0						0	0
Total								

Agenda Item 31a

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: August 23, 2004

SUBJECT: Poet Laureate.

The Library Board of Trustees re-appointed Meredith Laskow as the Placentia Library District Poet Laureate last month for Fiscal Year 2004-05.

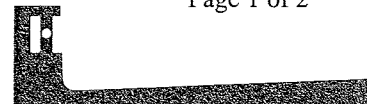
I contacted Ms. Laskow and congratulated her, and she extremely pleased at the opportunity To again represent the Placentia Library District as the Poet Laureate.

The Library's Program Committee will meet with Ms. Laskow in September to brainstorm poetry programming for the upcoming school year.



**CALIFORNIA
COUNCIL
FOR THE
HUMANITIES**

312 Sutter Street
Suite 601
San Francisco
CA 94108
415/391-1474



August 15, 2004

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

Grant Number: CSUL04-15

Dear Ms. Minter:

Congratulations! I am pleased to inform you that the California Council for the Humanities has approved the **Placentia Library District's** application for a *California Stories Uncovered* library reading and discussion grant.

The award is in the full amount of **\$1,000.00** to be matched by at least an equivalent contribution of local funds or in-kind services. The grant period for the project is from **August 15, 2004 to April 30, 2005**. Only expenditures made during this period will be funded by the grant. However, the Council attaches the following condition to this grant:

- *submit a budget narrative*

The Council will grant final approval when it is satisfied that this condition is met. If you need assistance with compliance, contact Roberto Esteves, Califa Services Coordinator, at 866/209-5439 toll free or at resteves@califa.org.

This award packet should include the following items: 1) Award letter, 2) Grant Agreement, 3) Assurance as to Labor and Safety Standards Form, 4) Certification Document and 5) CCH Budget Form. Please complete and sign these forms, make a copy for your own records, attach your response to the condition(s), and return to the Council to receive your grant funds. If you have any questions about the award documents contact Lucy Nguyen, Organizational Effectiveness Coordinator, at 415/391-1474 ext. 315 or LNguyen@calhum.org. All correspondence with our offices should include the above grant number.

Program materials including a publicity packet, evaluation instruments, other resources and instructions will be sent directly to the site Program Coordinator, Mary Strazadas, in September.

All printed or visual materials for publicity related to this program must prominently include both the California Stories and CCH logos, and the following wording: "This project is part of the statewide *California Stories Uncovered* campaign of the California Council for the Humanities (CCH), conducted in partnership with Califa. It is supported in part by CCH through a grant from the National Endowment for the Humanities. Any views findings, findings conclusions or recommendations expressed in this program do not necessarily reflect those of the California Council for the Humanities or the National Endowment for the Humanities. For more information visit www.californiastories.org."

CCH will host two informational workshops for participating libraries—the first will be held in southern California on **Monday, October 18, 2004** from 10a.m.-2p.m. at the Cerritos Library, and the second will be held in northern California on **Monday, November 15, 2004** from 9:00-10:15 a.m. at the California Library Association's annual conference in San Jose. Program Coordinators should plan to attend either

session to learn more about the campaign and best practices for presenting *California Stories Uncovered* public programs. More details will be sent to the Program Coordinators in September, along with additional information about the program.

On behalf of the Council I congratulate your receipt of the award. We look forward to a stimulating humanities project.

Sincerely,



Dr. James Quay
Executive Director

JQ:ln

cc: Mary Strazadas, Program Coordinator

Your signature confirms the non-profit status of the grantee organization; and by signing the copy of this grant award letter, Grantee acknowledges having read and understood all of the provisions and conditions outlined in the enclosed "Grant Agreement" and promises to fully comply with each and all of them.

Name and Title of Authorizing Official at Grantee Organization

Signature of Authorizing Official at Grantee Organization

PLEASE COMPLETE THE SECTION BELOW ACCURATELY AND CLEARLY TO AVOID DELAYS IN RECEIVING YOUR AWARD CHECK.

Award check mailed to:

Name of Non-Profit Organization

Name and Title of Contact Person

Address

City

State

Zip Code

Phone

Fax

Email



First American Trust
Investment Advisory and Fiduciary Services

August 6, 2004

Ms. Elizabeth D. Minter
Library Director
Placentia Library
411 E. Chapman Avenue
Placentia, CA 92870-6101

Re: Placentia Library of Orange County Money Purchase Pension Plan #1062-1076-00

Dear Elizabeth:

Enclosed is performance for the Pension Plan through June 30, 2004. The trust returned 10.54% for the plan year which ended June 30, 2004. Since December 31, 1995, the average annual calendar return totals 5.70%.

Should you have any questions, please do not hesitate to contact me. Thank you, Elizabeth.

Sincerely,

Denise C. Mehus, CRSP, CISP
Vice President
Retirement Plan Services
(619) 515-3440

/dcm
Enclosure

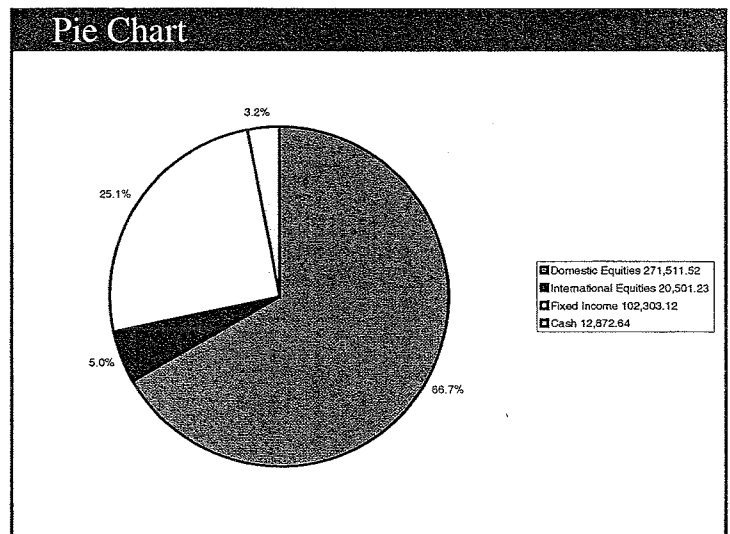
First American Trust, FSB

Portfolio Review
PLACENTIA LIBRARY MPPP

June 30, 2004

PLACENTIA LIBRARY MPPP
June 30, 2004

Asset Allocation Summary		
Asset Class	Market Value	Pct. Assets
Domestic Equities	271,511.52	66.7
International Equities	20,501.23	5.0
Fixed Income	102,303.12	25.1
Cash	12,872.64	3.2
TOTAL PORTFOLIO	407,188.50	100.0



Five Largest Equity Sectors		
Financials	44,890.55	11.01
Technology HW & Equipment	32,228.85	7.91
Health Care	29,085.04	7.14
Capital Goods	19,052.16	4.67
Energy	15,477.00	3.80
Total	140,733.60	34.53

Ten Largest Equity Holdings		
PFIZER INC	10,284.00	2.52
CITIGROUP INC	9,718.50	2.38
PROCTER & GAMBLE	8,057.12	1.98
AMERICAN INTL GROUP	7,484.40	1.84
WAL-MART STORES INC	7,386.40	1.81
COSTCO COMPANIES	7,330.04	1.80
PEPSICO INC	7,327.68	1.80
UNITED TECHNOLOGIES CORP	7,135.44	1.75
CHEVRON TEXACO CORP	7,058.25	1.73
GENERAL ELECTRIC COMPANY	6,642.00	1.63
Total	78,423.83	19.24

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PLACENTIA LIBRARY MPPP
June 30, 2004

Fixed Income Distribution

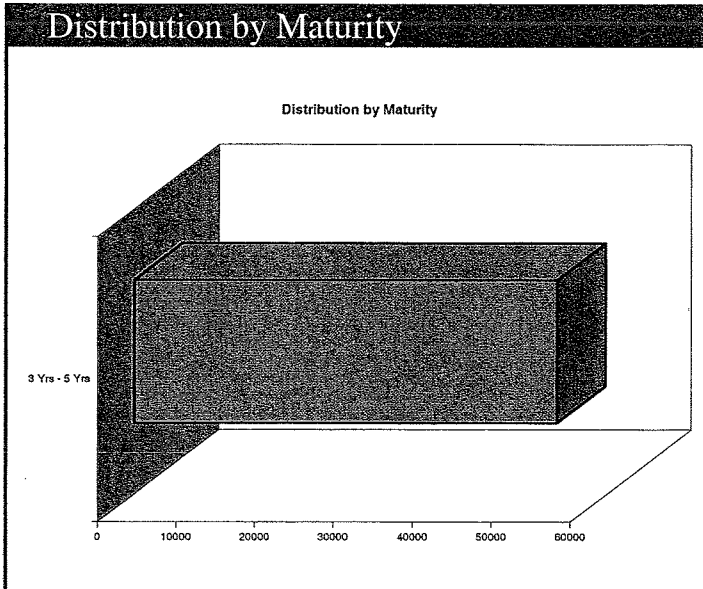
Summary Information

Totals		Weighted Averages	
Par Value	50,000	Average YTM	3.8
Market Value	53,664.25	Average Maturity (yrs)	3.6
Total Cost	50,651.50	Average Coupon (%)	5.938
Net Gain/Loss	3,012.75	Average Duration	3.2
Annual Income	2,968.75		
Number of Issues	2		

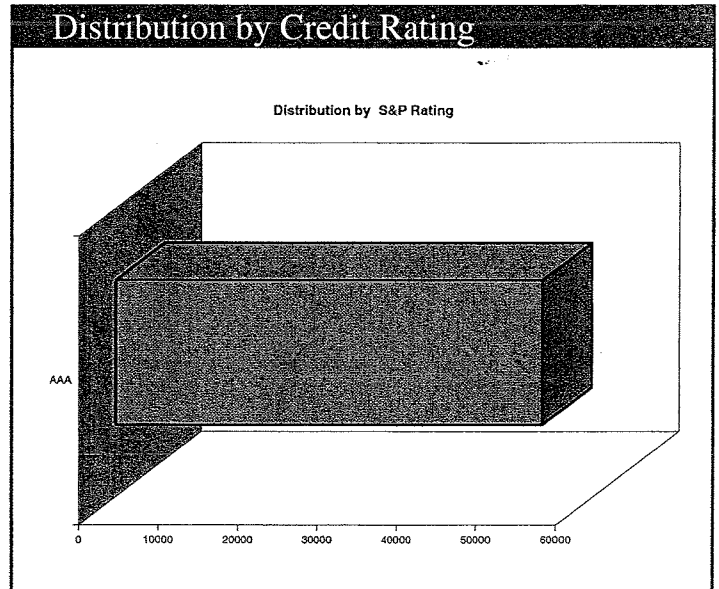
Distribution by Maturity

Maturity	Number	Mkt Value	% Bond Holdings	Average Y T M	Average Coupon	Average Duration
3 Yrs - 5 Yrs	2	53,664.25	100.0	3.8	5.938%	3.2

Distribution by Maturity

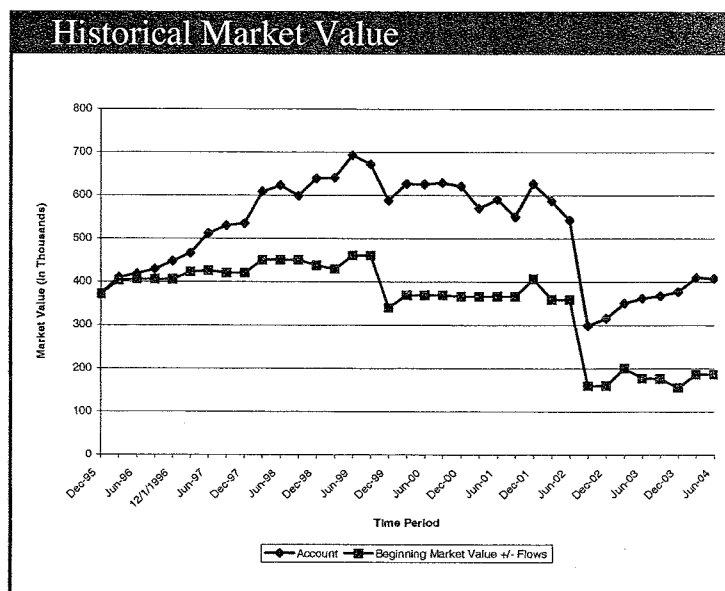
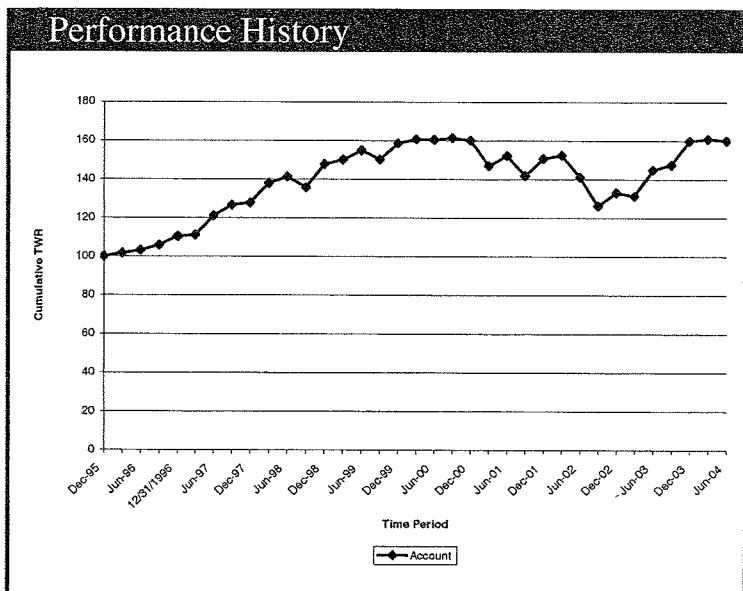


Distribution by Credit Rating



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PLACENTIA LIBRARY MPPP
From 12-31-95 Through 06-30-04



Time Weighted Return

TWR FOR SELECTED PERIODS ANNUALIZED GROSS OF FEES

	Quarter To Date	Year To Date	Latest 1 Year	Latest 3 Year	Latest 5 Year	Since 12-31-95
Total Account						
Account	-0.47	0.13	10.54	1.70	0.66	5.70
Domestic Equities						
Account	0.34	0.17	14.58	-2.24	-3.86	6.64
Russell 3000	1.33	3.59	20.46	0.15	-1.07	9.16
S&P 500	1.71	3.44	19.11	-0.70	-2.21	9.27
International Equities						
Account	-2.34	1.01	23.49	0.45	-	-
MSCI EAFE	0.44	4.86	32.85	4.26	0.40	3.94
Lipper Internatl	-1.08	3.86	29.36	3.94	1.55	5.66
Fixed Income						
Account	-2.21	-0.13	-0.49	6.96	-	-
LB IT Gvt/Credit	-2.52	-0.10	-0.06	6.22	6.76	6.29
LB IT Gvt	-2.31	-0.15	-0.48	5.50	6.26	6.00
Cash						
Account	0.25	0.47	0.95	1.62	3.19	4.06
Lipper Money Mkt	0.12	0.24	0.49	1.19	2.87	3.74

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PLACENTIA LIBRARY MPPP

June 30, 2004

Portfolio Summary

	<u>Total Cost</u>	<u>Market Value</u>	<u>Pct. Assets</u>	<u>Cur. Yield</u>	<u>Est. Annual Income</u>
Domestic Equities					
Individual Equities					
Automobiles	4,807.87	5,766.00	1.4	1.1	65
Capital Goods	17,639.08	19,052.16	4.7	1.9	356
Consumer Discretionary	15,003.70	14,991.61	3.7	0.0	0
Discretionary Retail	12,944.22	14,716.44	3.6	1.0	144
Energy	13,640.00	15,477.00	3.8	1.6	240
Financials	42,269.16	44,890.55	11.0	2.0	898
Food	12,538.03	13,547.14	3.3	1.8	249
Health Care	31,362.64	29,085.04	7.1	1.3	374
Household & Personal Products	5,949.08	8,057.12	2.0	3.7	296
Materials	6,139.63	7,031.95	1.7	3.0	214
Software & Services	13,754.09	10,339.11	2.5	0.2	20
Technology HW & Equipment	35,937.09	32,228.85	7.9	0.5	160
Transportation	2,099.00	2,805.60	0.7	1.4	39
	<u>214,083.60</u>	<u>217,988.57</u>	<u>53.5</u>	<u>1.4</u>	<u>3,055</u>
Mid Cap Growth Funds					
Mutual Funds					
	<u>12,914.99</u>	<u>13,269.54</u>	<u>3.3</u>	<u>0.0</u>	<u>0</u>
	12,914.99	13,269.54	3.3	0.0	0
Mid Cap Value Funds					
Mutual Funds					
	<u>12,914.99</u>	<u>13,416.66</u>	<u>3.3</u>	<u>0.6</u>	<u>80</u>
	12,914.99	13,416.66	3.3	0.6	80
Small Cap Growth Funds					
Mutual Funds					
	<u>12,915.00</u>	<u>13,337.32</u>	<u>3.3</u>	<u>0.0</u>	<u>0</u>
	12,915.00	13,337.32	3.3	0.0	0
Small Cap Value Funds					
Mutual Funds					
	<u>12,914.98</u>	<u>13,499.43</u>	<u>3.3</u>	<u>0.8</u>	<u>107</u>
	12,914.98	13,499.43	3.3	0.8	107
	<u>265,743.56</u>	<u>271,511.52</u>	<u>66.7</u>	<u>1.2</u>	<u>3,242</u>
International Equities					
International Funds					
Foreign Stock					
	<u>21,008.40</u>	<u>20,501.23</u>	<u>5.0</u>	<u>1.2</u>	<u>241</u>
	21,008.40	20,501.23	5.0	1.2	241
	<u>21,008.40</u>	<u>20,501.23</u>	<u>5.0</u>	<u>1.2</u>	<u>241</u>

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PLACENTIA LIBRARY MPPP
June 30, 2004

Portfolio Summary

	<u>Total Cost</u>	<u>Market Value</u>	<u>Pct. Assets</u>	<u>Cur. Yield</u>	<u>Est. Annual Income</u>
Fixed Income					
Corporate Bond Funds					
Short-Term	<u>49,314.87</u>	<u>48,638.87</u>	<u>11.9</u>	<u>3.9</u>	<u>1,874</u>
	49,314.87	48,638.87	11.9	3.9	1,874
Government Bonds					
Federal Agencies	<u>50,651.50</u>	<u>53,664.25</u>	<u>13.2</u>	<u>3.8</u>	<u>2,969</u>
	<u>50,651.50</u>	<u>53,664.25</u>	<u>13.2</u>	<u>3.8</u>	<u>2,969</u>
	99,966.37	102,303.12	25.1	3.8	4,843
Cash					
Cash Equivalents					
Taxable Money Market Funds	<u>12,872.64</u>	<u>12,872.64</u>	<u>3.2</u>	<u>0.9</u>	<u>121</u>
	<u>12,872.64</u>	<u>12,872.64</u>	<u>3.2</u>	<u>0.9</u>	<u>121</u>
	12,872.64	12,872.64	3.2	0.9	121
TOTAL PORTFOLIO	399,590.97	407,188.50	100.0	1.8	8,446

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PLACENTIA LIBRARY MPPP

June 30, 2004

Portfolio Holdings										
Quantity	Security Symbol	Security	Unit Cost	Price	Market Value	Pct. Assets	Unrealized Gain/Loss	Estimated Income	Yield	Dur
Domestic Equities										
Individual Equities										
Automobiles										
50.000	HDI	HARLEY DAVIDSON, INC.	54.02	61.94	3,097.00	0.8	396.01	20	0.65	0.00
50.000	JCI	JOHNSON CONTROLS INC	42.14	53.38	2,669.00	0.7	562.12	45	1.69	0.00
					5,766.00	1.4	958.13	65	1.13	0.00
Capital Goods										
205.000	GE	GENERAL ELECTRIC COMPANY	42.45	32.40	6,642.00	1.6	-2,060.60	164	2.47	0.00
144.000	HON	HONEYWELL INTERNATIONAL	23.56	36.63	5,274.72	1.3	1,881.94	108	2.05	0.00
78.000	UTX	UNITED TECHNOLOGIES CORP	71.07	91.48	7,135.44	1.8	1,591.74	84	1.18	0.00
					19,052.16	4.7	1,413.08	356	1.87	0.00
Consumer Discretionary										
74.000	CCU	CLEAR CHANNEL COMMUNICATIONS	42.65	36.95	2,734.30	0.7	-421.97	0	0.00	0.00
82.000	SBUX	STARBUCKS CORP	22.90	43.49	3,566.18	0.9	1,688.60	0	0.00	0.00
129.000	UVN	UNIVISION COMMUNICATNS CL A	34.60	31.93	4,118.97	1.0	-344.62	0	0.00	0.00
128.000	VIA.B	VIACOM CLASS B N/V	43.02	35.72	4,572.16	1.1	-934.10	0	0.00	0.00
					14,991.61	3.7	-12.09	0	0.00	0.00
Discretionary Retail										
178.000	COST	COSTCO COMPANIES	33.28	41.18	7,330.04	1.8	1,406.06	71	0.97	0.00
140.000	WMT	WAL-MART STORES INC	50.14	52.76	7,386.40	1.8	366.16	73	0.99	0.00
					14,716.44	3.6	1,772.22	144	0.98	0.00
Energy										
75.000	CVX	CHEVRON TEXACO CORP	77.92	94.11	7,058.25	1.7	1,214.04	199	2.82	0.00
130.000	NE	NOBLE CORPORATION SHS	35.36	37.89	4,925.70	1.2	328.79	0	0.00	0.00
55.000	SLB	SCHLUMBERGER LTD	58.16	63.51	3,493.05	0.9	294.17	41	1.18	0.00
					15,477.00	3.8	1,837.00	240	1.55	0.00
Financials										
105.000	AIG	AMERICAN INTL GROUP	79.03	71.28	7,484.40	1.8	-813.72	31	0.42	0.00
209.000	C	CITIGROUP INC	44.16	46.50	9,718.50	2.4	489.49	334	3.44	0.00
127.000	KRB	MBNA CORP	20.53	25.79	3,275.33	0.8	667.43	61	1.86	0.00
109.000	MER	MERRILL LYNCH & CO	54.07	53.98	5,883.82	1.4	-9.84	70	1.19	0.00
109.000	MWD	MORGAN STANLEY DEAN WITTER & CO	54.87	52.77	5,751.93	1.4	-229.06	109	1.90	0.00
167.000	SOTR	SOUTHTRUST CORP	27.46	38.81	6,481.27	1.6	1,895.14	160	2.47	0.00
110.000	WFC	WELLS FARGO COMPANY	51.58	57.23	6,295.30	1.5	621.95	132	2.10	0.00
					44,890.55	11.0	2,621.39	898	2.00	0.00
Food										
43.000	BUD	ANHEUSER BUSCH COS INC	50.89	54.00	2,322.00	0.6	133.80	34	1.44	0.00
82.000	GIS	GENERAL MILLS INC	48.65	47.53	3,897.46	1.0	-91.61	90	2.31	0.00
136.000	PEP	PEPSICO INC	46.77	53.88	7,327.68	1.8	966.92	125	1.71	0.00
					13,547.14	3.3	1,009.11	249	1.84	0.00

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PLACENTIA LIBRARY MPPP

June 30, 2004

Portfolio Holdings										
Quantity	Security Symbol	Security	Unit Cost	Price	Market Value	Pct. Assets	Unrealized Gain/Loss	Estimated Income	Yield	Dur
Health Care										
77.000	AMGN	AMGEN INC	56.82	54.57	4,201.89	1.0	-173.07	0	0.00	0.00
89.000	LLY	LILLY (ELI) & CO	74.39	69.91	6,221.99	1.5	-398.29	126	2.03	0.00
103.000	MDT	MEDTRONIC INC.	47.38	48.72	5,018.16	1.2	138.26	30	0.60	0.00
300.000	PFE	PFIZER INC	40.71	34.28	10,284.00	2.5	-1,928.55	204	1.98	0.00
50.000	TEVA	TEVA PHARMACEUTCL INDS ADR	65.50	67.18	3,359.00	0.8	84.05	14	0.41	0.00
					29,085.04	7.1	-2,277.60	374	1.29	0.00
Household & Personal Products										
148.000	PG	PROCTER & GAMBLE	40.20	54.44	8,057.12	2.0	2,108.04	296	3.67	0.00
Materials										
95.000	DD	DU PONT (EL)DE NEMOURS	40.66	44.42	4,219.90	1.0	356.78	133	3.15	0.00
45.000	PPG	PPG INDS INC	50.59	62.49	2,812.05	0.7	535.54	81	2.88	0.00
					7,031.95	1.7	892.32	214	3.04	0.00
Software & Services										
250.000	BEAS	BEA SYS INC COM	8.31	8.22	2,055.00	0.5	-21.43	0	0.00	0.00
126.000	MSFT	MICROSOFT CORP	24.85	28.56	3,598.56	0.9	467.06	10	0.28	0.00
200.000	ORCL	ORACLE SYSTEMS	32.15	11.93	2,386.00	0.6	-4,044.50	0	0.00	0.00
55.000	SAP	SAP AKTIENGESELLSCHAFT SPONSORED ADR	38.47	41.81	2,299.55	0.6	183.89	10	0.44	0.00
					10,339.11	2.5	-3,414.98	20	0.20	0.00
Technology HW & Equipment										
85.000	ADI	ANALOG DEVICES INC COM	40.23	47.08	4,001.80	1.0	582.17	12	0.30	0.00
218.000	AMAT	APPLIED MATERIALS INC.	20.74	19.62	4,277.16	1.1	-245.08	0	0.00	0.00
241.000	CSCO	CISCO SYSTEMS	34.46	23.70	5,711.70	1.4	-2,594.34	0	0.00	0.00
209.000	HPQ	HEWLETT PACKARD CO	17.32	21.10	4,409.90	1.1	790.62	67	1.52	0.00
197.000	INTC	INTEL CORP	27.65	27.60	5,437.20	1.3	-9.32	32	0.58	0.00
35.000	IBM	INTERNATIONAL BUSINESS MACHINES	87.34	88.15	3,085.25	0.8	28.23	25	0.82	0.00
123.000	TXN	TEXAS INSTRUMENTS	39.59	24.18	2,974.14	0.7	-1,895.84	10	0.35	0.00
70.000	XLNX	XILINX	38.52	33.31	2,331.70	0.6	-364.69	14	0.60	0.00
					32,228.85	7.9	-3,708.24	160	0.50	0.00
Transportation										
80.000	BNI	BURLINGTON NORTHERN SANTA FE	26.24	35.07	2,805.60	0.7	706.60	39	1.40	0.00
					217,988.57	53.5	3,904.97	3,055	1.40	0.00
Mid Cap Growth Funds										
Mutual Funds										
656.583	GGOIX	GOLDMAN SACHS GRW OPPORTUNITIES FUND CL I	19.67	20.21	13,269.54	3.3	354.55	0	0.00	0.00
					13,269.54	3.3	354.55	0	0.00	0.00

1062107600

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PLACENTIA LIBRARY MPPP
June 30, 2004

Portfolio Holdings											
Quantity	Security Symbol	Security	Unit Cost	Price	Market Value	Pct. Assets	Unrealized Gain/Loss	Estimated Income	Yield	Dur	
Mid Cap Value Funds											
Mutual Funds											
611.795	TRMCX	T ROWE PRICE MID CAP VALUE FUND	21.11	21.93	13,416.66	3.3	501.67	80	0.59	0.00	
					<u>13,416.66</u>	<u>3.3</u>	<u>501.67</u>	<u>80</u>	<u>0.59</u>	<u>0.00</u>	
Small Cap Growth Funds											
Mutual Funds											
208.038	VEXRX	VANGUARD EXPLORER FUND ADMIRAL SHARES	62.08	64.11	13,337.32	3.3	422.32	0	0.00	0.00	
					<u>13,337.32</u>	<u>3.3</u>	<u>422.32</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	
Small Cap Value Funds											
Mutual Funds											
408.702	JSIVX	JANUS SMALL CAP VALUE FUND CL I	31.60	33.03	13,499.43	3.3	584.45	107	0.79	0.00	
					<u>13,499.43</u>	<u>3.3</u>	<u>584.45</u>	<u>107</u>	<u>0.79</u>	<u>0.00</u>	
					<u>271,511.52</u>	<u>66.7</u>	<u>5,767.96</u>	<u>3,242</u>	<u>1.19</u>	<u>0.00</u>	
International Equities											
International Funds											
Foreign Stock											
434.474	HAINX	HARBOR INTERNATIONAL FUND CL I	38.33	37.17	16,149.40	4.0	-504.00	220	1.36	0.00	
317.420	VINEX	VANGUARD INTL EXPLORER FUND	13.72	13.71	4,351.83	1.1	-3.17	21	0.49	0.00	
					<u>20,501.23</u>	<u>5.0</u>	<u>-507.17</u>	<u>241</u>	<u>1.18</u>	<u>0.00</u>	
					<u>20,501.23</u>	<u>5.0</u>	<u>-507.17</u>	<u>241</u>	<u>1.18</u>	<u>0.00</u>	
					<u>20,501.23</u>	<u>5.0</u>	<u>-507.17</u>	<u>241</u>	<u>1.18</u>	<u>0.00</u>	
Fixed Income											
Corporate Bond Funds											
Short-Term											
4,571.322	VFSUX	VANGUARD SHORT TERM CORP FUND ADMIRAL	10.79	10.64	48,638.87	11.9	-676.00	1,874	3.85	0.00	
					<u>48,638.87</u>	<u>11.9</u>	<u>-676.00</u>	<u>1,874</u>	<u>3.85</u>	<u>0.00</u>	
Government Bonds											
Federal Agencies											
25,000	3133MCPG	FEDERAL HOME LOAN BANK 5.875% Due 11-15-07	101.54	106.94	26,734.50	6.6	1,348.75	1,469	3.70	2.99	
25,000	31359MDU	FEDERAL NATL MTG ASSN 6.000% Due 05-15-08	101.06	107.72	26,929.75	6.6	1,664.00	1,500	3.87	3.38	
					<u>53,664.25</u>	<u>13.2</u>	<u>3,012.75</u>	<u>2,969</u>	<u>3.79</u>	<u>3.18</u>	
					<u>53,664.25</u>	<u>13.2</u>	<u>3,012.75</u>	<u>2,969</u>	<u>3.79</u>	<u>3.18</u>	
					<u>102,303.12</u>	<u>25.1</u>	<u>2,336.75</u>	<u>4,843</u>	<u>3.82</u>	<u>1.67</u>	

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PLACENTIA LIBRARY MPPP
June 30, 2004

Portfolio Holdings											
Quantity	Security Symbol	Security	Unit Cost	Price	Market Value	Pct. Assets	Unrealized Gain/Loss	Estimated Income	Yield	Dur	
Cash											
Cash Equivalents											
Taxable Money Market Funds											
	09248U61	BLACKROCK PROVIDENT TEMPFUND			12,872.64	3.2		121	0.94	0.00	
					<u>12,872.64</u>	<u>3.2</u>	<u>0.00</u>	<u>121</u>	<u>0.94</u>	<u>0.00</u>	
					12,872.64	3.2	0.00	121	0.94	0.00	
TOTAL PORTFOLIO					407,188.50	100.0	7,597.53	8,446	1.84	0.42	

1062107600
Inception Date: 12-31-93; Source: FAT; See additional disclosure
For one-on-one presentation use only

PERFORMANCE DISCLOSURE:

Gross of fee returns presented are calculated on a time-weighted, total return basis, including all dividends and interest, accrued income, realized and unrealized gains or losses, and do not reflect a deduction of advisory fees or fees for related services. First American Trust, FSB ("FAT") advisory fees are fully detailed in Part II of its Form ADV. Since fees are deducted quarterly, the compounding effect will increase the impact of such fees by an amount related to the account's performance. For illustrative purposes only, accounts with a 1.3% annualized fee that is deducted quarterly and a 10% gross annual return, will have a net annual return of 8.6%. **Gross performance information may only be presented to Consultants/Financial Professionals or in a one-on-one presentation setting with all applicable disclosures. Individual account performance will vary. Past performance is no guarantee of future performance.**

INDICES' DESCRIPTIONS:

The Russell 3000 Index is an unmanaged index generally representative of the U.S. market for large domestic stocks as determined by total market capitalization, which represents approximately 98% of the investable US equity market.

Standard & Poor's 500 Stock Index (S&P 500) is an unmanaged index generally representative of the U.S. Stock Market, without regard to company size.

Russell 1000 Growth Index measures the performance of those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values.

Russell 1000 Value Index measures the performance of those Russell 1000 companies with lower price-to-book ratios and lower forecasted growth values.

The S&P 500/BARRA Growth Index is a market capitalization weighted index derived from the S&P 500, which represents those companies with lower book-to-price ratios. The companies in the index generally have higher price-to-earnings ratios, lower dividend yields, and higher historical earnings growth.

The S&P 500/BARRA Value Index is a market capitalization weighted index derived from the S&P 500, which represents those companies with higher book-to-price ratios. The companies in the index generally have lower price-to-earnings ratios, higher dividend yields, and lower historical earnings growth.

Russell Mid-cap Growth Index measures the performance of those Russell Mid-cap companies with higher price-to-book ratios and higher forecasted growth values. The stocks are also members of the Russell 1000 Growth index.

Russell Mid-cap Value Index measures the performance of those Russell Mid-cap companies with lower price-to-book ratios and lower forecasted growth values. The stocks are also members of the Russell 1000 Value index.

The Russell 2000 Growth Index is an unmanaged index comprised of those Russell 2000 companies with higher price-to-book ratios and higher forecasted growth values.

Russell 2000 Value Index measures the performance of those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values.

The Morgan Stanley Capital International ("MSCI") Europe, Australasia, Far East Index ("EAFE") is an unmanaged index of over 900 companies, and is a generally accepted benchmark for major overseas markets. Index weightings represent the relative capitalizations of the major overseas markets included in the index on a U.S. dollar adjusted basis. The index is calculated separately, without dividends, with gross dividends reinvested and estimated tax withheld, and with gross dividends reinvested, in both U.S. Dollars and local currency.

The Lehman Brothers Intermediate Government/Credit Bond Index is an unmanaged, market-weighted index generally representative of intermediate government and investment grade corporate debt securities having maturities of up to ten years.

The Lehman Brothers Intermediate Government Bond Index is an unmanaged market-weighted index generally representative of all public obligations of the U.S. Government, its agencies and instrumentalities having maturities of up to ten years.

The Merrill Lynch California Municipal 3-7 Year Index is an unmanaged index consisting of all California Municipal Bond issues with obligations having maturities from 3 to 7 years.

The Merrill Lynch 1-3 Year Treasury Index is an unmanaged index consisting of all public U.S. Treasury obligations having maturities from 1 to 2.99 years.

The 90-day Treasury-bill ("T-bill"), 6-month T-bill and 30-day T-bill are all negotiable debt obligations of the U.S. government, secured by its full faith and credit and issued at various schedules and maturities. Treasury bills are short-term securities with maturities of one year or less issued at a discount from face value. If held to maturity, treasury securities offer a fixed rate of return and fixed principal value, with income exempt from state and local, but not federal, taxes.

The Lipper Money Market Fund Index is comprised of funds that invest in high-quality financial instruments rated in top two grades with dollar-weighted average maturities of less than 90 days. Lipper Fund indices are calculated using a weighted aggregate composite index formula that equal-weights the constituent funds and reinvests capital gains distributions and income dividends.

Unless otherwise noted, index returns reflect the reinvestment of income dividends and capital gains, if any, but do not reflect fees, brokerage commissions or other expenses of investing. Investors may not make direct investments into any index.

RISK DISCLOSURES

Investments in overseas markets pose special risks, including currency fluctuation and political risks, and the portfolio is expected to be more volatile than that of a U.S. only portfolio. Small-cap stocks may be subject to a higher degree of risk than more established companies' securities. The illiquidity of the small-cap market may adversely affect the value of these investments. Long-term bonds tend to have more price variability, though they may provide higher yields than short-term bonds to compensate for the added risk. Investment in a Money Market Fund is neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the Fund. The Fund's total return is based on historical information and is not intended to indicate future performance. Portfolio holdings are subject to change daily. Under no circumstances does the information contained within represent a recommendation to buy or sell securities. Please consult your tax advisor for personal tax questions and concerns. The acronyms YTD and ITD represent year-to-date and inception-to-date, respectively. Unless otherwise noted, the source of all data is FAT.

DEFINITIONS

Alpha represents a fund's risk-adjusted performance (The difference between a fund's actual returns and its expected performance given its level of risk as measured by beta).

Bonds are IOU's or promissory notes of a corporation, municipality, or the U.S. government.

Coupon is the interest rate on a debt security the issuer promises to pay to the holder until maturity, expressed as an annual percentage of the face value.

Current Yield is the annual interest on a bond divided by the market price.

Duration is a measure of the fund's price sensitivity expressed in years.

Mutual Funds are investments that pool shareholders money and invests it in accordance with the terms of the prospectus. The groups money is invested by a professional investment manager.

Par Value is equal to the nominal face value of a security.



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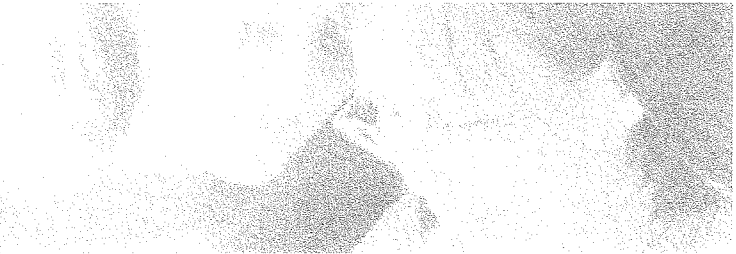
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Reporter's Information

Name of Library	Placentia Library District
Applicant contact:	<input type="text" value="Jim Roberts"/>
Phone: (xxx)xxx-xxxx	<input type="text" value="(714)524-8408"/>
Fax: (xxx)xxx-xxxx	<input type="text" value="(714)528-8236"/>
E-mail:	<input type="text" value="jroberts@placentialibrary.org"/>
Address:	<input type="text" value="411 E. Chapman AV Placentia, CA 92870"/>

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CLLS Adult Learner Activity Report ?

SEMI-ANNUAL SUMMARY

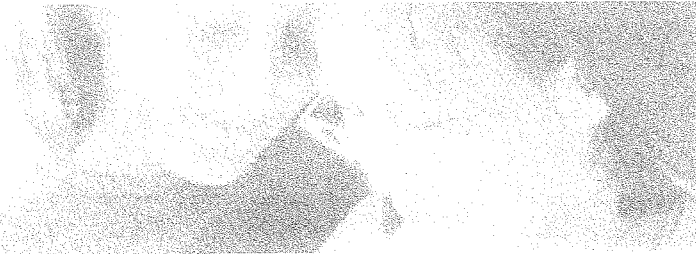
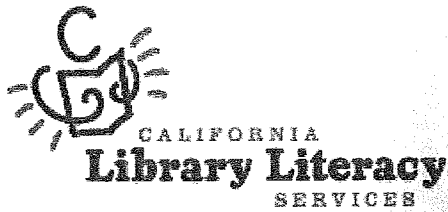
TOTAL

1. Continuing Adult Learners from previous filing period ? Override	176
2. Adult Learners who began instruction <i>during this filing period.</i> (January 1 - June 30) ?	49
3. Total Adult Learners who received instruction <i>during this filing period.</i> ? (#1 + #2 = #3)	225
4. Adult Learners who left <i>during this filing period.</i> ?	25
5. Adult Learners receiving instruction at the end of this filing period. ? (#3 - #4 = #5)	200
6. Cumulative total adult learners who received instruction <i>this fiscal year to date</i> ? (#5 from mid-year + #2)	235
7. Adults referred to other programs (never instructed) this filing period ?	0
8. Adult Learners awaiting instruction or rematch at end of this filing period ?	35
9. Total number of Adult Learner instruction <u>hours</u> for this filing period (can include one-on-one tutoring, small group, computer instruction, etc.) (January 1 - June 30) ?	8000

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Adult Learner Demographics ?

Ethnicity								Total YTD
Asian	Black	Latino	Native American	Pacific Islander	White	Other	Unknown	
124	2	82	0	0	8	19	0	235 <input checked="" type="checkbox"/>

Age Distribution								Total YTD
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	
3	26	70	71	45	16	4	0	235 <input checked="" type="checkbox"/>

Gender			
Male	Female	Not Specified	Total YTD
26	209	0	235 <input checked="" type="checkbox"/>
Back	Save and quit	Continue	



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Family Activity Report

The number of Families participating (families can participate in a number of different ways; attending special FFL programs is just one way to participate):

Note: These are unduplicated counts	Mid-Year	Final	Total
Total Number of Adult Learner Families Served (?)	35	35	70
Total Number of non-Adult Learner Families Served (?)	0	0	0
Note: These are cumulative counts	Mid-Year	Final	Total
Number of FFL Meetings Held (?)	1	2	3
Number of FFL Attendees as of report date (?)	30	60	90
Number of ELLI Family Meetings Held (?)	0	0	0
Number of ELLI Attendees as of report date (?)	0	276	276
Number of MLLS Site Visits (?)	0	0	0
Number of MLLS Attendees as of report date (?)	0	0	0
<input type="button" value="Back"/> Save and quit <input type="button" value="Continue"/>			



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Give Away Books Report ?

	Mid-Year	Final	Total
Number of books given to FFL families	35	<input type="text" value="35"/>	<input type="text" value="70"/>
Number of books given to ELLI families	335	<input type="text" value="200"/>	<input type="text" value="535"/>
Number of books given to MLLS families	0	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of books given to ALS learners	150	<input type="text" value="150"/>	<input type="text" value="300"/>
Number of books given to ESL learners	0	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of books given to people not part of target group	0	<input type="text" value="0"/>	<input type="text" value="0"/>
<hr/>			
Total number of books distributed	520	<input type="text" value="385"/>	<input type="text" value="905"/>
<input type="button" value="Back"/> Save and quit <input type="button" value="Continue"/>			



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Population Served

The following has been entered from mid-year report. Update where necessary.

1 ?	2 ?	3 ?	4 ?	5 ?	6 ?	7 ?	8 ?
1st or Home Language	ALS English-Speaking Adult Learners	FFL Adults Who Are Not ALS Learners	ELLI Adults Served	ESL/Other Adults Served (Not part of state funded target groups)	FFL + MLLS Children Under 5 Years	ELLI Children Ages 5 and Over	Children Served Ages 0 - 17 (Not part of the target groups)
English	8	0	0	0	0	15	0
Spanish	82	28	0	21	28	251	0
Vietnamese	0	0	0	0	0	0	0
Hmong	0	0	0	0	0	0	0
Chinese	30	0	0	0	0	0	0
Other:	115	7	0	0	5	10	0
Totals:	235 <input checked="" type="checkbox"/>	35	0	21	33	276	0
<input type="button" value="Back"/>	<input type="button" value="Save and quit"/>					<input type="button" value="Continue"/>	



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Volunteer Hours Accrued

Volunteer Hours Accrued (in Hours) ?	Mid-Year	Final	Total
1. All Volunteer Adult Literacy Instruction (ALS/FFL/MLLS) (Can include one-on-one tutoring, small group, computer instruction, etc. provided by volunteer) ?	8000	8000	16000
2. English Language Literacy in ELLI (Volunteer tutor hours for adults & children) ?	864	850	1714
3. ESL Volunteer Tutor Instructional Hours (Not State Library grant supported) ?	0	0	0
4. All Other Volunteer Hours in Literacy Services (Non-instructional hours volunteered) ?	442	718	1160
5. Families for Literacy (FFL & MLLS) (Non-instructional hours volunteered) # 5 is a subset of # 4 ?	210	200	410

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CLLS Volunteer Tutor Activity Report ?

SEMI-ANNUAL SUMMARY	TOTAL
1. Continuing Volunteer Tutors instructing from previous filing period ? Override	195
2. Volunteer Tutors who began instructing <i>during this filing period</i> . (January 1 - June 30) ?	42
3. Total Volunteer Tutors who instructed <i>during this filing period</i> . ? (#1 + #2 = #3)	237
4. Volunteer Tutors who left <i>during this filing period</i> . ?	35
5. Volunteer Tutors instructing at the end of this filing period. ? (#3 - #4 = #5)	202
6. Cumulative total Volunteer Tutors who instructed <i>this fiscal year to date</i> (YTD) ? (#5 from mid-year + #2)	237
7. Volunteer Tutors trained during this filing period (January 1 - June 30) ?	42
8. Volunteer Tutors awaiting training/matching/re-matching at end of this filing period ?	15
9. Number of pre-service volunteer tutor workshops offered during this filing period ?	0
10. Number of in-service volunteer tutor workshops offered during this filing period ?	6

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Volunteer Tutor Demographics ?

Ethnicity								Total YTD
Asian	Black	Latino	Native American	Pacific Islander	White	Other	Unknown	
40	0	59	0	0	121	17	0	237 <input checked="" type="checkbox"/>

Age Distribution								Total YTD
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	
4	79	36	49	36	24	9	0	237 <input checked="" type="checkbox"/>

Gender			
Male	Female	Not Specified	Total YTD
47	190	0	237 <input checked="" type="checkbox"/>

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Staff Commitment - Library Personnel

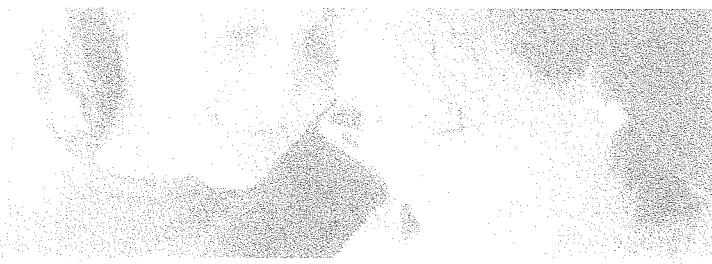
Library Personnel (staff is city, county or district employee)

Position/Job Title	Average FTE Per		
	Adult Program	Family Program	ELLI Program
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Save and quit](#)

The following has been entered:

Position/Job Title	Average FTE Per Week					Delete
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL/Other	
	0	0	0	0	0	Delete
	0	0	0	0	0	Delete
	0	0	0	0	0	Delete
Literacy Coordinator	20	0	10	0	0	Delete
Litreracy Coordinator	20	0	10	0	0	Delete
ELLI & FFL Coordinator/Asst Literacy Coordinator	10	10	20	0	0	Delete
	0	0	0	0	0	Delete
Administrative Assistant	5	0	5	0	0	Delete
Administrative Assistant	5	0	5	0	0	Delete
Total:	60	10	50	0	0	



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Staff Commitment - Contract Personnel

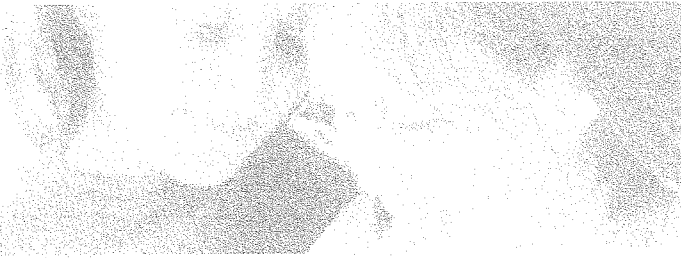
Contract Personnel (not a city/county/district employee)

Position/Job Title	Average FTE Per		
	Adult Program	Family Program	ELLI Program
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Save and quit](#)

The following has been entered:

Position/Job Title	Average FTE Per Week					Delete
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL/Other	
Federal Work Study	40	40	60	0	0	Delete
Literacy Interns	20	20	0	0	0	Delete
	0	0	0	0	0	Delete
Total:	60	60	60	0	0	



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Community Partners (for all program components)

Community Partner Name	Role	Partner Provides Service to the Library	Library Provides Service to the Partner	Mutual Exchange of Services
	<ul style="list-style-type: none"> Supplemental funding <input type="checkbox"/> Use of facilities <input type="checkbox"/> Staffing or volunteers <input type="checkbox"/> Learning materials <input type="checkbox"/> 	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Save and quit](#)

The following has been entered:

Community Partner Name	Role	Partner Provides Service to the Library	Library Provides Service to the Partner	Mutual Exchange of Services
Cal State Fullerton	Staffing or volunteers	X		Delete
Fullerton College	Other	X		Delete
The City of Placentia	Referred students to program	X		Delete
Placentia/Yorba Linda Unified School District	Other	X		Delete
El Dorado High School	Staffing or volunteers	X		Delete
Valencia High School	Staffing or volunteers	X		Delete
Rio Vista Elementary School	Provide instruction	X		Delete
Ruby Drive Elementary School	Use of facilities	X		Delete
Placentia Rotary Club	Supplemental funding	X		Delete
Wells Fargo Bank	Supplemental funding	X		Delete
Mervyn's	Supplemental funding	X		Delete
Target Foundation	Supplemental funding	X		Delete
Duck's Care Foundation	Supplemental funding	X		Delete
Placentia Library Foundation	Other	X		Delete
Friends of the Placentia Library	Other	X		Delete



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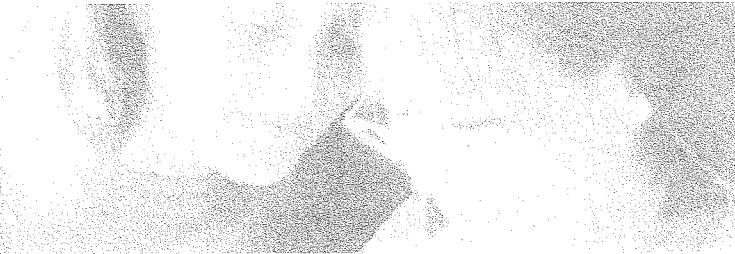
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In-Kind Resource Development ?

The following has been entered from mid-year report. Update where necessary.

Who Donated?	What did they donate? <small>(Hold ctrl and click to choose more than one)</small>	Dollar Equivalent For This Filing Period	Total Year-To-Date
Business	Space <input type="checkbox"/>	0	0
	Materials <input type="checkbox"/>		
	Equipment <input type="checkbox"/>		
County/Municipal	Printing <input type="checkbox"/>	900	1800
	Space <input type="checkbox"/>		
	Materials <input type="checkbox"/>		
Education	Equipment <input type="checkbox"/>		
	Printing <input type="checkbox"/>		
	Space <input type="checkbox"/>	0	0
Faith Based	Materials <input type="checkbox"/>		
	Equipment <input type="checkbox"/>		
	Printing <input type="checkbox"/>	0	0
Foundation/Non-profit	Space <input type="checkbox"/>		
	Materials <input type="checkbox"/>	0	0
	Equipment <input type="checkbox"/>		
Friends of the Library	Printing <input type="checkbox"/>		
	Space <input type="checkbox"/>	900	1800
	Materials <input type="checkbox"/>		
Individual	Equipment <input type="checkbox"/>		
	Printing <input type="checkbox"/>		
	Space <input type="checkbox"/>	0	0
Library Literacy Regional Network	Materials <input type="checkbox"/>		
	Equipment <input type="checkbox"/>		
	Printing <input type="checkbox"/>	0	0

Membership Organizations	Printing	<input type="text" value="0"/>	<input type="text" value="0"/>
	Space	<input type="text" value="0"/>	<input type="text" value="0"/>
	Materials	<input type="text" value="0"/>	<input type="text" value="0"/>
Service Group/Club	Equipment	<input type="text" value="500"/>	<input type="text" value="1000"/>
	Printing	<input type="text" value="500"/>	<input type="text" value="1000"/>
	Space	<input type="text" value="500"/>	<input type="text" value="1000"/>
Other:	Materials	<input type="text" value="0"/>	<input type="text" value="0"/>
	Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>
	Printing	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals:		<input type="text" value="2300"/>	<input type="text" value="4600"/>
<input type="button" value="Back"/>		<input type="button" value="Save and quit"/>	<input type="button" value="Continue"/>



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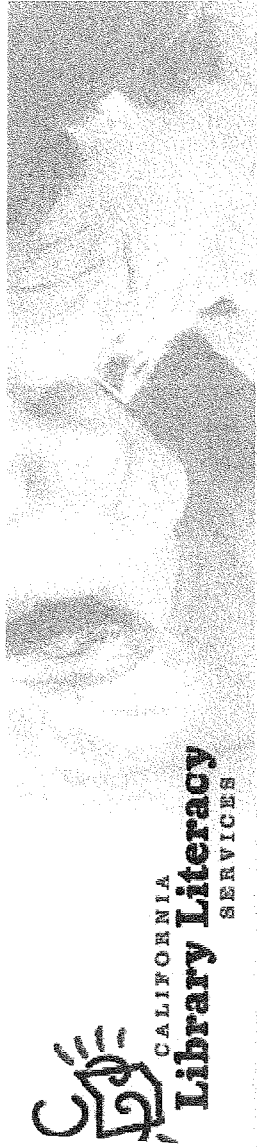
Library Impact. How have your literacy services impacted the rest of the library in this report period? Must be completed.

The impact of literacy services in the Placentia Library District has been a dramatic increase in the number of patrons utilizing literacy and the full gamut of library services. Our literacy services are an integral part of total library services and are recognized as an equal partner with adult and children's reference and circulation. The library staff also recognizes this partnership, and we have tremendously positive staff interaction as we function as a whole, with each part making a significant contribution. We also get positive feedback from our literacy students. One recently told her tutor that coming to the Placentia Library is like coming to a new home.



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Final Financial Report for Fiscal Year 2003/2004

Budget Categories	Literacy Budget ?		Approved Budget				
	State Revenue	Other Revenue	Adult Literacy Services	Families For Literacy	LLABS	ELLI	ESL/Other
1. Salaries and Benefits	\$51,194.00	\$133,916.00	\$158,110.00	\$10,000.00	\$0.00	\$17,000.00	\$0.00
2. Contract Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Operations	\$0.00	\$16,500.00	\$16,500.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Library Materials (circulate)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Library Materials (giveaway)	\$0.00	\$5,000.00	\$0.00	\$2,000.00	\$0.00	\$3,000.00	\$0.00
6. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$51,194.00	\$155,416.00	\$174,610.00	\$12,000.00	\$0.00	\$20,000.00	\$0.00
Grand Total:	\$206,610.00						

Reporting period: July 1 to June 30 (full year)

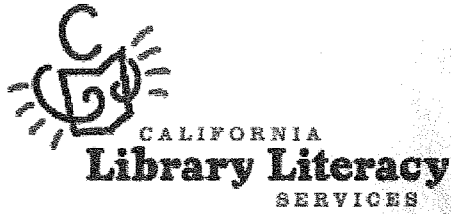
Budget Categories	Expended Funds for Final Report YTD		Expenditures for Year to Date				
	State Revenue	Other Revenue	Adult Literacy Services	Families For Literacy	LLABS	ELLI	ESL/Other
1. Salaries and Benefits	51194	133916	158110	10000	0	17000	0
2. Contract Staff	0	0	0	0	0	0	0
3. Operations	0	16500	16500	0	0	0	0
4. Library Materials (circulate)	0	5000	0	2000	0	3000	0
5. Library Materials (giveaway)	0	0	0	0	0	0	0
6. Equipment (\$5K+)	0	0	0	0	0	0	0
7. Indirect Costs (not to exceed 10%)	0	0	0	0	0	0	0
Total Expended	51194	155416	174610	12000	0	20000	0
Grand Total Expended:	206610						

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EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','6'



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ROLES AND GOALS

[Roles and Goals - Life-Long Learner](#) - Access Information

Total adult learners who met goals

Read the Bible/a holy book/religious text	0
Read the Big Book (recovery)	0
Read e-mail	0
Read menus	35
Get a library card	49
Search the Internet	0

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','7'



REPORTING

California State Library Final Report FY 2003/2004

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ROLES AND GOALS

[Roles and Goals - Life-Long Learner](#) - Form and Express Thoughts and Ideas

Total adult learners who met goals

Write letters to friends

0

Write a greeting card for a friend

0

Write and send e-mail

0

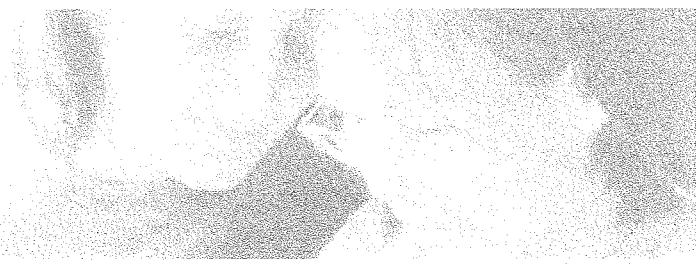
Read aloud at a place of worship or at another meeting

35

Speak in front of a group

15

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','8'



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ROLES AND GOALS

[Roles and Goals - Life-Long Learner](#) - Pursue Knowledge and Information

Total adult learners who met goals

Read for pleasure

0

Take a class on a topic of interest

15

Listen to a book-on-tape

0

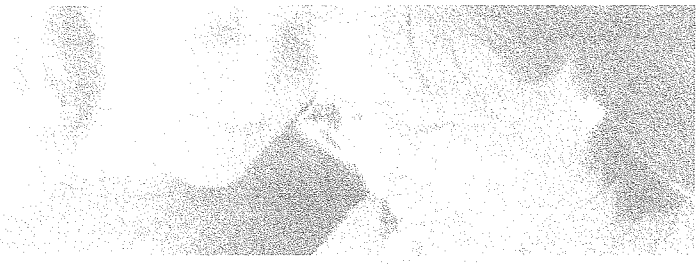
Attend a library continuing education program (e.g. conference, workshop)

60

Attend a book discussion

0

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','9'



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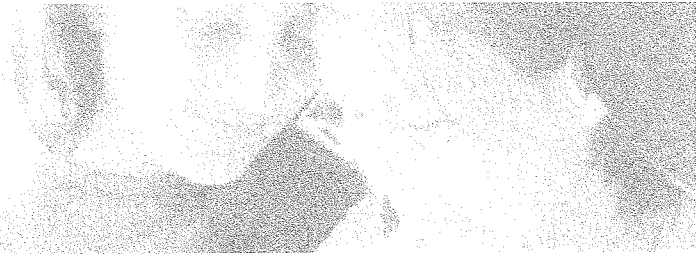
ROLES AND GOALS

[Roles and Goals - Life-Long Learner - Solve Problems Independently](#)

Total adult learners who met goals

Make home improvement calculations	0
Use a manual to repair something	0
Manage health/diet	0
Pass the driver's test	10
Set-up an e-mail account	0
Learn to type; use the keyboard	25
Use a map	0
Read a bus schedule	30

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','34'



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ROLES AND GOALS

[Roles and Goals - Family Member](#) - Support Children's Formal & Informal Education

Total adult learners who met goals

Share a book with children, other family members	35
Help children with homework	35
Direct and discipline children	0
Take children to storytime at the library	0
Participate in school activities and events	0
Communicate with the school/teachers	0
Join the PTA or other parents' organizations	0
Help in child's class	5

[Update](#)



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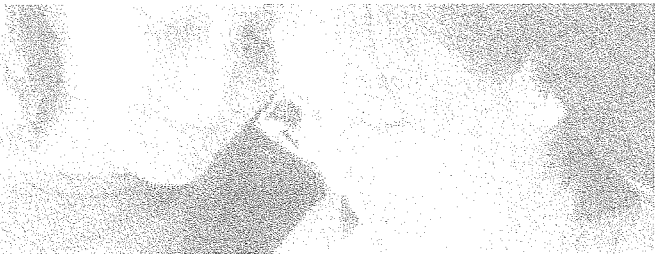
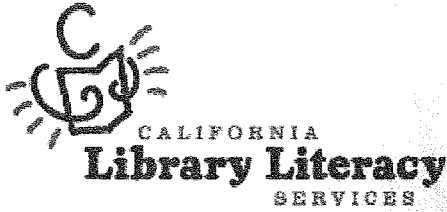
ROLES AND GOALS

[Roles and Goals - Family Member](#) - Meet Family/Personal Needs and Responsibilities

Total adult learners who met goals

Write checks	40
Pay bills	25
Create a budget	0
Use the ATM for banking	0
Follow recipes	0
Use nutritional and dietary info. to plan meals	34
Make a shopping list	0
Read legal documents	0
Read medicine labels	0
Follow instructions given by the family doctor	0
Read health education information	0

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','36'



REPORTING

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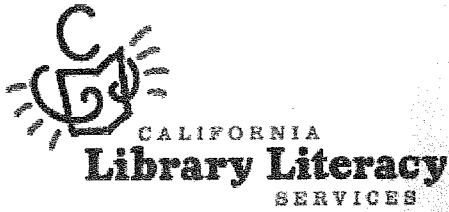
ROLES AND GOALS

[Roles and Goals](#) - [Family Member](#) - Strengthen the Family System

Total adult learners who met goals

Write cards or letters to family members	0
Send e-mail to family members	0
Participate in Families for Literacy program	35
Search the Internet for info. to benefit the family	0
Research and communicate cultural roots and heritage	0
Use the library regularly	0

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','63'



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ROLES AND GOALS

[Roles and Goals - Worker](#) - Work With Others

Total adult learners who met goals

Make a presentation

0

Give instructions to other employees

0

Speak up and participate in a meeting at work

0

Listen to and follow instructions given by supervisors or other employees

0

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','62'



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ROLES AND GOALS

[Roles and Goals](#) - [Worker](#) - Do the Work

Total adult learners who met goals

Read reports	0
Write reports	0
Read business letters	0
Write memos	0
Read work-related e-mail	0
Write work-related e-mail	0
Read equipment manuals	0
Write business letters	0
Take phone messages	0
Use word processing software	10
Search the Internet for info. to benefit your work	0
Use job-specific software	0
Use a cash register, count and make change	0

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','64'



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ROLES AND GOALS

[Roles and Goals](#) - [Worker](#) - Work Within the Big Picture

**Total adult learners who met
goals**

Read work manual, policy/procedures

0

Research and read about industry trends, labor laws and practices

0

Receive formal employee recognition

0

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','65'



REPORTING

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ROLES AND GOALS

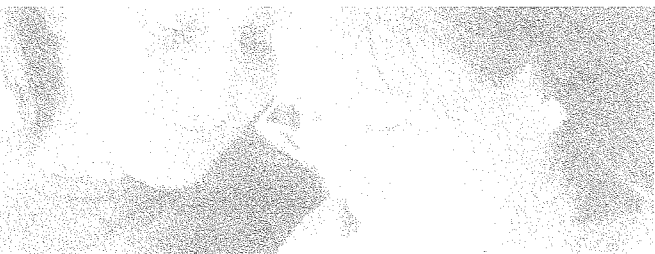
[Roles and Goals](#) - [Worker](#) - Plan & Direct Personal & Professional Growth

Total adult learners who met goals

Read and respond to want ads	10
Complete a job application or write a resume	15
Interview for a job	0
Obtain a license or certificate	0
Pass the GED test	0
Get a job or get a better job or promotion	5
Take a course to enhance job skills	0
Join a work-related organization	0

[Update](#)

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','95'



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ROLES AND GOALS

[Roles and Goals - Community Member/Citizen](#) - Form & Express Opinions and Ideas

Total adult learners who met goals

Write a consumer complaint/request letter

0

Write to a political representative

0

Write a letter to the editor

0

Speak on behalf of the Literacy Program (at tutor training or in the community)

0

Give a speech on another topic

0

Speak to a political representative

0

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','94'



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ROLES AND GOALS

[Roles and Goals - Community Member/Citizen](#) - Become & Stay Informed

	Total adult learners who met goals
Read the newspaper	15
Use the library or search the Internet for community information	35
Access community services/resources	035
Read voter information like the Easy Voter Guide	0
<input type="button" value="Update"/>	

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','96'



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ROLES AND GOALS

[Roles and Goals - Community Member/Citizen - Work Together](#)

**Total adult learners who met
goals**

Identify a neighborhood problem and work for a solution

0

Organize a community or neighborhood meeting

0

Attend a community or neighborhood meeting

15

Join a club or organization

0

Take a leadership role/hold an office in a club or organization

0

Become a volunteer

0

Update

EXEC [Roles_GetLibInfo] 'litm692','2003/2004','1','97'



REPORTING

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ROLES AND GOALS

[Roles and Goals - Community Member/Citizen](#) - Take Action to Strengthen Communities

Total adult learners who met goals

Attend a City Council or County Supervisors' meeting	0
Register to vote	25
Vote	30
Become a citizen	10
Organize a community activity or even	0
Attend a library event	50



REPORTING

California State Library Final Report FY 2003/2004

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Minimum Standards for California Library Literacy Services

Adult Literacy Services

Please describe how you met the minimum standards below (each entry will not take more than 500 characters):

Definition of an Adult Learner -- For the purposes of qualifying for the per capita award portion of the CLLS funding formula, an adult learner:

- Is 16 years or older and not concurrently enrolled in high school
- Seeks literacy services for him/herself in English and is able to do the intake interview in English
- Has completed an intake interview, has been assessed and is receiving instruction including, but not limited to, one-to-one, small group and/or computer instruction
- Does not include someone who requests services from your library but is referred elsewhere

All of our adult students are 16 years or older. Each student must do an in-take interview in English and then take a CASAS placement test. Based on the results of that placement test, the adult learner is given English workbooks at the level determined by the placement test. The student is then matched with staff or a volunteer tutor for one-one tutoring. Occasionally, one tutor is matched with small groups if the students' levels are similar.

"Dedicated staff" have been assigned specifically to adult literacy services

The Literacy Coordinator and an Assistant Literacy Coordinator are specifically assigned as dedicated staff. We also use Federal Work Study and Interns as available to assist in literacy tasks.

Literacy instruction is provided for the English-speaking adults who seek it, and the service is in response to the needs of the community

The Placentia Library Literacy Services (PLLS) is the only full-service library-based literacy service in North Orange County. PLLS meets the needs of adult learners in Placentia, and we also have adult learners who come to us from Anaheim, Brea, Fullerton, and Yorba Linda.

Literacy services are provided in a public library setting or, if elsewhere, a strong connection to the library is made

Literacy tutoring is done almost exclusively at the Placentia Library. While a handful of pairs meet elsewhere, both the tutor and student must initially come to the Library prior to tutoring beginning.

The service has trained volunteer tutors and adult learners

All tutors attend a required tutor training workshop prior to being matched with an adult learner.

While library literacy services may charge a third party, such as a workplace, for services, instruction is always provided for free to the "end-user", the adult learner or participating family.

All literacy services that PLLS provides are free.

The service defines "adult learners" as those 16 years or older, not concurrently enrolled in high school, who seek literacy services for themselves in English and are able to do the intake interview in English.

That is the prerequisite that PLLS uses to determine if an adult learner is qualified.

Adult learners go through an initial intake process, which includes screening, assessment and possible referral

As stated before, all intake interviews are conducted in English, which includes screening, assessment and matching.

CLAIM FORM
English Language and Literacy Intensive Program (ELLI)
FY 2000

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

Printed Name of Signatory

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District
(Name of Authorized Library)

Address 411 E. Chapman Ave., Placentia CA 92870

Date August 17, 2004

Amount Claimed:

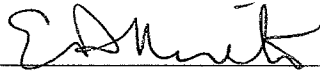
State Library Budget Office Use Only
ELLI Literacy \$8,520

For Period From: upon execution to June 30, 2003

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 

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 E. Chapman Ave., Placentia CA 92870
(Address of above agency)

Approval by

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: Report on the Special District Risk Management Authority (SDRMA) Board of Directors by Saundra Stark, Placentia Library District's representative to the District's seat on the Board of Directors.

DATE: August 23, 2004

Placentia Library District's representative to the District's seat on the Special District Risk Management Authority's (SDRMA) Board of Directors reported the following:

-  She attended a Board of Directors Meeting on August 10 and 11 in Sacramento.
-  SDRMA is very solvent and can afford its recent real estate deals.
-  The Risk Management section has doubled its membership and now has about 350 Districts. Most of the Board members are District staff and not elected officials.
-  The Worker's Compensation section has grown from 72 several years ago to approximately 300 Districts. Most of the Board members were elected officials.
-  Merger has gone well and the "old boy" network ambience has dissipated. There is greater evidence of teamwork and everything is less political. California Special District Association (CSDA) Board of Directors no longer controls the SDRMA Board.
-  Mrs. Stark encourages Placentia Library District to participate in the upcoming open house for the new SDRMA building, especially since the District has a seat on the Board of Directors.
-  The Risk Management coverage has changed so that the cost of attorneys is no longer outside the limits of the policy. These costs are now covered by the policy maximum.

-  Districts can now log in their discount activities (safety meetings, attendance at programs, etc.) on the web site. P lacentia L ibrary D istrict will be in the trial group for this project.

Report written by Library Director based on a telephone conversation with Mrs. Stark.



orange county council of governments
Regular Meeting of the
BOARD OF DIRECTORS

Meeting Date / Location

Thursday, August 26, 2004
1:30 p.m. – 2:30 p.m.
Tustin Community Center
300 Centennial Way
Tustin, California 92780

AGENDA ITEM

STAFF

PAGE

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

- cities**
Aliso Viejo
Anaheim
Brea
Buena Park
Costa Mesa
Cypress
Dana Point
Fountain Valley
Fullerton
Garden Grove
Huntington Beach
Irvine
La Habra
La Palma
Laguna Beach
Laguna Hills
Laguna Niguel
Laguna Woods
Lake Forest
Los Alamitos
Mission Viejo
Newport Beach
Orange
Placentia
Rancho Santa Margarita
San Clemente
San Juan Capistrano
Santa Ana
Seal Beach
Stanton
Tustin
Villa Park
Westminster
Yorba Linda

County of Orange

agencies

- Costa Mesa Sanitary District
East Orange Water District
El Toro Water District
Emerald Bay Service District
Irvine Ranch Water District
Mesa Consolidated Water District
Moulton Niguel Water District
OC Fire Authority
OC Sanitation District
OC Transportation Authority
OC Water District
Placentia Library District
Rossmoor/Los Alamitos Area Sewer District
Serrano Water District
Silverado-Modjeska Parks & Recreation District
South Coast Water District
Tabuco Canyon Water District
Transportation Corridor Agencies

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Lou Bone)

Lou Bone, Chair, District 17
Richard Dixon, Vice-Chair, District 13
Cathryn DeYoung, District 12
Tod Ridgeway, District 14
Vacant, District 15
Vacant, District 16
Alta Duke, District 18
Richard Chavez, District 19
Vacant, District 20
Art Brown, District 21
Bev Perry, District 22
Debbie Cook, District 64

Tim Keenan, Cities At-Large
Bill Campbell, County At-Large
Phil Anthony, ISDOC
Peter Herzog, OCD, LOCC
Shirley McCracken, OCSD
Denis Bilodeau, OCTA
Chris Norby, SCAG-County Rep. (*not activated*)
Bill Craycraft, SCAQMD – Cities Representative
Jim Silva, SCAQMD–County Representative
Dave Swerdlin, TCAs
Owen Holmes, University Representative
Al Hollinden, Private Sector

II. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

III. ACTION ITEMS

- A. **Approve Fiscal Year 2004-2005 Overall Work Program Agreement with the Southern California Association of Governments** (Michael Gold) 3

Recommended Action: Approve agreement and authorize Executive Director to execute agreement with SCAG for funding from the SCAG 2004-2005 OWP.

- B. **Approve Reduce Orange County Congestion Program Projects for Fiscal Year 2004-2005** (Jim Hart, Chair ROCC Technical Advisory Committee) 31

Recommended Action: Approve ROCC projects for funding.

- IV. **MATTERS FROM BOARD MEMBERS** (Chair Bone)

- V. **MATTERS FROM MEMBER AGENCIES** (Chair Bone)

- VI. **MATTERS FROM STAFF** (Chair Bone)

- VII. **ADJOURNMENT**

Next Meeting: Thursday, September 23, 2004



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

ITEM III. A.

STAFF REPORT

Subject: Approve Fiscal Year 2004-2005 Overall Work Program Agreement with the Southern California Association of Governments

Summary: OCCOG has been awarded under the Southern California Association of Governments' 2004-2005 Overall Work Program \$221,325 for work in the following project areas:

- Data and Modeling Updates – \$61,971;
- Growth Visioning and Smart Growth - \$106,236; and
- Homes for California Families - \$53,118.

OCCOG staff requests that the OCCOG Board authorize the OCCOG Executive Director to execute the attached agreement. Please note OCCOG Legal Counsel has reviewed this agreement.

Recommendation: Approve agreement and authorize Executive Director to execute agreement with SCAG for funding from the SCAG 2004-2005 OWP.

Attachment: Continuing Cooperative Agreement for SCAG's 2004-2005 Overall Work Program

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

000003

CONTINUING COOPERATIVE AGREEMENT

#-05-011

between

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

and

ORANGE COUNTY COUNCIL OF GOVERNMENTS

THIS AGREEMENT is entered into as of July 1, 2004, between Orange County Council of Governments (hereinafter referred to as Subregion) and the Southern California Association of Governments (hereinafter referred to as SCAG).

RECITALS

WHEREAS, the Subregion is a subrecipient of State and Federal planning funds programmed in SCAG's annual Overall Work Program (OWP), administered by and through SCAG. The SCAG annual OWP is part of an agreement with the State of California Department of Transportation (State), which includes the Overall Work Program Agreement (OWPA) and Master Fund Transfer Agreement (MFTA). Together, the OWP, the OWPA and MFTA set forth the terms and conditions under which these funds are to be expended by SCAG and its subrecipients.

WHEREAS, SCAG and the Subregion intend to coordinate development of the annual SCAG OWP, with final OWP approval by SCAG; and

WHEREAS, SCAG and the Subregion intend to cooperate to ensure the timely development, adoption and implementation of integrated comprehensive regional plans and policies, as set forth by Federal and State requirements; and

WHEREAS, SCAG and the Subregion intend to cooperate to ensure continual satisfactory compliance with applicable Federal and State laws and planning and management guidelines; and

WHEREAS, SCAG and the Subregion intend to ensure their respective cost accounting systems meet Federal and State regional planning fund requirements; and

WHEREAS, SCAG and the Subregion intend to improve accountability of persons carrying out the duties prescribed in this Agreement, and reduce delays associated with the billing process.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT

1. Agreement with the Subregion and Amendments. This Agreement constitutes a continual, year-to-year arrangement between the Subregion and SCAG, and may be amended by mutual written agreement.
 - a. This Agreement includes the annual, Subregional Staff Scope of Work (Exhibit A), Subregional Staff Budget (Exhibit B), In-Kind Match Budget (Exhibit C); and Sample Subregional Invoice for Staff Work (Exhibit D) hereinafter referred to as Exhibits A, B, C and D respectively, attached hereto and incorporated herein by this reference.
 - b. SCAG's maximum payment obligation to the Subregion is limited to those funds identified in Exhibit B.
2. Scope of Subregional Responsibilities.
 - a. SCAG shall engage the Subregion and the Subregion shall be responsible for the complete performance of the work described in Exhibit A, and in accordance with the Budget constraints described in Exhibits B and Exhibit C (Chart 1), respectively.
 - b. Only SCAG may contract with a consultant ("SCAG Consultant") to perform Subregional work related to projects identified in the attached Exhibit C under "Consultant Work" (Chart 2). For SCAG Consultant contracts, the Subregion shall identify a responsible person ("Subregional Project Manager") by name and title in such SCAG contracts, in compliance with Section 3 of this Agreement and subject to change at the discretion of the Subregion. Written notification of any change in the identity of the Subregional Project Manager shall be provided to SCAG by the Subregion within ten (10) days of such change. The Subregional Project Managers shall be responsible for the following co-management duties, in coordination with the SCAG Project Manager in relation to such contracts: develop the scope of work for the contract with the SCAG Consultant; participate in selection of such consultant; review consultant's work product(s) and provide progress reports, including Quarterly Progress Reports; monitor the day-to-day activities of the consultant, and recommend approval of payments to the consultant. Subregional approval of the SCAG Consultant Invoice is required before SCAG will process payment to the SCAG Consultant. SCAG shall not be obligated to make payment to SCAG Consultant until the Subregional Project Manager has carried out the responsibilities described herein and in compliance with Sections 6 through 10 of this Agreement. SCAG maintains final authority to approve and accept SCAG Consultant work products.

- c. The Subregional Project Manager shall coordinate all work described in Exhibits A with the SCAG Project Managers identified under each project listed in Exhibits B and Exhibit C, respectively.
3. Personnel. The Subregion shall hire personnel for performance of the work described in Exhibit A, only in the following manner:
 - a. If the Subregion is a governmental entity, the Subregion, upon approval and authorization of its the governing body, may utilize employees with salaries that do not vary on the basis of funds received from SCAG.
 - b. The Subregion, upon approval and authorization of its governing body, may contract for the services of a Subregional Coordinator or Executive Director, consistent with and in compliance with all applicable Federal and State regulations and guidance including but not limited to 49 C.F.R. Section 18.36, the Local Assistance Procedure Manual, and the Consultant Selection Guidebook; and with applicable SCAG Policies, Procedures and Manuals. The Subregion shall provide SCAG with written notification of the identity of the Subregional Coordinator or Executive Director prior to the beginning of each fiscal year and within 10 days of any change in the identity of such person.
 4. Time of Performance. The services provided pursuant to this Agreement shall begin upon issuance of a Notice to Proceed by SCAG to the Subregion and shall continue until completion, but not later than June 30 of each year.
 5. Materials to be Furnished to the Subregion. All information, data, reports, records, and maps that are existing, available, and necessary to carry out the work shall be furnished to the Subregion without charge by SCAG. However, SCAG's proprietary information or otherwise confidential or privileged materials shall not be provided to the Subregion, unless authorized by SCAG's legal counsel.
 6. Invoices and Quarterly Progress Reports. In performing the work described in Exhibit A, the Subregion may incur only the costs authorized by Exhibit B. Said costs shall comply with Section 8 below. The Subregion shall submit to SCAG, not more frequently than every month, but at least quarterly, each requisition for payment (Invoice) accompanied by a narrative progress report. Separate progress reports for each projet identified in Exhibit B are not required, so long as one report identifies esach project separately. Additionally, the Subregion shall submit a Quarterly Progress Report at the close of each quarter in accordance with paragraph b. below.
 - a. The Subregion shall submit the following relative to an Invoice:
 - (1) an Invoice in duplicate, in accordance with the sample "Subregional Invoice for Staff Work," attached hereto as Exhibit D and incorporated herein by this reference.

000007

- (2) a progress report that, in narrative form, describes progress toward completion of tasks, projects, and products, conformance with project schedules, and reporting of all costs incurred for the work elements contained in Exhibit C (under Chart 1); and
 - (3) upon request of SCAG, additional information or documentation to support the costs contained in the Invoice.
- b. The Subregion shall submit a Quarterly Progress Report to SCAG, no later than ten (10) days after the close of each quarter (i.e., for the first quarter, ending September 30, the deadline is October 10), describing progress toward completion of all tasks, projects, and products, conformance with project schedules, and reporting of all costs incurred for the work elements contained in Exhibit B.
 - c. In the submittal of Quarterly Progress Reports, the Subregion shall include seven, double-sided copies of all completed products to the assigned SCAG Project Manager, in a form determined by SCAG, as referenced in Section 9.
 - d. Year-end Invoices and supporting documentation shall be sent by the Subregion via certified mail and received by SCAG on or before July 31st of each fiscal year. Invoices received by SCAG after July 31st shall not be paid.
 - e. Payment for subregional staff services under this agreement shall not be processed by SCAG until the above documentation is provided by the Subregion, consistent with this Section 6 and Section 8. Payment to the Subregion is contingent upon SCAG's determination, which shall not be unreasonably withheld, that the performance of the Subregion has been satisfactory.
7. In-Kind Match Reporting. The Subregion shall provide the required, local In-Kind match in accordance with Exhibits C, along with In-Kind Match Reports meeting the requirements below and requirements described in Section 8. In-kind Match Reports may be provided to SCAG by the Subregions and/or local public agency(ies) within the Subregion. However, it remains the responsibility of the Subregion to ensure SCAG receives the In-kind Match, Reports and documentation in accordance with the requirements below.
- a. In-Kind Match Reports shall be submitted with SCAG Consultant Invoices approved by the Subregional Project Manager or upon request of SCAG staff. In-kind Match Reports shall include the following information: the name of the Subregion and/or local public agency within the Subregion, applicable WBS Number, description of services performed, period of the service performed, employee name, actual pay rate, total hours worked, fringe benefit rate, indirect cost rate, total cost incurred, and a statement that costs were funded with non-Federal local funds accompanied by an authorized signature of the Subregion and/or local agency(ies) providing the match. The Subregion shall provide additional information or documentation relative to the Match Reports, upon request of SCAG.

8. Cost Principles.

- a. Subregion agrees and shall require all of its contractors and subcontractors to comply with the following:
 - (1) the Contract Cost Principles and Procedures, 48 Code of Federal Regulations, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq. (OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments)," shall be used to determine the allowability of individual project cost items, and
 - (2) the Federal administrative procedures in accordance with 49 Code of Federal Regulations, Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."
- b. Any costs for which the Subregion receives payment or credit that is determined by a subsequent audit or other review by either SCAG, Caltrans or other State or Federal authorities to be unallowable under, but not limited to, OMB Circular A-87; 48 C.F.R., Chapter 1, Part 31; or 49 C.F.R., Part 18, are to be repaid by Subregion within thirty (30) days of the Subregion receiving notice of audit findings. Should Subregion fail to reimburse moneys due SCAG within the thirty (30) days, or within such other period as may be agreed between both parties hereto, SCAG is authorized to withhold future payments due Subregion.
- c. All costs charged to this Agreement by the Subregion shall be supported by properly executed payrolls, time records, invoices, and vouchers, evidencing in proper detail the nature of the charges, and shall be costs allowable under the cost principles cited above in paragraph a.
- d. All reports and documents produced under this agreement shall include the following statement:

"Funding: The preparation of the report was financed in part through grants from the United States Department of Transportation – FTA and FHWA – under provisions of the Transportation Equity Act of the 21st Century. Additional financial assistance was provided by the California State Department of Transportation."
- e. The Subregion agrees to furnish documentation to SCAG to support the requirement that all of its Agreements with contractors and subcontractors contain provisions requiring adherence to this Section in its entirety.

9. Written and Electronic Versions of Work Products. The Subregion shall provide copies of all of its work products to SCAG, including any reports, newsletters or other written materials, in hard copy as well as electronically.

- a. Any graphic images accompanying the text of these written materials shall be included, in digitized form, in the electronic version.
- b. The electronic versions of all written materials and accompanying graphic images shall, when printed or otherwise displayed, appear in the identical format, location, quality, and state of replicating in which they appear in the hard copy versions.
- c. Materials in the electronic version shall be presented to SCAG on a medium pre-approved in writing by the SCAG Project Manager.
- d. SCAG shall be free to copyright material developed under this Agreement. The State and FHWA/FTA reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, work products funded under this Agreement for government purpose.

10. Records Retention and Audits.

- a. The Subregion shall maintain, and shall require that its contractors and subcontractors maintain, all source documents, books and records connected with their performance of work initiated under this Agreement and each annual SCAG OWP for a minimum of three (3) years from the date of final payment to Subregion or until audit resolution is achieved for each annual SCAG OWP, whichever is later, and shall make all supporting information available for inspection and audit by representatives of SCAG, the State, the Bureau of State Audits, or the Federal Government upon request. Copies will be made and furnished by SCAG upon request at no cost to SCAG.
- b. The Subregion shall establish and maintain, and shall require that its contractors and subcontractors establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Invoices which segregate and accumulate the costs of work elements by line item and produce Quarterly Progress Reports which clearly identify reimbursable costs and other expenditures by OWP work elements.
- c. The Subregion agrees to include all costs associated with this Agreement and any amendments thereto to be examined in the annual audit and in the schedule of activities to be examined under a single audit prepared by the Subregion in compliance with Office of Management and Budget Circular A-133.
- d. Neither the pendency of a dispute nor its consideration by SCAG or the State will excuse the Subregion from full and timely performance in accordance with the terms of this Agreement.

- e. The Subregion agrees to furnish documentation to SCAG to support this requirement that all of its agreements with contractors and subcontractors contain provisions requiring adherence to this Section in its entirety.

11. Federal Certifications and Assurances.

- a. The Subregion shall adhere and certify to the requirements contained in SCAG's annual Certification and Assurances (FHWA and FTA "Metropolitan Transportation Planning Process Certification") submitted as part of SCAG's OWP, pursuant to 23 C.F.R. 450.334 and the Transportation Equity Act for the 21st Century and its successors thereto. This Certification shall be published annually in SCAG's OWP. Such requirements shall apply to the Subregion to the same extent as SCAG and may include, but are not limited to:

- (1) 23 U.S.C. 134 and 135;
- (2) Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 3) 7504, 7506(c) and (d);
- (3) Title VI of the Civil Rights Act of 1964 and Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
- (4) Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178, 112 Stat. 107), and any successor thereto, regarding the involvement of disadvantaged business enterprises in FHWA and FTA funded projects (Sec. 105(f), Pub. L. 970424, 96 Stat. 2100, 49 C.F.R. part 26); and
- (5) The Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the United States Department of Transportation (US DOT) implementing regulations (49 C.F.R. 27, 37, and 38).

- b. The Subregion shall additionally comply with the requirements contained in the annual FTA "Certifications and Assurances for FTA Assistance," including "Certifications and Assurances Required of Each Applicant" and the "Lobbying Certification" in compliance with 49 U.S.C. Chapter 53; published annually in SCAG's OWP. Such assurances shall apply to the Subregion to the same extent as SCAG, and include but are not limited to the following areas:

- (1) Authority of Applicant and Its Representatives
- (2) Standard Assurances
- (3) Debarment, Suspension, and Other Responsibility Matters for Primary Covered Transactions
- (4) Drug Free Work Place Agreement
- (5) Intergovernmental Review Assurance
- (6) Nondiscrimination Assurance
- (7) DBE Assurance
- (8) Nondiscrimination on the Basis of Disability
- (9) Procurement Compliance Certification
- (10) Certification and Assurances Required by the U.S. Office of Management and Budget.

c. Federal and State Lobbying Activities Certification.

- (1) By signing this Agreement, the Subregion certifies, to the best of its knowledge and belief, that no State or Federal funds have been paid or will be paid, by or on behalf of the Subregion, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the Legislature or Congress in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than State or Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subregion shall complete and submit Federal Standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with those form instructions."
- (3) This certification is a material representation of fact, upon which reliance was placed when this Agreement was entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. and by the MFTA between SCAG and the State.

d. The Subregion shall further require its contractors and subcontractors to comply with these Certifications. The Subregion agrees to furnish documentation to SCAG to support this requirement that all of its agreements with contractors and subcontractors contain provisions requiring adherence to this Section in its entirety.

12. Equal Employment Opportunity/Nondiscrimination. In the performance of work undertaken pursuant to this Agreement, the Subregion for itself, its assignees and successors in interest, shall affirmatively require that its employees and contractors (coordinators) shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave, and denial of pregnancy disability leave.

The Subregion shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Subregion shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated

thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing the Government Code sections referenced above, are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

The Subregion shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other labor agreements.

a. Sanctions for Noncompliance: In the event of the Subregion's noncompliance with the nondiscrimination provisions of this Agreement, SCAG shall impose such contract sanctions as it or the DOT may determine to be appropriate, including, but not limited to:

- (1) Withholding of payments to the Subregion under this Agreement until the Subregion complies, and/or
- (2) Cancellation, termination or suspension of the Agreement, in whole or in part.

b. Incorporation of Provisions: The Subregion shall include the provisions of this Section in every subcontract, including procurement of materials and leases of equipment, unless exempt from the regulations or directives issued pursuant thereto. The Subregion shall take such action with respect to any subcontract or procurement as SCAG or DOT may direct as a means of enforcing such provisions, including sanctions for noncompliance.

13. Conflict of Interest. The Subregion and its officers, employees, contractors (coordinators) and agents that perform work under this Agreement shall comply with Federal and State conflict of interest laws, regulations and policies, and applicable provisions of SCAG's Conflict of Interest Policy.

14. Independent Contractor. The Subregion and its officers, employees, contractors (coordinators) and agents shall be independent contractors in the performance of this Agreement, and not officers, employees, contractors or agents of SCAG.

15. Disadvantaged Business Enterprise (DBE). It is the policy of SCAG, the California Department of Transportation, and the U.S. Department of Transportation, the Disadvantaged Business Enterprises (DBEs), as defined in 49 C.F.R., Part 26, shall have the maximum opportunity to participate in the performance of Agreements financed in whole or in part with Federal funds provided under this Agreement.

The Subregion and its employees shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any State or FHWA/FTA funds-assisted contract or in the administration of SCAG's DBE program per the requirements of 49 C.F.R., Part 26. The Subregion shall ensure that DBEs, as defined in 49 C.F.R., Part 26, have the maximum opportunity to participate in the performance of this Agreement. In this regard, the Subregion shall either meet SCAG's DBE contract goal or demonstrate a good-faith effort to ensure that DBEs have the

maximum opportunity to compete for and to perform subcontracts arising out of this Agreement. Failure to carry out the requirements of this Section shall constitute a breach of contract and may result in termination of the Agreement or such other remedy SCAG may deem appropriate.

16. Disputes. The parties agree to submit any disputes arising under this Agreement to neutral mediation before resorting to litigation.

17. Hold Harmless. The Subregion and SCAG mutually agree to indemnify and hold harmless each other, Caltrans, DOT and all of their officers, agents and employees from any and all claims, demands, costs or liability arising from or connected with negligent performance on the part of the Subregion or SCAG. The Subregion and SCAG will reimburse each other for any expenditures, including reasonable attorney fees, incurred in the defense against claims ultimately determined to be due to negligent acts, errors or omissions on the part of the Subregion or SCAG. The Subregion further agrees to reimburse SCAG for claims, demands, costs or liability associated with the incomplete performance of work contained in Exhibit A, in the event that the Subregion terminates this Agreement in accordance with Section 19.a. herein.

18. Noncompliance. In addition to such other remedies as provided by law, in the event of noncompliance with any grant condition or specific requirement of this Agreement, this Agreement may be terminated.

19. Termination of Agreement.

- a. Termination for Convenience. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. In such event, all finished or unfinished documents and other materials as described in the Agreement shall be returned to SCAG at its option. If this Agreement is terminated by SCAG, as provided herein, the Subregion shall be reimbursed for expenses incurred prior to the termination date, in accordance with Section 6 through 8 of this Agreement.
- b. Termination for Cause. If through any cause, the Subregion shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Subregion violates any of the covenants, agreements, or stipulations of this Agreement, SCAG shall thereupon have the right to terminate the Agreement by giving not less than ten (10) calendar days written notice to the Subregion of the intent to terminate and specifying the effective date thereof. SCAG shall provide a reasonable opportunity for the Subregion to cure prior to termination. Upon termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the Subregion under this Agreement shall be provided to SCAG. Subregion shall be entitled to receive

compensation for all satisfactory work completed prior to the effective date of termination.

20. Environmental, Resource Conservation, and Energy Requirements. The Subregion recognizes that many Federal and State statutes imposing environmental, resource conservation, and energy requirements may apply to the Project. The Subregion agrees to adhere to any such Federal and State requirements.

21. Notice. Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

SAMIR MEHTA
Manager of Contracts
Southern California Association of Governments
818 West 7th Street, 12th Floor
Los Angeles, California 90017-3435

MICHAEL GOLD
Deputy Director
Orange County Division
League of California Cities
600 West Santa Ana Boulevard, Suite 214
Santa Ana, California 92701

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first herein written above:

Southern California Association
Of Governments

Orange County Council
of Governments

By _____
HEATHER COPP
Chief Financial Officer

By _____
MICHAEL GOLD
Deputy Director
Deputy Director
Orange County Division
League of California Cities

Date _____

Date _____

APPROVED AS TO LEGAL FORM:

APPROVED AS TO LEGAL FORM:

Karen L. Tachiki
Chief Counsel

Legal Counsel for Subregion

EXHIBIT A
SUBREGIONAL STAFF
SCOPE OF WORK

000017

Background:

The subregion will develop a GIS electronic file of the general plan land use. In addition the subregion will work with SCAG GIS staff to develop a comprehensive database to ensure that the geographic units used within the county are consistent with the geographic units used by SCAG's planning staff.

Steps:

1. Collect a hard or electronic copy of the land use element of the current general plan from each jurisdiction whose general plan has been updated since July 2003. (July 2004 – October 2005)
2. Collect detailed information on land uses designated as planned development and specific plans that are new or have changed significantly since July 2003. All new plans need to be added to the General Plan shape file. (July 2004 – October 2004)
3. Survey each jurisdiction to identify if there have been any changes to the land use element of the general plan. (August 2004 – November 2004)
4. Update the current general plan land use shape file to reflect all the latest revisions to the general plan land use element, including SCAG's generalized land use codes. (September 2004 – December 2004)
5. Work with SCAG staff to resolve any technical issues. (July 2004 – June 2005)
6. Provide a hard copy of the updated general plan land use map to each jurisdiction for review and comment. (November 2004 – February 2005)
7. Make any revisions to the general plan land use shape file to incorporate local jurisdiction's comments. (January 2004 – April 2005)
8. Provide a copy of the updated general plan land use shape file to SCAG for review and comments prior to the final delivery. (April 2004 - May 2005)
9. Make any revisions required by SCAG. (May 2004 – June 2005)
10. Create an updated subregion-wide shape file of the general plan land uses in UTM zone 11, NAD 83 meters projection. (May 2004 – June 2005)
11. Procure jurisdictional building parcel files from the County and each of its cities. (July 2004 – February 2005)
12. Standardize the files into one consistent format. (March 2005 - April 2005)
13. Create a GIS shape file of the most current city boundaries. (December 2004 – March 2005)

14. Coordinate with SCAG's GIS section to ensure consistent city, Census, and transportation planning geographies. (July 2004 – June 2005)

Products:

- An updated subregion-wide shape file of the general plan land uses in UTM zone 11, NAD 83 meters projection (June 30, 2005)
- General Plan update process documentation (June 30, 2005)
- County wide parcel file in agreed format. (June 30, 2005)
- A county wide shape file in UTM zone 11, NAD 83 meters projection of current city boundaries. (June 30, 2005)

Orange County Council of Government
Growth Visioning/Smart Growth

SCOPE OF WORK

WE# 05-050.OCGS1

Budget:	SCAG:	\$106,236
	Match:	<u>\$ 13,764</u>
	Total:	\$120,000

Steps:

1. Develop a multifaceted Growth Visioning implementation program with the consensus and cooperation of local jurisdictions in the county. (July 2004 to June 2005)
2. Conduct public outreach and research on Smart Growth issues and program strategies. (July 2004 to June 2005)

Products:

- A final report on Growth Visioning/Smart Growth Implementation in Orange County with findings and recommendations for local governments.
- A monitoring program that includes objective measures, benchmarks or indicators that evaluate implementation progress in Orange County communities. (July 2004 to June 2005)

000021

Orange County Council of Government
Homes for California Families Orange

SCOPE OF WORK

WE# 05-050.OCGS2

Budget:	SCAG:	\$53,118
	Match:	<u>\$ 6,882</u>
	Total:	\$60,000

Steps:

1. This initiative will foster public education and engagement on housing issues through conducting a series of daylong-facilitated dialogues (named ChoiceWork Dialogue) or public forums. (July 2004 to June 2005)
2. Support the production of a television program on growth and housing issues, shown first as a broadcast and available afterwards for groups to view on tape engaging in thoughtful dialogue. (January 2005 to June 2005)
3. Review housing and infrastructure issues related to infill development, including Transit Oriented Development, and evaluate public policy issues and propose recommendations based on public forums, workshops, public dialogues and other outreach efforts. (July 2004 to June 2005)

Products:

- The broadcast-quality program and supporting materials featuring real people working through real tradeoffs related to growth and quality of life issues that effect workforce housing production will be made broadly available to the public (June 2004 to July 2005)
- A final report on study findings and recommendations prepared jointly with Western Riverside County. (January 2005 to June 2005)
- A policy brief focusing on growth and workforce housing needs and potential solutions in the OCCOG subregion. (January 2005 to June 2005)
- Conduct a public workshop on final recommendations and proposed actions. (January 2005 to June 2005)

EXHIBIT B
SUBREGIONAL STAFF BUDGET

SUBREGIONAL STAFF BUDGET

000025

Southern California Association of Governments
 Fiscal Year 2004-2005 Subregional Budget
 Subregion: Orange County Council of Governments

WBS	Program Name	Description	SCAG		Federal Amount	In-Kind		Cash		Total
			Project Manager	Amount		Match	Match	Match	Match	
05-040.OCGS1	OCG Data & Modeling Updates	Data	J. Jacob	61,971	8,029	0	0	0	70,000	
05-050.OCGS1	OCG Growth Visioning/SmartGrowth	Growth Visioning	J. Carreras	106,236	13,764	0	0	0	120,000	
05-050.OCGS2	OCG Homes for California Families Oran	Growth Visioning	J. Carreras	\$53,118	\$6,882	\$0	\$0	\$0	60,000	
		Total Subregional Staff		\$221,325	\$28,675	\$0	\$0	\$0	\$250,000	

EXHIBIT C
IN-KIND MATCH BUDGET

000027

IN-KIND or CASH MATCH BUDGET

000029

Southern California Association of Governments
 Fiscal Year 2004-2005 Subregional Budget
 Subregion: Orange County Council of Governments

CHART 1 - SUBREGIONAL STAFF PROJECTS

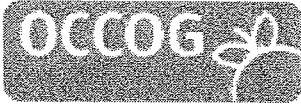
WBS	Program Name	Description	SCAG		Federal Amount	In-Kind		Cash		Total
			Project Manager	Amount		Match	Match	Match	Match	
05-040.OCGS1	OCG Data & Modeling Updates	Data	J. Jacob	61,971	8,029	0	0	0	70,000	
05-050.OCGS1	OCG Growth Visioning/SmartGrowth	Growth Visioning	J. Carreras	106,236	13,764	0	0	0	120,000	
05-050.OCGS2	OCG Homes for California Families Oran	Growth Visioning	J. Carreras	\$53,118	\$6,882	\$0	\$0	\$0	60,000	
		Total Subregional Staff		\$221,325	\$28,675	\$0	\$0	\$0	\$250,000	

CHART 2 - SCAG CONSULTANT PROJECTS

WBS	Program Name	Description	SCAG		Federal Amount	In-Kind		Cash		Total
			Project Manager	Amount		Match	Match	Match	Match	
		Total Subregional Consultant		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Grand Totals: **\$221,325**

Amount	In-Kind		Cash		Total
	Match	Match	Match	Match	
\$221,325	\$28,675	\$0	\$0	\$0	\$250,000



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

ITEM III. B.

STAFF REPORT

Subject: Approve Reduce Orange County Congestion (ROCC) Program Projects for Fiscal Year 2004-2005.

Summary: In 2003, as part of its federal funding effort, the Orange County Council of Governments (OCCOG) received a federal earmark of \$1 million for the Reduce Orange County Congestion (ROCC) program. The ROCC Program was funded from the Federal Highway Administration's (FHWA) Transportation and Community and System Preservation (TCSP) Program, a program with an important focus on land-use approaches to reducing traffic congestion. The ROCC Program is a pilot project representing OCCOG's first grant-awarding program in which OCCOG member agencies will be able to apply for ROCC Program funds for specific projects.

In October 2003, the OCCOG Board of Directors approved the creation of the ROCC Technical Advisory Group (ROCC Group). The ROCC Group, composed of local, regional, state and federal representatives was created to develop the project solicitation/Call for Projects, to craft the criteria by which submitted projects would be ranked and to perform an initial ranking of proposals received. Members of this group included the following individuals:

Chair D. James Hart, Ph.D.
Orange County City Managers Association Representative

Vice-Chair Jennifer Johnson
Transportation Corridors Agencies Representative

Sandra Balmir
Federal Highway Administration Representative

Pat Dapkus (Huntington Beach)
OCCOG Technical Advisory Committee Representative

Maureen El Harake
CalTrans Representative

Lynn Harris
Southern California Association of Governments

Richard Marcus
Orange County Transportation Authority Representative

Harry Persaud
County of Orange Representative

Heather Sowers (Fullerton)
OCCOG Technical Advisory Committee Representative

The ROCC Group worked from early February 2004 to mid-April 2004 drafting the project proposal criteria and Call for Projects submitted to and approved by the OCCOG Board of Directors at its regular April 22, 2004 meeting. The Call for Projects was mailed to all OCCOG member agencies (including 34 Orange County cities, the county and 20 special districts) in addition to being posted on the OCCOG website.

OCCOG received 19 ROCC Project Proposals by the June 25, 2004 submittal deadline. These projects were distributed to the ROCC Group, which reviewed the proposals pursuant to the approved criteria (attached) and met on August 10, 2004 to produce a funding recommendation for the OCCOG Board of Directors' August 26, 2004 Meeting.

The ROCC Group, led by Chair Jim Hart unanimously forward to the OCCOG Board of Directors their recommendation that the five highest scoring of the 19 submitted proposals be approved to receive funding in the fiscal year 2004-2005 ROCC funding cycle. In addition to scoring highly on Board approved 1000-point scale, these five projects (totaling \$904,000) represent diversity in the geography, size and type of sponsors and partners.

Pending Board approval of the five recommended projects, next steps include:

1. Submit ROCC application to FHWA;
2. Work with FHWA to allocate funds;
3. Work with CalTrans to obligate funds;
4. Execute Contracts with five sponsoring agencies;
5. Provide Notice to Proceed to project managers.

000032

Project	Jurisdiction	Average Score	Ranking	Congressional District	Funding
Laguna Niguel/Mission Viejo Metrolink Station	City of Laguna Niguel	722.50	1	Chris Cox	\$144,000
San Clemente Pedestrian Beach Trail	City of San Clemente	703.33	2	Ken Calvert	\$200,000
Planning for Transit in Stanton	City of Stanton	703.33	2	Ed Royce	\$200,000
Transit Oriented Planning	City of Brea	685.00	4	Ed Royce, Gary Miller, Dana Rohrabacher, Loretta Sanchez	\$200,000
Kids Beach Pedestrian Sidewalk	County of Orange	676.67	5	Chris Cox, Ken Calvert, Ed Royce, Gary miller, Dana Rohrabacher, Loretta Sanchez	\$200,000
Funding Total					\$904,000

Recommendation: Approve ROCC projects for funding.

Attachment: ROCC Group Project Ranking Recommendation
Reduce Orange County Congestion Program criteria
Project Statistical Breakdown and Summary
ROCC Program Timeline

Contact: D. James Hart, Ph.D., City Manager
City of Rancho Santa Margarita – (949) 635-1800
Matthew Henkes, Policy Analyst – (714) 972-0077

000033

**Orange County Council of Governments (OCCOG)
Reduce Orange County Congestion Program (ROCC)
Technical Advisory Group**

Project Ranking Recommendation

Project	Jurisdiction	Average Score	Ranking
Laguna Niguel/Mission Viejo Metrolink Station	City of Laguna Niguel	722.50	1
San Clemente Pedestrian Beach Trail	City of San Clemente	703.33	2
Planning for Transit in Stanton	City of Stanton	703.33	2
Transit Oriented Planning	City of Brea	685.00	4
Kids Beach Pedestrian Sidewalk	County of Orange	676.67	5
Regional Community Center for South East Orange County	City of Rancho Santa Margarita	645.00	6
Red Hill Avenue Grade Separation	City of Tustin	623.33	7
Sante Fe Depot Specific Plan Update	City of Orange	620.00	8
Southern California Goods Movement Plan	Orange County Transportation Authority	578.33	9
Increasing Transit Ridership through Safety and Comfort	City of Fullerton	536.67	10
Bus Shelter Project, Phase 2	City of Lake Forest	501.67	11
Bolsa Avenue, Beach to Newland	City of Westminster	480.00	12
Bolsa Avenue, Magnolia to Newland	City of Westminster	480.00	12

000035

Project	Jurisdiction	Average Score	Ranking
Westminster Boulevard, Beach to Newland	City of Westminster	480.00	12
Westminster Boulevard, Newland to Magnolia	City of Westminster	472.50	15
Bus Turnouts Construction at 14 locations within the City	City of Buena Park	455.00	16
Intersection Improvements Del Obispo Street/Camino Capistrano	City of San Juan Capistrano	452.50	17
Valley View Street Widening	City of Buena Park	432.50	18
Traffic Improvement by Reduction Pedestrian Congestion	City of Laguna Beach	337.50	19

Projct Proposal: *Project Name, Partners*

Grading Sheet : *Project Code*

<u>Cooperation</u>		<u>Environmental/Safety</u>	
Project is consistent with local, subregional and regional long range transportation goals and policies including:		Project contributes to attainment of local and regional air-quality standards.	/30
<i>SCAG Regional Transportation Plan.</i>	/20	Project encourages water-quality by addressing/reducing urban run-off.	/30
<i>Implementation of SCAG Compass Program (Growth Visioning).</i>	/20	Project has the potential to correct/eliminate an existing safety problem and improves safety conditions for users.	/30
<i>OCTA Directions 2030.</i>	/20	Project has potential to reduce the number of accidents or injuries.	/30
<i>Applicable City and County General Plans, or member agency policy-planning document.</i>	/20	Project works to preserve the natural environment.	/30
Project has secured matching funds or leverages other available resources.	/30	<i>Subtotal Environmental/Safety</i>	150
Project is a multi-agency partnership.	/40	<u>Transportation</u>	
Project has a sub-regional or multi-jurisdictional focus.	/40	Project improves mobility/reduces vehicle delays.	/20
Project links existing facilities.	/30	Project provides inter-modal and/or transit connections.	/30
<i>Cooperation Subtotal</i>	220	Project increases off-peak hour transportation options.	/30
<u>Land-Use</u>		Project promotes alternative forms of transportation.	/40
Project promotes mixed-use/incorporates mixed-use facilities.	/40	Project shortens automobile trip lengths.	/30
Project promotes reuse of underutilized facilities.	/40	Project reduces SOV (Single Occupancy Vehicle) trips.	/30
Project advances Jobs-Housing balance development patterns, e.g., infill, or transit oriented development.	/50	Project incorporates use/development of best practices or incorporation of new technologies, e.g., Intelligent Transportation Systems.	/30
Project encourages pedestrian, bicycle, HOV, etc. resulting in greater access for residents to activity centers, e.g., health care, jobs, or shopping.	/50	Project enhances/provides for telecommuting opportunities.	/10
Project encourages expanded usage of public facilities.	/40	<i>Transportation Subtotal</i>	220
<i>Land-Use Subtotal</i>	220		

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<u>Community Development/Outreach</u>		<u>Evaluation</u>	
Project facilitates a high quality of life.	/20	Project sponsors committed to evaluation/documentation Plan.	/40
Project includes a public outreach component, or demonstrates a commitment to seeking/involving community support.	/20	Project sponsors clearly identify a grant manager and provide a clear set of project milestones and/or timeline.	/60
Project targets specific populations, e.g., students, seniors, disabled.	/30	<i>Evaluation Subtotal</i>	100
Project addresses/enhances an identified need.	/30	<u>Extra Points</u>	
<i>Community Development/Outreach Subtotal</i>	100	Project includes at least 20% matching funds.	10
		No more than 5% of awarded funds will be used for administrative purposes.	10
		<i>Extra Points Subtotal</i>	

Cooperation Subtotal _____ /220 Environmental/Safety Subtotal _____ /150

Land-Use Subtotal _____ /220 Transportation Subtotal _____ /220

Community Development/Outreach Subtotal _____ /100 Evaluation Subtotal _____ /100

Extra Points

Total Score: _____ / 1000 points

Signature: _____

Date: _____