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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Annual Report to the State Library of California for the Families for Literacy (FFL) Grant for Fiscal Year 2002-2003  
**DATE:** August 25, 2003

**BACKGROUND:**

Attachment A is a copy of the District's Annual Report to the State Library of California for the Families for Literacy (FFL) Grant for Fiscal Year 2002-2003.

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

**RECOMMENDATION:**

Receive and File





# Families For Literacy

Name of Library: Placentia Library District  
Fiscal Year: 02 / 03  
Filing Period: Year End

## A. Program Participants and Partners

1. Number **eligible** Families participation through 6/30/03 (full fiscal year): **48** (families can participate in a number of different ways; not all must attend programs to participate)

### 2. Family Composition

Parents/ Guardians	Other Adult Family Members	Adult Unknown Age	Children 0-4	Children 5-8	Children 9-11	Children Over 12	Children Unknown Age
51	0	3	53	30	8	7	0

### Ethnicity

#### ADULTS

	16-19	20-29	30-39	40-49	50-59	60-69	70-79	80+	Unknown	TOTAL
Asian	0	0	10	5	0	0	0	0	0	15
Black	0	0	0	0	0	0	0	0	0	0
Hispanic	0	11	21	1	0	0	0	0	3	36
Native American	0	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0	0
White	0	0	1	0	0	0	0	0	0	1
Other	0	1	0	1	0	0	0	0	0	2
<b>Total</b>	0	12	32	7	0	0	0	0	3	54

### Ethnicity

CHILDREN

	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Asian	20	7	0	3	0	30
Black	0	0	0	0	0	0
Hispanic	30	22	8	4	0	64
Native American	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0
White	1	0	0	0	0	1
Other	2	1	0	0	0	3
<b>Total</b>	<b>53</b>	<b>30</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>98</b>

Primary Language of Children

CHILDREN

	0-4	5-8	9-11	Over 12	Unknown	TOTAL
Spanish	30	20	8	4	0	62
Portuguese	0	0	0	0	0	0
Vietnamese	0	0	0	0	0	0
English	1	1	0	0	0	2
Hmong	0	0	0	0	0	0
Pacific Island Languages	0	0	0	0	0	0
Other	22	9	0	3	0	34
<b>Total</b>	<b>53</b>	<b>30</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>98</b>

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Families For Literacy



Name of Library: Placentia Library District  
Fiscal Year: 02 / 03  
Filing Period: Year End

3. Community Partners

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

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

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Families For Literacy



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

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

The following is a list of the minimum services which a program must provide in order to receive FFL funding. Please describe briefly but completely how each service has been delivered in your library's Families for Literacy Program **during the last 12 months.**

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

Book give-a-ways occur during the monthly FFL events. Each family receives one "family" book which is related to the theme of the event. Occasionally, each child present at the event will receive a book appropriate to his/her grade level and book raffles may be run. During the 2003-2003 fiscal year, the following children's books were purchased as a "family" book:

- 1) Clifford's Christmas by Norman Bridwell
- 2) Follow the Drinking Gourd by Jeanette Winter
- 3) The Borreguita and the Coyote by Verna Aardema
- 4) Diez Deditos/Ten Little Fingers and Other Play Rhymes and Action Songs from Latin America by Jose-Luis Orozco
- 5) Salsa by Lillian Colon-Vila

1a. Average number of books per child actually distributed: **2.04**

1b. Total number of books distributed as of 6/30/03 (full fiscal year) . **200**

1c. Number of books received by children **under 5**. (12 months) **106**

1d. Number of books received by children **over 5**. (12 months) **68**

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

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

I. Sign-In and Registration

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

II. Movement/Dance/Singing Activity

All children and adults congregate to the center in preparation of storytime and participate in a movement/dance/singing activity.

III. Storytime!

Usually consists of 3-4 stories, theme-related. Puppets and audience participation are incorporated. Occassionally, professional storytellers and artists such as: musicians, dancers, singers, etc. will visit.

IV. Arts & Crafts

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

V. Book Give-A-Way

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

The monthly Storytimes are made up of parents from the local preschools and their preschool-aged children. A 30 minute storytime visit to the library consists of a movement/dance activity as well as 2-3 stories using picture books, puppets, hand games, song and audience participation.

2a. Total Number of FFL Meetings Held as of 6/30/03 (full fiscal year) (full fiscal year). 5

2b. Total Number of Attendees as of 6/30/03 (full fiscal year) (full fiscal year). 238

2c. Total Number **Different Families** attending programs in public library settings as of 6/30/03 (full fiscal year) (full fiscal year). 21

2d. Total Number **Different, Eligible Families** attending programs in library settings as of 6/30/03 (full fiscal year) (full year). 41

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

Yes. The FFL program sponsored storytimes outside the library at Ruby Drive Preschool and Orange County Head Start. At Ruby Drive Preschool storytimes were held occassionally during the parent meetings. At this time, the FFL Coordinator was able to share with parents tips on reading to children in the home. Materials which consisted of flyers, information about the FFL program, and other services of the library including storytime, lapsits, and music time were distributed to parents. At Orange County Head Start the FFL program had a Spanish-English bilingual storyteller conduct storytime sessions with the classes once a week. Also, the program provided classes with tutor-interns from California State University, Fullerton to aid the teachers and teacher assistants in the classroom with arts & crafts, playtime activities, and literacy including storytime.

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

At Orange County Head Start the FFL program conducted its first Mother Goose parenting workshop with five parents of the preschool. Growing With Mother Goose was a four week workshop that focused on helping parents and caregivers

use children's books to explain and discuss common preschool-aged issues. All five parents were grateful to receive four new free books to take home and share with their children at home. Parents also had the opportunity to receive additional bonus books for completing their homework and visiting the library.

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

FFL tutors are aware of the FFL library and the resources that are available. Tutors are encouraged and reminded to use the children's book and language experience stories for at least 10 minutes of their sessions; preferably with the children present. Tutors have a 30-45 minute training in addition to the 3 hour orientation/training by the Literacy Coordinator/Public Services Manager of the library before meeting with their student(s). They are introduced to the resources that are available to them for instruction and other activities to be incorporated into the sessions such as: arts & crafts, comprehension, use of voice, audio books, educational materials such as the Leap Pad Story Reading Series, and early childhood development activities and materials.

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

Tutors are encouraged to use the children's library department for reinforcement of the lessons learned during tutoring sessions; to diversify the learning process with other genres of book and other library materials; and to introduce parents to library procedures and etiquette.

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

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

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

Many parents who had been recruited from a local preschool have participated in the English-Spanish bilingual library tours that were conducted by the FFL Coordinator. During the library tours the children's and literacy departments were featured, including the specific area designated as the parent-teacher shelf which covers such topics as parenting, child care, health, nutrition and family life education. Moreover, free materials covering these issues are available in the literacy office in the form of pamphlets, flyers, brochures, etc. Because there is a need to provide instruction and guidance on using the library, the FFL program has already planned to dedicate one of the FFL events in the Fall of 2003 on using the library.

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

Yes. Tutoring is available to children as young as 2 years old in the FFL program at Placentia Library District. Families are strongly encouraged to bring the entire family to tutoring. Each parent and child is matched with a



tutor. This service aids those families who do not have babysitters for their small children. Providing a tutor for children enables the tutors to provide quality instruction given that they have the adult learner's undivided attention. The children are matched with high school honor students for a 30-60 minute session, depending on the age of the child. Specially selected learning materials and tools geared towards children 5 years old and under are provided to help the teen tutor's time of instruction with the child. Those tutors who are working with children 5 and under are required to attend an individual or small group training session for 30-45 minutes. Another service of the FFL program included the Mother Goose parenting workshop which is described in question B.3. above. Incentives for this workshop included four free children's picture books which were reviewed in class, a workbook of activities which correlates with the books discussed in class, and bonus books for those who completed homework assignments and visited the library.

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

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

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

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

Most of the children in the FFL program at Placentia Library District do not use the Challenger and Laubach English learning language series. Therefore, the measure of their success is somewhat subjective. Progress is measured as they move through the identification of shapes, colors, letters, and onto sounds, forming words, comprehension, etc. Feedback from teachers and parents is also used to determine the success of FFL children.

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

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# Families For Literacy

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

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

Was this adequate? Explain.

The amount of funds awarded for the Placentia Library District is not adequate for the amount of work that is present. Unfortunately, the budget only allows me 20 hours per week which limits the amount of time and effort that I could use to further enhance the FFL program at Placentia Library District. Last fiscal year there were only 10 families in the program. Within 6 months I have increased that number to nearly 50 families. The program is growing rapidly and I am confident that these families can be greatly served with more books, materials, activities, and tutors provided the FFL program of Placentia Library District is awarded adequate funds for staff and time.

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

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# Families For Literacy

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

**D. Financial Report**

Fiscal Year 02-03

Category	Budget		Expended as of June 30, 03	
	CLSA	Other	CLSA (FFL)	Other
1. Personnel	\$11,560.00	\$7,250.00	\$11,560.00	\$6,066.00
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00
3. Operative Total	\$500.00	\$500.00	\$500.00	\$4,184.00
3a. Contract Services	\$0.00	\$0.00	\$0.00	\$0.00
3b. Travel	\$250.00	\$0.00	\$250.00	\$9.00
3c. Office Supplies	\$250.00	\$0.00	\$250.00	\$1,614.00
3d. Printing	\$0.00	\$0.00	\$0.00	\$0.00
3e. Instructional Resource	\$0.00	\$0.00	\$0.00	\$0.00
3f. Children's Book Resource	\$0.00	\$500.00	\$0.00	\$1,759.00
3g. Communications	\$0.00	\$0.00	\$0.00	\$0.00
3h. Other	\$0.00	\$0.00	\$0.00	\$802.00
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
5. Indirect	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$12,060.00	\$7,750.00	\$12,060.00	\$10,250.00

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Report on Staff Appreciation Dinner  
**DATE:** August 25, 2003

The Staff Appreciation Dinner will be held at the home of Sandra Stark on Thursday, September 11, 2003.

Invitations were mailed on August 21 to Staff, current and retired, Trustees, Friends Board Members and Foundation Board Members will be invited.

The fee for spouses and guests is \$20 per person. Reservations will be accepted through September 4<sup>th</sup>.



Agenda Item 29

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: August 18, 2003

**SUBJECT: Poet Laureate Report.**

Program Committee staff met with Marilyn Laskow, poet laureate, on July 9 and July 23. Ms. Laskow proposed two programs: the first to be held on Sunday, September 28 from 1:00-4:00; the second to be held at 7:00pm on Monday, September 28. For the Sunday event, Ms. Laskow will read from her own work for 30 minutes, followed by various staff members reading their favorite poems. Ms. Laskow will also be inaugurated at this event. The evening event will be a poetry workshop for teens.





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2002-2003

**DATE:** August 25, 2003

**BACKGROUND:**

Attachment A is a copy of the District's Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 2002-2003.

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

**RECOMMENDATION:**

Receive and File





# CLLS Narrative Report

Name of Library: Placentia Library District

Fiscal Year: 02 / 03

Filing Period: Year End

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

## Significant successes:

For the fiscal year 2002/2003, the PLLS served a record number of adults and children. The children's program was energized by the recruitment of over 82 teen tutors from area high schools; the ELLI Program served over 400 students in six schools; and the FFL Program continued to flourish, with 31 families enjoying monthly events as well as tutoring services. The PLLS continued to form partnerships with local colleges, providing young aspiring teachers the opportunity to work with children and adults.

## Problems, challenges, and unresolved issues:

The main challenge facing the PLLS is funding. The PLLS has not been able to secure significant grants to replace the loss of state funding. The loss of state funding places the ELLI Program and the FFL Program in jeopardy.

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

One of the most significant accomplishments the PLLS has had in 2002/2003 is the recruitment of teen tutors from area high schools and service learners from local colleges. This influx of tutors enabled the PLLS to significantly reduce the number of adults and children waiting for services. Recruitment of teen tutors was accomplished through almost weekly outreach conducted by the Literacy Coordinator. Service learners were recruited through a series of on campus visits by the Literacy Coordinator, ELLI Coordinator and FFL Coordinator. It is noteworthy that the more than 25 service learners from Cal State Fullerton and Fullerton College who tutored in PLLS programs, were not counted as tutors on the annual report.

Author's Name: James Roberts

Author's Title: Public Services Manager/Literacy Coordinator

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Tuesday, July 22, 2003 5:17:26 PM

Date

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# CLLS Budget Report

Name of Library: Placentia Library District

Fiscal Year: 02 / 03

Filing Period: Year End

Budget Categories	Budget for Year			Expenditures for Filing Period	
	Approved	Other	Total For Year	CLSA	Other
1. Personnel	\$10,900.00	\$122,416.00	\$133,316.00	\$5,450.00	\$61,209.00
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Equipment	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00
4. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Operations	\$12,325.00	\$24,500.00	\$36,825.00	\$6,160.00	\$12,250.00
6. Total	\$24,725.00	\$146,916.00	\$171,641.00	\$11,610.00	\$73,459.00

Budget Categories	Budget Expenditures Year-To-Date		
	CLSA	Other	Total Expenditures
1. Personnel	\$10,900.00	\$122,416.00	\$133,316.00
2. Library Materials	\$0.00	\$0.00	\$0.00
3. Equipment	\$0.00	\$0.00	\$0.00
4. Indirect	\$0.00	\$0.00	\$0.00
5. Operations	\$12,325.00	\$24,500.00	\$36,825.00
6. Total	\$23,225.00	\$146,916.00	\$170,141.00

Operations Detail	Budget for Year			Expenditures for Filing Period	
	Approved	Other	Total for Year	CLSA	Other
5a. Contract Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5b. Travel	\$1,000.00	\$1,000.00	\$2,000.00	\$500.00	\$500.00
5c. Office Supplies	\$8,225.00	\$10,000.00	\$18,225.00	\$4,110.00	\$5,000.00
5d. Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5e. Instr. Resources	\$2,000.00	\$3,000.00	\$5,000.00	\$1,000.00	\$1,500.00
5f. Communications	\$600.00	\$0.00	\$600.00	\$300.00	\$0.00
5g. Other	\$500.00	\$10,500.00	\$11,000.00	\$250.00	\$5,250.00
Total	\$12,325.00	\$24,500.00	\$36,825.00	\$6,160.00	\$12,250.00

Operations Detail	Operations Expenditures Year-To-Date		
	CLSA	Other	Total Expenditures
5a. Contract Services	\$0.00	\$0.00	\$0.00
5b. Travel	\$1,000.00	\$1,000.00	\$2,000.00
5c. Office Supplies	\$8,225.00	\$10,000.00	\$18,225.00
5d. Printing	\$0.00	\$0.00	\$0.00
5e. Instr. Resources	\$2,000.00	\$3,000.00	\$5,000.00
5f. Communications	\$600.00	\$0.00	\$600.00
5g. Other	\$500.00	\$10,500.00	\$11,000.00
<b>Total</b>	<b>\$12,325.00</b>	<b>\$24,500.00</b>	<b>\$36,825.00</b>

James Roberts

Prepared by

Public Services Manager/Literacy Coordinator

Title

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Tuesday, July 22, 2003 4:24:32 PM

Date

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# CLLS In-Kind Report

Name of Library: Placentia Library District

Fiscal Year: 02 / 03

Filing Period: Year End

I. In-Kind Services (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other
a) Space	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
b) Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
d) Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e) Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
f) Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Column Totals for period.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Column Totals for YTD	\$0.00	\$0.00	\$0.00	\$14,726.00	\$0.00	\$0.00

I. In-Kind Services (In Dollar Equivalents)	This Period's Total Resources	Total Year-To- Date	This Year's Goals
a) Space	\$0.00	\$5,250.00	\$10,500.00
b) Materials	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00
d) Printing	\$0.00	\$0.00	\$0.00
e) Professional Services	\$0.00	\$8,976.00	\$17,952.00
f) Other	\$0.00	\$500.00	\$1,000.00
Column Totals for period.	\$0.00		Grand Total
Column Totals for YTD		\$14,726.00	\$29,452.00

2. Volunteer Hours	This Period	YTD	Goals
a) Literacy Instruction	4474	9431	8000
b) Talent/Support Services	260	520	500

James Roberts

Prepared by

Public Services Manager/Literacy Coordinator

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Tuesday, July 22, 2003 4:46:45 PM

Date

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# CLLS Adult Learner Report

Name of Library: Placentia Library District

Fiscal Year: 02 / 03

Filing Period: Year End

Bi-Annual Summary		Total
1. Continuing Adult Learners from previous filing period		132
2. Adult Learners who began during this filing period		59
3. Adult Learners who left during this filing period		
a. Learners who met goal		10
b. Learners who became physically inaccessible this filing period		0
c. Learners who left program for other reasons		0
d. Learners who left program WITHOUT notification		39
e. TOTAL		49
4. Adult Learners who received instruction during this filing period		152
5. Adult Learners referred to other programs (never instructed) this filing period		0

Cumulative Summary		Total
6. Cumulative total adult learners who received instruction this fiscal year-to-date		224
7. Cumulative total adult learners referred to other programs this fiscal year-to-date		2

End of Period Status		Total
8. Adult Learners receiving instruction at end of this filing period.		142
9. Prospective Adult Learners awaiting instruction at end of this filing period.		37

10. Ethnicity								
Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
52	2	70	0	10	8	0	0	142

11. Age Distribution								
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
2	11	44	54	14	10	7	0	142

12. Gender			
Male	Female	Not Specified	Total
110	32	0	142

Jim Roberts  
Prepared by \_\_\_\_\_

Public Services Manager  
Title \_\_\_\_\_

E-mail Address \_\_\_\_\_



# CLLS Tutor Activity Report

Name of Library: **Placentia Library District**

Fiscal Year: **02 / 03**

Filing Period: **Year End**

Bi-Annual Summary		Total
1. Continuing Tutors instructing from previous filing period		98
2. Tutors who began instructing during this filing period		34
3. Tutors who left during this filing period		
a. Tutors who left with notification		24
b. Tutors who left WITHOUT notification		12
c. TOTAL tutors who left		36
4. Total tutors who instructed during this filing period		120
5. Number of tutors trained during this filing period.		34
6. Number of pre-service tutor workshops offered during this filing period		0

Cumulative Summary		Total
7. Cumulative total tutors who instructed this fiscal year-to-date		154
8. Cumulative total tutors trained this fiscal year-to-date		78

End of Period Status		Total
9. Tutors instructing at end of this filing period		96
10. Prospective tutors awaiting training/matching at end of this filing period.		37

11. Ethnicity								
Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
8	0	21	0	3	64	0	0	96

12. Age Distribution								
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
0	0	20	23	23	25	5	0	96

13. Gender			
Male	Female	Not Specified	Total
22	74	0	96

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

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

Jim Roberts

Prepared by



Public Services Manager  
Title

jroberts@placentialibrary.org  
E-mail Address

Tuesday, July 22, 2003 3:52:26 PM  
Date

[ [Print this report](#) | [Return to Main Menu](#) ]

Any questions or comments should be directed to [library@mindsetsoft.com](mailto:library@mindsetsoft.com)  
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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *2013*  
**SUBJECT:** Annual Report to the State Library of California for the English Language Literacy Intensive (ELLI) Grant for Fiscal Year 2002-2003  
**DATE:** August 25, 2003

**BACKGROUND:**

Attachment A is a copy of the District's Annual Report to the State Library of California for the English Language Literacy Intensive (ELLI) Grant for Fiscal Year 2002-2003.

**The financial report shows a carry-over balance of \$9,136 of which \$9,068 is specified for personnel. This money is being used to fund the ELLI program through July and August 2003 to give the Literacy staff time to determine whether sufficient grants and/or State funding is available to continue the program for the remainder of Fiscal Year 2003-2004. If adequate funding is not received the ELLI program is not currently included in the District's operating budget.**

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

**RECOMMENDATION:**

Receive and File



**California State Library**  
**English Language and Literacy Intensive (ELLI) Program**  
**FINAL REPORT: Narrative**  
**2002/2003 FY**

Submit in three (3) copies postmarked on or before Friday, **August 8, 2003**, to Attn: Valerie Reinke, Library Development Services, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001, for mail. (Express delivery: 900 N Street, Suite 500, Sacramento, CA 95814). FAX is not acceptable. INFORMATION: (909) 786-0455 or (916) 651-6980.

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1. Library name: Placentia Library District  
  
Program name: English Language and Literacy Intensive (ELLI) Program
2. Contact person: Ann-Margaret Webb Phone: 714-524-8408 ext. 215  
  
FAX: 714-528-8236 E-mail: awebb@placentialibrary.org
3. District: Assembly 72 State Senate 33
4. Population: # of non-duplicated eligible ELLI children served 425 \*  
  
# of non-duplicated ELLI parents/guardians served 0

5. Describe your target population:

The Placentia Library Literacy Services' ELLI Program serves primarily low to moderate income kindergarten through sixth grade immigrant students, who either speak English as a second language or whose parents speak English as a second language or not at all. These children have been identified as being at risk for problems reading, writing or speaking English. These children do not receive extra tutoring from any other source, and their parents are not able to pay for tutoring services.

6. Primary Language of ELLI Children:

<i>Primary Language</i>	<i># of Children</i>
Spanish	330
Vietnamese	2
English	88
Other: <u>Hindi /Russian</u>	1/1
Other: <u>Farsi/Urdu</u>	2/1
<b>TOTAL *</b>	<b>425</b>

- The number of ELLI children served in # 4. should match the primary language total in # 6.

7. **Program Overview.** Give a brief overview of your ELLI program in the last fiscal year. Please include a bullet point for each of these items: recruitment techniques, specific activities, special events, the instructional model and curriculum used, and scheduling details (sites and frequency of meetings). Please complete in the space provided.

- **Recruitment.** The ELLI Program continued its partnership with Tynes, Ruby Drive and Rio Vista Elementary Schools, and added three additional schools: Topaz and Morse Elementary Schools and Kraemer Middle School. These three schools were added in response to the need in the community for tutoring for immigrant children. Principals and staff at all six schools worked with the ELLI Coordinator to select the children most in need of tutoring. The ELLI Coordinator, working with local and district CBET Coordinators, also targeted the children in CBET childcare at Tynes, Ruby Drive, Topaz and Kraemer. The kindergarten extended day programs at Topaz, Morse, Tynes, Rio Vista and Ruby Drive, which serve primarily Hispanic immigrant children, were all enrolled in the ELLI Program as well. Additionally, students in 1<sup>st</sup> grade at Rio Vista and Ruby Drive were selected by teachers and administrators to participate. Two 3<sup>rd</sup> grade emerging English classes at Ruby Drive were also included this year.
- **Specific Activities.** For the second year, the ELLI Program again focused on one-to-one and small group tutoring in the classroom and in CBET childcare. ELLI tutors also worked at learning stations in the kindergarten extended day programs. These stations focused on spelling, word recognition, number recognition and writing. ELLI tutors provided homework assistance and educational games and activities for the CBET children. Tutors focused on English reading, speaking and writing skills with the 1<sup>st</sup> and 3<sup>rd</sup> graders in the Program, using classroom materials and curriculum provided by the teachers. Some of the 3<sup>rd</sup> graders also received math tutoring. The ELLI Assistant also tutored two classes of 1<sup>st</sup> graders in basic computer skills.
- **Instructional Model/Curriculum.** With the exception of the students in CBET childcare, all of the children in the ELLI Program received tutoring while in the classroom. ELLI tutors worked with the teachers, focusing on the skills the teacher felt the children were lacking in. This way, all of the tutoring was focused on the curriculum for each grade, and the ELLI tutors were able to focus on the skills and material the students needed to master. The teachers put together extra worksheets, learning activities, and books for the ELLI tutor to use with the students. The ELLI Program donated Leap Pads, books and other educational materials to each classroom ELLI tutors worked with, and many of the ELLI tutors developed educational games and activities themselves.
- **Scheduling Details.** ELLI tutors worked with students on a weekly basis. Depending on the school and grade, tutors met as many as four times a week with students for an hour or more each session. For example, ELLI tutors worked with kindergarten extended day students at Ruby Drive Elementary School four times a week; with 3<sup>rd</sup> grade emerging English learners three times a week; with students in CBET childcare and Tynes and Kraemer two to three times a week; with kindergarteners at Morse three times a week; and with 1<sup>st</sup> graders at Rio Vista once a week. ELLI tutors began tutoring children at all six schools in the fall of 2002 and continued until the students were dismissed in May and June of 2003.

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.

Ms. Dorie Staack, the principal of Ruby Drive Elementary School, stated that the children who had worked with ELLI tutors in the kindergarten extended day program showed much higher test scores than the kindergarteners who did not receive tutoring. In fact, Ms. Staack wrote that she attributed a great deal of the success of the kindergarten extended day program to the ELLI tutors.

Rio Vista teachers Ms. Desoucy and Ms. Jackson credited ELLI tutors with providing that extra push their students needed to become readers. Kindergarten teacher Sonia Brown of Morse Elementary School noted that one reluctant learner in her classroom had made huge strides once he began working with an ELLI tutor. She credits the tutor with reaching this little boy and motivating him to learn. Kindergarten teacher Lilia Rodriguez thanked the library for providing tutors, noting that with their help she was able to provide all of the children with the individual attention they needed to improve their English. Cynthia Meza, a teacher at Rio Vista, was able to implement learning stations thanks in part to the presence of ELLI tutors in her classroom.

Children like Andrew Burns whose parents attended CBET classes at Ruby Drive started asking to be brought to CBET childcare because they wanted to work with the ELLI tutors! Diana Rangel, CBET childcare assistant at Topaz Elementary School and Kraemer Middle School, stated that the children in her care really needed the help, as their parents were often not able to assist them due to language barriers. Laurel Estrada, School Readiness Facilitator at Ruby Drive, wrote that the books and materials donated by the ELLI Program, along with the individual tutors, had helped foster positive attitudes towards reading and learning amongst the families in the Program.

Pamela Talarico, School Readiness Coordinator for the Placentia Yorba Linda Unified School District, wrote that both students and teachers have seen the positive impact the ELLI tutors have made. Furthermore she states that the ELLI Program not only works, it is needed by these students, as their parents lack the English skills to be able to give their children the educational reinforcement they need.

Finally, the ELLI Program has had a positive impact not only on the students in the program, but the tutors. The majority of ELLI tutors have been students completing service learning or internship requirements from two local colleges, Cal State Fullerton and Fullerton College. Almost all of these students are young men and women of color, many of whom are the first members of their families to go to college. The ELLI Program has given many of them their first exposure to working with children; the nonprofit sector; working in a K-6<sup>th</sup> school environment; and the world of literacy. Adela Lopez, the Department Chair of the Ethnic Studies Department at Fullerton College, wrote about how empowering it was for her students to be tutors in the ELLI Program. The tutors have indicated time and time again what a profoundly moving experience it has been to serve these little ones; to volunteer their time to help others; and to grow to love and care for the children they help. Many of these tutors come from immigrant backgrounds similar to that of the students enrolled in the ELLI Program, and it

has meant a great deal to them to be able to give back to this community. I believe their presence has also had a positive impact on the ELLI students. The ELLI tutors have served as role models for these students. They have provided the children with proof that they can go to college, that they can succeed and that the community, including the library, cares about them. Most importantly, someone they look up to outside of their family cares about them and believes in them.

Some of the outcomes the ELLI Program has had are hard to measure but are overt and obvious: students see ELLI tutors outside of school and eagerly rush to tell them they have enrolled in the summer reading program at the library; a student tells her teacher she wants to go to law school, just like her tutor does; a shy student begins to feel confident enough to speak in English to her tutor and her classmates.

The overwhelming evidence of the impact that ELLI has had on the students and families it has served is undeniable. We feel certain that we have instilled confidence and motivation to excel in our ELLI students.

9. **Prospects for continuation.** What is your plan for the continuation of ELLI into 2003/04 and beyond? What will have to change given reduced funding?

Currently, all expenses related to running the ELLI Program have been paid for through funds from the state library, including the salaries of the ELLI Coordinator and ELLI Assistant. All of the ELLI Program's partners and supporters (which include not only staff at the six participating schools, but the school superintendent, CBET Coordinators, community activists, parents and children) have indicated they want the program to continue. The Placentia Library's ELLI Program serves three cities: Placentia, Fullerton and Anaheim. None of these cities have institutions that can afford to duplicate what the ELLI Program has done. In fact, there are many additional schools in these three cities that would like to be included in the ELLI Program.

In light of these facts, the Placentia Library has applied for several grants from a variety of sources in an effort to supplement the reduced funding from the state library and keep the ELLI Program going. If alternative funding is obtained, the ELLI program will continue. The size of the Program will depend upon the amount of funding the library obtains, and it is likely that the Program will be in fewer schools and serve fewer children. There is a strong possibility that there will not be adequate funding to keep the ELLI Assistant position. It is also likely that there will be less money to spend on books and materials. Nonetheless, the Placentia Library is committed to providing this much needed service to the community and will do everything possible to keep the ELLI Program going.



10. **Community Partners.** List any schools, agencies, or organizations that acted as community partners for your ELLI program and indicate with an "X" how they have assisted you. (If you have more than six community partners please copy this page.)

Partner Contributions	Community Partner Names		
	Ruby Drive Elementary School	Rio Vista Elementary School	Kraemer Middle School
Supplemental funding			
Use of facilities	X	X	X
Staffing or volunteers			
Learning materials	X	X	
Consultation or overall guidance			
Test scores for participating students	X	X	X
Referred students to program	X	X	X
Referred parents/families to program			
Other (please specify)	Referred families to PLLS' FFL and Adult Literacy Programs	Referred families to PLLS' FFL and Adult Literacy Programs	

Partner Contributions	Community Partner Names		
	Topaz Elementary School	John Tynes Elementary School	Morse Elementary School
Supplemental funding			
Use of facilities	X	X	X
Staffing or volunteers			
Learning materials		X	X
Consultation or overall guidance			
Test scores for participating students	X	X	
Referred students to program	X		X
Referred parents/families to program			
Other (please specify)	Referred families to PLLS' FFL and Adult Literacy Programs	Referred families to PLLS' FFL and Adult Literacy Programs.	

11. Please indicate the number of staff you employ and the number of volunteers who serve in your ELLI program:

Staff Type	Number of Bilingual Staff	Total Number of Staff
Paid full-time		1
Paid part-time	2	5
Volunteer	16	27

11a. Please indicate the number of staff members who have 100% of their salaries and benefits paid for by ELLI funds.

Staff Type	100% of salary and benefits paid by ELLI funds
Full-time	1
Part-time	1

11b. Please indicate the number of staff members who have between 50% and 99% of their salaries and benefits paid for by ELLI funds.

Staff Type	50-99% of salary and benefits paid by ELLI funds
Full-time	0
Part-time	0

11c. Please indicate the number of staff members who have less than 50% of their salaries and benefits paid for by ELLI funds.

Staff Type	<50% of salary and benefits paid by ELLI funds
Full-time	0
Part-time	4

**\* Please be sure to attach the ELLI Financial Report for 2002/03 to this narrative report, then photocopy and mail both forms together on or before Friday, August 8th.**

**California State Library  
ELLI Financial Report  
July 1, 2002 - June 30, 2003**

Mid-year  
Final  
Liquidation

Library Name: Placentia Library District

ELLI Project Name: English Language and Literacy Intensive (ELLI) Program



*Library Director's Signature*

*Da*

Budget Categories	Budget			Expended/Encumbered		Liquidation of Outstanding Project-End Encumbrances by 6/30/2005
	Funds Carried over from prior year	ELLI State Award 2002/03	Total State ELLI Budget 2002/03	ELLI State as of 6/30/2003	Other Local AS of 6/30/2003	
<b>1. Personnel</b>	5,854	43,811	49,665	49,665	5,000	9,068
<b>2. Operations</b>	0	41,139	41,139	41,139	0	68
2a. Contract Services	0	26,778	26,778	26,778	0	0
2b. Travel	0	1,000	1,000	1,000	0	0
2c. Office Supplies	0	2,611	2,611	2,611	250	0
2d. Printing	0	500	500	500	0	0
2e. Instructional Resources	0	10,000	10,000	10,000	0	68
2f. Communications	0	250	250	250	250	0
2g. Other (please explain)	0	0	0	0	2,500	0
<b>3. Equipment (over \$5,000)</b>	0	0	0	0	0	0
<b>4. Indirect (not to exceed 10%)</b>	0	250	250	250	0	0
<b>Total</b>	<b>5854</b>	<b>85,200</b>	<b>91,054</b>	<b>91,054</b>	<b>54,000</b>	<b>9,136</b>



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *202*  
**SUBJECT:** 3<sup>rd</sup> Quarter Report to the State Library of California for the Staff Education Grant for Fiscal Year 2002-2003

**DATE:** August 25, 2003

**BACKGROUND:**

Attachment A is a copy of the District's 3<sup>rd</sup> Quarter Report to the State Library of California for the Staff Education Grant for Fiscal Year 2002-2003. This grant covers the tuition expenses for the graduate library degree program for Library Assistant Jillian Rakos.

Filing this report is required in order for the District to remain eligible for future California State Library Grants.

**RECOMMENDATION:**

Receive and File

California State Library

LIBRARY SERVICES AND TECHNOLOGY ACT

LSTA Grant Award I.D.: 40-5685

Date: July 15, 2003

Fiscal Year: 2002/03

Project Title: Public Library Staff Education Program

Grantee: Jillian Christine Rakos

Telephone: 714-528-1925

Fiscal Agent: Placentia Library District

Prepared by (Signature): *[Signature]*

QUARTER:	
1st--Oct, Nov, Dec	_____
2nd--Jan, Feb, Mar	_____
3rd--Apr, May, Jun	X _____
4th--Jul, Aug, Sep	_____
Liquidation	_____

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

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

Approved Budget (1)	1st (2)	2nd (3)	3rd (4)	4th (5)	Total Expended/Encumbered (6)	Outstanding Encumbrances close of 4th Quarter (7)	Liquidation of Outstanding Project End Encumbrances (8)	Unexpended/Unencumbered Balance (9)
a. _____	_____	_____	_____	_____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____	_____	_____	_____	_____
c. 5,160	0	1,935	0	_____	1,935	_____	_____	_____
d. _____	_____	_____	_____	_____	_____	_____	_____	_____
e. 516	129	129	129	_____	387	_____	_____	_____
f. 5,676	129	2,064	129	_____	2,322	_____	_____	_____

a. Salaries and benefits  
b. Materials  
c. Operating expenses  
d. Equipment  
e. Indirect Costs  
f. TOTAL

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

Any k et adjustments or modifications must be own on LSTA 8 page 2. If there are no changes to the current budget, page 2 need not be returned.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Authorization to apply for AmeriCorps staff for Literacy *EM*  
**DATE:** August 25, 2003

**BACKGROUND:**

Public Services Manager Jim Roberts is requesting that Placentia Library District participate in the California Literacy Campaign's AmeriCorps

The cost of the program will be \$4,000 which Mr. Roberts proposes funding through grants from Target, Marvyn's and Wells Fargo.

Attachment A is a memo from Mr. Roberts requesting approval of the application.

Attachment B is the Placentia Library District Site Application Certification as submitted with the application.

Attachment C is the job description and participation obligations for the Placentia Library District site supervisor (Jim Roberts).

Attachment D is the job description for the AmeriCorps applicant.

**RECOMMENDATION:**

Receive & File and Ratify Application





Placentia Library District  
Interoffice Memo

Date: July 31, 2003  
To: Elizabeth Minter, Library Director  
From: Jim Roberts, Public Services Manager *JR*  
Subject: CLLS AmeriCorps Initiative/Request for Proposals

**BACKGROUND:**

PLLS has received the application for participation in the CLLS AmeriCorps Initiative. AmeriCorps Members assigned to CLLS Programs may provide direct service in any facet of existing library literacy programs, i.e. Adult literacy, FFL, and ELLI.

**DISCUSSION:**

In addition to "hands-on" literacy program participation, AmeriCorps Members are required to participate in volunteer outreach opportunities such as planning and coordinating volunteer "days of service," and developing community literacy awareness. Each library literacy service must apply for a minimum of two AmeriCorps Members (full-time=1,700 hours per year, half-time=900 hours per year.) The cost for each participating library literacy program is \$2,000.00 per each full-time Member. PLLS would like to apply for two AmeriCorps Members, one to assist the ELLI Coordinator and one to assist the FFL Coordinator. We anticipate local grant funding from Target, Mervyn's, and Wells Fargo Bank to cover the \$4,000 for the AmeriCorps Members. AmeriCorps Initiative applications must be received by the National City Public Library no later than 4:30 PM, Friday, August 22, 2003.

**RECOMMENDATION:**

That the Library Director approve submitting the application for two AmeriCorps Members and that the AmeriCorps Initiative be placed as an Agenda consent item for the August 25, 2003 Placentia Library District Board of Trustees Monthly Meeting.

*ea-  
EM  
7/31/03*



**California Library Literacy Services AmeriCorps Initiative  
2003 Library Literacy Site Application Certification**

I affirm that the library jurisdiction named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.

I also affirm that our library jurisdiction agrees to carry out the following responsibilities if we are a successful applicant in the California Library Literacy Services AmeriCorps Initiative, and understand that failure to carry them out may lead to loss of status as a California Library Literacy Service AmeriCorps site: (please initial each item, provide additional information as requested and sign below)

edw We have requested to involve (and attached job descriptions for) a minimum of two (full-time or half-time) AmeriCorps members in our library literacy program.

edw We will provide a cash contribution of \$2,000 per full time AmeriCorps member (\$1,000 per half time member).

edw I have assigned the person below to serve as our AmeriCorps site supervisor (in-kind) who will be the primary project contact, will attend training provided, and will supervise members assigned to the site. We have reviewed the Site Supervisor Job Description, and agree to abide by it, and understand that if selected as an AmeriCorps site, our Site Supervisor will attend mandatory Site Supervisors Training scheduled for Tuesday, September 30, 2003 before the Cal Lit Conference in Pasadena and five additional days of training in mid-January, 2004. (Travel expenses for site supervisors will be reimbursed.)

Site Supervisor Name: Jim Roberts

Title: Literacy Coordinator/Public Services Manager

Ph: 714-524-8408 Ext. 213

E-Mail: jroberts@placentiallibrary.org

Site Supervisor Address if different from Library address below:

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edw If selected to participate, we agree to recruit and select AmeriCorps members locally by December 15, 2003.

edw We will provide our local Tutor Training and periodic in-service training and staff meetings to our AmeriCorps members.

ch We will provide e-mail and phone access as well as desk space for our AmeriCorps members.

ch We agree to track information for Outcomes Measurement based on outcomes defined by the Initiative, using tracking instruments provided, within the timeframe requested.

ch The Wal\*mart and/or Sam's Club store(s) in our library jurisdiction are:

(1) Address: Sam's Club 629 South Placentia Avenue Fullerton, CA

Store Manager's Name: Dave Bailey

(2) Address: \_\_\_\_\_

Store Manager's Name: \_\_\_\_\_

(Please use additional pages if more stores are in your library jurisdiction).

\_\_\_\_ There are no Wal\*mart and/or Sam's Club store(s) in our library jurisdiction. The closest store is listed below, and is \_\_\_\_\_ miles from our location.

Address: \_\_\_\_\_

Store Manager's Name: \_\_\_\_\_

(NOTE: some waivers for this requirement may be provided in order to achieve the site diversity we have promised -- statewide geographic coverage; urban/rural, etc.)

(Signed):  Date: 8/5/2003  
Library Director Signature

(Printed): D. Elizabeth Minter, Library Director  
Library Director Name and Title

Library Name: Placentia Library District

Mailing Address: 411 East Chapman Avenue

City: Placentia Zip: <sup>28</sup>98270-6198

Phone: 714-524-8408 ext. 213 Fax: 714-528-8236

E-Mail: jroberts@placentialibrary.org

**Placentia Library District Literacy Service**

**California Library Literacy Services AmeriCorps Initiative Site Supervisor**

**Job Description**

**Importance of Position:** Ensures the local library's accountability for achieving and maintaining AmeriCorps program standards, which determines the success and future of the statewide CLLS AmeriCorps Initiative.

**Qualifications:**

- Is the library literacy program coordinator.
- Willingness to be creative, flexible, enthusiastic and have a sense of humor.
- Have good communication, listening, leadership and organizational skills.

**Responsible To:** AmeriCorps Library Literacy Initiative Program Coordinator

**Responsibilities:**

1. Attend and successfully complete all training elements for site supervisors.
2. Recruit and select AmeriCorps members locally according to AmeriCorps guidelines by December 15, 2003.
3. Provide orientation to your library and local Tutor Training immediately, and periodic in-service training and staff meetings for your members.
4. Ensure that members schedule and complete First Aid and CPR training within the first quarter of service, and that before the end of service, provide a meeting of your members with the Library Director to discuss library issues and explore library careers.
5. Ensure e-mail and phone access as well as desk space for members.
6. Provide supervision for Members, including times set aside with them for reflection and problem-solving.
7. Track and report all information for Outcomes Measurement and Member Service on a timely basis using data collection instruments provided.

**Training Required and Provided:** One day AmeriCorps Site Supervisor Training on AmeriCorps philosophy, policies and procedures; Five day pre-service training on goals, procedures and skills required for participation in the California Library Literacy Services AmeriCorps Initiative; mid-year statewide video-conference/webcast; access to Americorps Library Literacy Initiative website, as well as access by phone, fax or e-mail to Initiative Program Coordinator; and a "Life After AmeriCorps" session toward the end of service.

**Benefits of Service:**

- Opportunity to build the capacity of your library literacy program.
- Opportunity to expand knowledge in areas such as volunteer resource development and event planning.

**Time Commitment:** 6 days of initial training, and average 20 hrs/month

**Length of Commitment:** One year

**Grounds for Termination of library as AmeriCorps Site:**

- Breach of confidentiality
- Not carrying out assigned responsibilities
- Violating AmeriCorps policies and procedures

**Date Revised: August, 2003**

Placentia Library District Library Literacy Service

California Library Literacy Services AmeriCorps Member

2X Full time (1700 hrs year) \_\_\_\_\_ Half Time (900 hrs year)

**Job Description**

**Importance of Position:** "Gets things done" that increase community awareness of, involvement in and support for library literacy services, and for the adults and children whose lives are changed by them every day.

**Qualifications:**

- Be 17 years of age or older, speak English well, and have the ability to read and write English at a 12th grade level. (**NOTE:** Where sites intend to use their members as tutors in K-12 schools, a minimum of an A.A. degree may be required. Check with your local school district to determine if this is required, and recruit accordingly.)
- U.S. citizen, U.S. national, or lawful permanent resident alien of the U.S.
- Ability to be sensitive, patient, understanding and respectful of learners' situations, needs and goals.
- Willingness to be creative, flexible, enthusiastic and have a sense of humor.
- Have good communication, listening, leadership and organizational skills.
- Ability to establish and maintain effective working and community relations.
- Possess or willing to learn relevant computer skills, at minimum word processing and e-mail.
- Willingness to be fingerprinted and have a background check completed.
- If position requires driving on library business, candidate must possess a valid California Driver's license and meet requirements of the local library jurisdiction regarding driving record and insurance coverage.

**Responsible To:** Jim Roberts, Library's AmeriCorps Site Supervisor

**Responsibilities:**

1. Attend and successfully complete all required training programs.
2. Assist Library staff with all aspects of volunteer resource management -- from writing volunteer job descriptions through recruitment, selection, training, support, feedback and recognition.
3. With assistance and support of Library staff, develop a local planning task force to design and carry out at least one local "Day of Service" project to raise awareness of, and volunteer and other resources for literacy issues and services. This task force will include a Wal\*Mart representative, as well as other

community partners.

4. Provide accurate and timely reporting of outcomes measures data.
5. Carry out the following activities in the following literacy services provided by our library (*List below the specific duties this AmeriCorps Member will be performing*):
  - Tutor children and adults, one to one, at the Placentia Library and at designated sites.
  - Accompany Literacy staff to outreach events and workshops in the community
  - Assist literacy staff with student and tutor placement
  - Outreach at area high schools to recruit students as tutors
  - Assist literacy staff with a variety of literacy related tasks

**Training Required and Provided:** Five day pre-service training on goals, procedures and skills required for participation in the California Library Literacy Services AmeriCorps Initiative; local library literacy service Tutor Training program and periodic local staff meetings and in-service training; First Aid and CPR training; mid-year statewide video-conference/webcast; additional local in-service training; a meeting with the Library Director to explore library careers; and a "Life After AmeriCorps" session toward the end of service.

**Benefits of Service:**

- Opportunity to make a difference in peoples' lives.
- Opportunity to practice and/or learn new skills such as providing literacy services, volunteer resource development, and event planning.
- Full time members receive an education allotment upon completion of one year of service.

**Time Commitment:**   X   Full time (1700 hrs/year)        Half Time (900 hrs/year)

**Length of Commitment:** One year

**Grounds for Termination:**

- Breach of confidentiality
- Not carrying out assigned responsibilities
- Engaging in prohibited service activities on AmeriCorps time
- Violating local library jurisdiction policies and procedures

**Contact Person (Site Supervisor Name and Phone):** Jim Roberts 714-524-8408



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *2011*  
**SUBJECT:** California Library Outlets Survey 2002-2003 for Placentia Library District  
as transmitted to the California State Library on August 21, 2003  
**DATE:** August 21, 2002

**BACKGROUND:**

Attachment A is a copy of the Library's annual report to the State Library of California for Fiscal Year 2002-2003.

Completion of this report is required to remain eligible to receive Public Library Foundation Funds and reimbursements from the State Library of California.

**RECOMMENDATION:**

Receive & File



# Placentia Dist

## 2002-03 California Public Library Survey

	CURRENT YEAR	PREVIOUS YEAR
<b>Directory Update #1-36</b>		
1 Library	Placentia Library District	<i>Placentia Library District</i>
Director (If position is filled, you must enter First and Last name, at least; if position is not filled, enter "VACAN in 2a and leave 2b & 2c blank)		
2A First Name	Elizabeth	<i>Elizabeth</i>
2B Middle Name	D.	<i>D.</i>
2C Last Name	Minter	<i>Minter</i>
2D Title	Director	<i>Director</i>
3 Street Address	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
3B City	Placentia	<i>Placentia</i>
3C Zip	92870-6198	<i>92870-6198</i>
4 Mailing Address	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
4B Mail City	Placentia	<i>Placentia</i>
4C Mail Zip	92870-6198	<i>92870-6198</i>
5 Public Phone Number	(714) 528-1906	<i>(714) 528-1906</i>
6 Reference Phone Number	(714) 528-1906	<i>(714) 528-1906</i>
7 Library Director's INTERNET email address	eminter@placentialibrary.org	<i>eminter@placentialibrary.c</i>
7a Library's INTERNET email address	reference@placentialibrary.org	<i>reference@placentialibrary</i>
8 Library's Website Address	http://placentialibrary.org	<i>placentialibrary.org</i>
9 Fax	(714) 528-8236	<i>(714) 528-8236</i>
10 TDD for Deaf.	N/A	<i>N/A</i>
11 Size Sq. Miles	7.10	<i>7.10</i>
12 House Dist.	39	<i>39</i>
13 State Senate	29	<i>29</i>

14	Assembly	64	64
15	Affiliations OCLC, CLC	ALA, LVA, CSDA, CLC, ISDOC, OCLN, SCLLN, NSFRE,PGRT,OCCOG	<i>ALA, LVA, CSDA, CLC, ISDOC, OCLN, SCLLN, NSFRE,PGRT</i>
16	ILL Period: # of Weeks	3	3
17	ILL Photocopy free up to 10 pages?	N	N
18	Copy fee. ONLY if answer to #17 is No; otherwise, leave blank.	.15/page.	<i>.15/page.</i>
19	Schedule of Main Library Service Hours	M-W 12-9; Th 10-6; Sun 1-5.	<i>M-W 12-9; Th 10-6; Sun 1-5.</i>

## THE FIELDS BELOW ARE FOR CSL USE ONLY

20	LIBRARY_ID	M692	<i>M692</i>
21	LIBR_TYPE	PHDD	<i>PHDD</i>
22	GEOCODE	CI2	<i>CI2</i>
23	MSA_NAME	LAOR	<i>LAOR</i>
24	COUNTY	Orange	<i>Orange</i>
25	CA_NETWORK	IV	<i>IV</i>
26	SHORT_NAME	Placentia Dist	<i>Placentia Dist</i>
27	C_LEGBASE	SD	<i>SD</i>
28	TABLE	5	<i>5</i>
29	INSTITUTIO	Placentia Library District	<i>Placentia Library District</i>
30	STATE	CA	<i>CA</i>
31	FISCAL_YR	2002-03	<i>2001-02</i>
32	C_FSCS	Y	<i>Y</i>
33	INST_CODE	P	<i>P</i>
34	GENDER	Ms.	<i>Ms.</i>
35	CLSASYSTEM	Santiago	<i>Santiago</i>
36	Administrative Structure Code	SO	<i>SO</i>

**Population and Outlets #201-214**

201	Population Children Age 0-5	3,460	<i>3,460</i>
203	Population Children Age 6-14	7,072	<i>7,072</i>

205	Registered Borrowers as of June 30	18,212	15,926
206	Children Borrowers Age 0-14	4,238	3,582
207	Main Library	1	1
208	Branches	0	0
209	Stations	0	0
210	Bookmobiles. Vehicle count.	0	0
211	Other Outlets, Deposits	0	0
212	Hours per week Main Library is open	39	39
213	Total Branches + Stations (#208+#209)	0	0
214	TOT_OUTLET (#207+#208+#209+#210+#211)	1	1

**Library Staff #251-259**

251	Total count of persons employed - full and part time.		22
252	ALA Librarians (FTE) who have accredited ALA Masters	3.75	3
253	FTE Total Librarians (ALA or other)	7	7
254	FTE Special Professionals	3	2.5
255	FTE Lib. Tech. Assistants	0	0
256	FTE Other	5.5	6.5
257	FTE Volunteers (Average FTE per week - not hours)	8.67	8.67
258	ALL_SUPPRT (#254+#255+#256)	8.50	9.00
259	TOTAL_STAF (#253+#258)	15.50	16.00

**Income - for Operational Expenses #301-308**

301	Local Government (taxes and allocations - see help)	\$1,266,761	1182221
302	State Funds (CLSA and PLF)	\$242,019	125236
303	Federal Funds (LSTA or other)	\$0	0
304	Other income (see help)	\$184,470	114699

305	Special District Augmentation (funds for counties and districts)	\$8,224	\$9,088
306	Gifts, Fines, Fees (and local fund raising)	\$231,470	\$167,725
307	Contract Payments (from another jurisdiction)	\$0	\$0
308	TOT_INC (#301+#302+#303+#304)	\$1,693,250	\$1,422,156

**Income - for Capital Outlay #311-315**

311	Local Government (taxes and allocations - see help)	\$0	\$0
312	State Funds (CLSA and PLF)	\$0	\$0
313	Federal Funds (LSTA or other)	\$0	\$0
314	Other Income	\$0	\$0
315	CAPOUT_INC (#311+#312+#313+#314)	\$0	\$0

**Standard Operating Expenditures #401-418**

401	Salaries	\$688,819	645313
402	Benefits (If paid by Library)	\$158,532	161084
403	Current Print Materials (except Serials)	\$83,365	\$100,720
404	Current Print Serial Subscriptions	\$8,058	\$15,962
405	Microforms	\$0	\$0
406	Audiovisual materials	\$13,789	\$8,809
407	Electronic Materials Expenditures	\$57,995	
408	Other materials	\$0	\$0
410	All other Operating Expenditures	\$491,499	\$400,889
411	Capital Outlay (see help)	\$0	0
412	SUB_SB (#401+#402)	\$847,351	\$806,397
413	SUB_COLL (#403+#404+#405+#406+#407+#408)	\$163,207	\$154,189
414	TOTAL_OTH (#409+#410)	\$491,499	\$463,426
415	TOTAL_OPR (#412+#413+#414)	\$1,502,057	\$1,424,012

416	TOTAL_EXP (#411+#415)	\$1,502,057	\$1,424,012
417	Print Materials (#403+#404)	\$91,423	\$116,682
418	Total Other Materials (#405+#406+#408)	\$13,789	\$8,809

**Expenditures #501-510**

501	Postage and Delivery	\$5,106	\$5,628
502	Telephone and Other (telecommunications)	\$13,617	\$14,228
503	Contracted Computer Services	\$30,170	\$26,119
505	Preservation	\$1,500	\$1,500
506	Expenditure for Children's Materials	\$40,883	\$40,103
507	Adult Literacy Program	\$170,141	\$139,742
508	Transfer to City/County divisions for services: maint, accounting, etc.	\$19,728	\$17,343
509	Payments for Contract Services to another jurisdiction	\$63,863	\$0
510	Estimate of Services and Supplies benefiting the library that were paid for other City/County Division for report year	\$0	\$0

**Public Library Fund #511-517**

511	Amount of PLF funds included in Total Operating Budget	\$46,377	\$77,328
512	PLF expended for Library Materials	\$46,377	\$77,328
513	PLF expended for Personnel	\$0	\$0
514	Hours of service provided by PLF- paid Personnel	0	0
515	PLF expended on General Operations	\$0	\$0
516	PLF expended on Special Projects	\$0	\$0
517	PLF difference from Allocation	\$0	\$0

**Collections #601-637**

601	Books Added Cataloged	4,182	7,690
602	Books Adult/YA Added Cataloged	2,254	4,154

603	Books Added Uncataloged	1,468	1,310
604	Children's Books (added, cataloged)	1,928	3,536
605	Children's Books (added, uncataloged)	507	974
606	Books Total Held as of June 30	114,499	110,478
607	Books Children Held as of June 30	39,088	39,069
608	Books Adult/YA Held as of June 30	75,411	71,409
609	Leased Books (inventory on hand)	0	0
610	Government Documents in separate collections	158	148
611	Microfilm (reels)	922	922
612	Microforms (not microfilm)	873	873
613	Children's Audio Materials held as of June 30	612	417
614	Total Audio Materials	3,192	2819
615	Films	0	0
616	Children's Video Materials held as of June 30	437	472
617	Total Video Materials	2,923	2919
618	Number of Current Print Serial Subscriptions	154	156
619	Books Titles Added (Cataloged)	3,835	5,296
620	Electronic Books	0	
621	Databases	22	
622	Serial Volumes held as of June 30	503	491
623	Current Electronic Serial Subscriptions	0	
THE FIELDS BELOW ARE FOR CSL USE ONLY			
622A	TOT_VOL_HLD (#606+#610+#622)	115,160	110,969.00
624	LIBRARY_ID	M692	M692
625	FISCAL_YR	2002-03	2001-02



626	POPULATION	52400	51500
627	CLSA_DB	0	0
628	PLF_ALLOC	77328	77328
629	SHORT_NAME	Placentia Dist	<i>Placentia Dist</i>
630	LIBR_TYPE	M692	<i>M692</i>
632	CLSA_LIT	29593	29593
633	TABLE	5	5
634	CLSASYSTEM	Santiago	<i>Santiago</i>
635	CLSA_TBR	13506	13506
636	PLF_LOCAL	1631021	1631021
637	Legal Service Area Boundary Change	No	

**Non-English Languages #701-768**

Print Materials ADDED as of June 30

701	Armenian	0	0
702	Chinese	183	4
703	French	0	0
704	German	0	0
705	Hmong	0	0
706	Italian	0	0
707	Japanese	0	0
708	Korean	4	5
709	Laotian	0	0
710	Russian	0	0
711	Spanish	273	107
712	Vietnamese	0	0

Print Materials HELD as of June 30

751	Armenian	0	0
752	Chinese	275	100
753	French	0	0
754	German	0	0

755	Hmong	0	0
756	Italian	0	0
757	Japanese	0	0
758	Korean	73	72
759	Laotian	0	0
760	Russian	0	0
761	Spanish	1,459	1,215
762	Vietnamese	163	286

## THE FIELDS BELOW ARE FOR CSL USE ONLY

763	LIBRARY_ID	M692	<i>M692</i>
765	SHORT_NAME	Placentia Dist	<i>Placentia Dist</i>
766	FISCAL_YR	2002-03	<i>2001-02</i>
767	TABLE	5	<i>5</i>
768	LIBR_TYPE	PHDD	<i>PHDD</i>

**Library Services, Annual #801-821**

801	Total Public Service Hours	1,907	<i>1907</i>
802	Attendance in Library	336,036	<i>308301</i>
803	Reference Questions (omit directional)	16,696	<i>24388</i>
805	Circulation of Children's Materials	78,459	<i>81987</i>
806	Circulation Non-English	4,842	<i>5,072</i>
807	Circulation Non-Book	17,742	<i>19,486</i>
808	Total Circulation	159,339	<i>172306</i>
810	In-Library use of Materials	37,357	<i>34,880</i>
811	ILL loans to others	5,619	<i>4010</i>
812	ILL loans received	2,734	<i>2060</i>
813	Pre-School Programs - Number	301	<i>370</i>
814	Pre-School Programs - Attendance	7,228	<i>8,504</i>
815	School Age Programs - Number	92	<i>132</i>

816	School Age Programs - Attendance	4,540	4,615
817	Adult Programs - Number	12	6
818	Adult Programs - Attendance	167	207
819	Total Programs - Number (Totals question 813, 815, 817)	405	508
820	Total Programs - Attendance (Totals question 814, 816, 818)	11,935	13,326
821	Children's Program Attendance (Totals question 814, 816)	11,768	13119

**Salary Survey #901-923**

901	Director (monthly rate) - Begin	7,863	7,863
902	Director (monthly rate) - Final	7,863	7,863
903	Assistant Dir. - Begin	N/A	N/A
904	Assistant Dir. - Final	N/A	N/A
905	Chief Lib. Div. - Begin	4,125	4,125
906	Chief Lib. Div. - Final	5,277	5,227
907	Branch Libn - Begin	N/A	N/A
908	Branch Libn - Final	N/A	N/A
909	Entry Level Librarian - Begin	2,988	2,988
910	Entry Level Librarian - Final	3,823	3,823
911	Journeyman Librarian - Begin	3,480	3,480
912	Journeyman Librarian - Final	4,452	4,452
913	Lib. Tech. Asst. - Begin	2,527	2,527
914	Lib. Tech. Asst. - Final	3,232	3,232
915	Clerk Non-Pro. (see help) - Begin	1,882	1,882
916	Clerk Non-Pro. (see help) - Final	2,722	2,722
917	Mgr. Of Spec. Servic (non-MLS) - Begin	4,125	4,125
918	Mgr. Of Spec. Servic (non-MLS) - Final	5,277	5,227

THE FIELDS BELOW ARE FOR CSL USE ONLY

918	LIBRARY_ID	M692	<i>M692</i>
919	TABLE	5	<i>5</i>
920	SHORT_NAME	Placentia Dist	<i>Placentia Dist</i>
921	FISCAL_YR	2002-03	<i>2001-02</i>
923	LIBR_TYPE	PHDD	<i>PHDD</i>

**Electronic Services #857-867**

Electronic Access for your Library

857	Took advantage of CA Teleconnect subsidies during this report year.	Yes	<i>Yes</i>
858	Took advantage of federal E-RATE subsidies during this report year.	No	<i>No</i>

Electronic Resources Usage

859	Report Annual Number of Users of Electronic Resources	8,831	
861	NET_TRM_GP (#21+#303)	14	<i>14</i>

THE FIELDS BELOW ARE FOR CSL USE ONLY

862	LIBRARY_ID	M692	<i>M692</i>
863	LIBR_TYPE	PHDD	<i>PHDD</i>
864	SHORT_NAME	Placentia Dist	<i>Placentia Dist</i>
865	TABLE	5	<i>5</i>
866	FISCAL_YR	2002-03	<i>2001-02</i>
867	INST_CODE	P	<i>P</i>

**Mobile Libraries #1-33**

If no mobile libraries then leave blank.

- 1 Street:
- 2 City:
- 3 Zip + 4:
- 4 Phone:
- 5 Type:
- 6 Make:
- 7 Model:
- 8 Year:

- 9 Chassis Manufacturer:
- 10 Length:
- 11 Book Capacity in Volumes:
- 12 Miles traveled/year:
- 13 Number of individual stops:
- 14 Total hours per month in public service (omit travel time):
- 15 Librarians on vehicle - FTE
- 16 Driver/clerks on vehicle - FTE
- 17 Support Staff off vehicle - FTE
- 18 Total materials circulation per year
- 19 Yearly operating and maintenance cost. (fuel, maintenance, repair, labor and parts)
- 21 Number of Internet Terminals - General Public
- 22 Number of Browser Access Terminals - General Public (this is a subset of Internet Terminals - General Public)
- 23 Has adult or children's programming been conducted from a bookmobile?
- 24 Cite example
- 25 SHORT\_NAME
- 26 FISCAL\_YR
- 27 COST\_NOTE
- 28 LIBRARY\_ID
- 29 CIRC\_NOTE
- 30 COST\_COMNT
- 31 LIB\_CODE
- 32 CIRC\_COMNT
- 33 GEN\_NOTES

**Library Outlet #1-316**

## Library Outlet

1	Outlet:	Placentia Library	<i>Placentia Library</i>
2A	Outlet Manager's: First Name (If position is filled, you must enter First and Last name, at least; if position is not filled, enter "VACANT" in 2a and leave 2b & 2c blank)	Elizabeth	<i>Elizabeth</i>
2B	Outlet Manager's: Middle Name	D.	<i>D.</i>
2C	Outlet Manager's: Last Name	Minter	<i>Minter</i>
3	Title:	Library Director	<i>Library Director</i>
4	Street Address:	411 E. Chapman Ave.	<i>411 E. Chapman Ave.</i>
5	Mail Address:	N/A	<i>N/A</i>
6	City:	Placentia	<i>Placentia</i>
7	Mail City:	N/A	<i>N/A</i>
8	Zip+4:	92870-6198	<i>92870-6198</i>
9	Mail Zip:	N/A	<i>N/A</i>
10	FAX Phone:	(714) 528-8236	<i>(714) 528-8236</i>
11A	Phone:	(714) 528-1906	<i>(714) 528-1906</i>
11B	Ext:	210	<i>N/A</i>
13	Type of Outlet:	CE	<i>CE</i>
14	This Facility is Owned by:	SPDT	<i>SPDT</i>
15	This Facility is in need of:	RMDL	<i>RMDL</i>
16	State Senate District:	33	<i>33</i>
17	State Assembly District:	72	<i>72</i>
18	U.S. House District:	39	<i>39</i>
285	Population Served By Outlet.	50,800	<i>50,800</i>
286	Total Outlet Staff, in FTE.	16	<i>16</i>
287	Hours Open, Weekly.	39	<i>39</i>
288	Hours Open, Annually.	1,192	<i>1,907</i>
289	Total Number of Volumes Held by	114,428	<i>110,478</i>

Outlet.		
290	Total Annual Circulation by Outlet.	156,523 172,306
291	Total Outlet Operating Expenditures.	1,502,058 1,424,012
292	Year in which Outlet was Originally Built.	1974 1974
293	Year in which Outlet was Remodeled.	N/A N/A
294	Size of Outlet, in sq. ft.	22,800 22,800
295	Number of Reader Seats in Outlet	227 227
296	Days per week outlet is open to the public.	5 5
297	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes Yes
298	Housed in separate quarters?	Yes Yes
299	Established schedule of hours for public service?	Yes Yes
300	MSA (Metropolitan Statistical Area) Status:	NC NC
301	Degree of Adequacy of this Facility.	8 8
303	Number of Internet Terminals-- General Public.	14 14
304	Number Browser Access Terminals- General Public. The subset of 303 providing general, open, graphical browser access to the WorldWide Web.	11 11
305	SHORT_NAME	Placentia Dist. Placentia Dist.
306	OUTLET_ID	CA0096.001 CA0096.001
307	FISCAL_YR	2002-03 2001-02
308	COUNTY	Orange County Orange County
309	LIBRARY_ID	M692 M692
310	LJBR_TYPE	PHDD PHDD
311	INSTITUTIO	Placentia Library District Placentia Library District

312	CLSASYSTEM	Santiago	<i>Santiago</i>
313	LIB_CODE	M692.001	<i>M692.001</i>
314	INST_CODE	O	<i>O</i>
315	LIBRARY	Placentia Library District	<i>Placentia Library District</i>
316	STATE	CA	<i>CA</i>





CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

## MEMORANDUM

TO: Library Directors and Literacy Coordinators

FROM: State Library Literacy Team

DATE: August 4, 2003

RE: 2003/04 California Library Literacy Services Application

### Changes in the works . . .

Most of you know that the Governor's proposed budget for 2003-04 provided an opening for review of how library literacy services are funded in California. The proposal moved local assistance funds for literacy out of CLSA and into its own line item titled: California Library Literacy and English Acquisition Services Program -- and listed not only the currently funded Adult Literacy and Family Literacy services, but ELLI services as well, seemingly to provide the State Library with funding authority for ELLI, rather than allowing the program to "sunset" on June 30, 2003 as it would have otherwise.

Your State Library Literacy Team chose to view this as a "window of opportunity" that may allow us to make some very positive changes in the way library literacy services are funded!

### First, A Little History . . .

#### The Beginning: Intent of the Law

The California Library Literacy Service was established in 1984 (California Education Code Section 18733) as "a public library services program designed to reduce adult illiteracy by providing English language literacy instruction and related services to adults and youth who are not enrolled in school."

The funding strategy that eventually evolved was designed to assist the public library to develop a strong program in the first 3 years of full funding, and then, to reduce reliance on state funding while increasing local government and private support to ensure continuation. The additional goal of "weaning" libraries away from total dependence on state funding was to free up dollars to allow for expanding the number of participating libraries, and thus the number of Californians being served.

The strategy worked. From 27 funded in the first year, the program has grown to over 100 library jurisdictions providing library literacy services in 2003, serving over 20,000 adults with the help of over 10,000 volunteers annually. Last year local funds generated to support library literacy services topped \$15 million -- 3 times as much as the state funding allocated. A true state-local partnership has been achieved, which leverages an extraordinary amount of local public and private funding for literacy with a relatively small state investment.

#### How it's Playing Out Almost 20 Years Later

Some problems have, however, emerged with the original funding strategy over time. State Library Staff began to identify issues in recent years, and more concern was raised through an independent research project, which included interviews and focus groups with the field in 2001. Excerpts from the outside contractor's report highlight the problem: [The California Library Literacy Service] "is the victim of its own success. It has grown from the original 27 programs, to more than 100. This has significantly increased the number of programs competing for a fixed pool of funds . . . The formula includes no "leveling" provision to adjust for the fact that some communities are far wealthier than others. Programs in wealthy areas that raise huge sums receive significant matching dollars (some near \$100,000). Yet, small programs in poorer areas of the state may . . . receive a match of less than \$2,000. The result has been that several programs in small or less affluent communities have closed."

Further investigation and data collection by state staff for our strategic planning process has confirmed that:

- While the intent of the legislature was to provide a dollar-for-dollar match for each local dollar raised by a program in its 6th and subsequent years of operation (after the 5th year "base operating budget" allocation strategy ended), the state funds allocated have never allowed the match to be greater than 30 cents per local dollar raised, and in recent years, the match has hovered around 15 cents on the dollar.
- 125 programs have been started over the 20 year history of the California Library Literacy Service, but 17, or more than 13% have not survived. Most of the programs that have been lost are in areas of high need but low economic capacity -- often rural county library programs where the cash-strapped county was simply unable to provide the local support necessary to continue a viable program after the 5 years of state funding ended, and all that was left was the state "match." In 2002-2003, 24 of the 100 programs were receiving less than \$10,000 (some as little as \$2,000) from the State Library for their literacy program -- not even enough to ensure a part-time staff presence to assure continuity of the program.
- Three times in the 20 year history of CLLS, the Board decided not to allow new programs to come in because it would have reduced the matching formula to such a small amount per local dollar raised, that it would jeopardize continuation of some of the smaller programs. While additional technical assistance and support has sometimes been provided to several of those "teetering" on the brink of closing their

literacy services, in the current economic reality, additional programs have been added to the "teetering" list.

- While adding additional programs -- FFL, ELLI and LLABS -- to the library literacy service mix has increased valuable services in many California communities, on-going funding and reporting issues have been created -- multiple application processes, reporting formats and deadlines add to the workload of local library literacy staff, consuming valuable hours that could be spent on program development and direct service.

### **Statewide Values for California Library Literacy Services**

In the almost 20 years since the start of the California Library Literacy Campaign, certain values have been developed and maintained among participating library service providers and state literacy staff. These values (attached) were written during the state staff's strategic planning process, and refined with the comments of local library literacy staff and the California Library Services Board over the last two years.

In reviewing our current situation and the opportunities presented to us to analyze the funding mechanism, we have endeavored to be guided by these values, and propose that in order to maintain the integrity of our services, that they continue to guide the development of any changes in the funding process. A complete set of the values is attached.

In our round of meetings with the field, additional concerns have been expressed for our key values in the current funding environment, and a request made that "safeguards" be built into any new funding approach which will:

- Protect the Adult Literacy component -- Many funders don't understand the issues underlying adult literacy, and view services to children as the highest priority. An adult literacy program should continue to be the cornerstone of any library literacy service.
- Protect our ability to serve the hardest to reach and teach -- Learners who are comfortable in a classroom setting can go to an adult school or community college. We offer an alternative (one-on-one tutoring in a non-threatening environment) that allows us to serve those who fall through the cracks.
- Protect our commitment to literacy education vs. ESL for adults -- More than 90% of literacy funds in California are already spent on ESL. (Department of Education funding to adult schools.)

### **SO, WHAT'S BEING PROPOSED?**

The basic elements being proposed for pilot testing in a new funding formula for CLLS are as follows:

- Establish a minimum baseline for currently funded adult literacy programs. The current law requires paid literacy staff, and in 20 years of experience, we have learned that paid staffing is critical to program success. We will propose a baseline amount for Adult Literacy that would at least provide the potential for a part-time staff position dedicated to literacy.
- Provide an amount "per adult learner served" as an additional performance incentive for local libraries, but only to those whose local match exceeds the baseline amount provided by the state for adult literacy. This focuses attention on the importance of local support, and may help to leverage it even further.
- Continue to match on each locally certified dollar raised for adult literacy services in the previous year. Both state and field staff recommend maintaining a "matching" portion of the funding formula as not only an incentive to local libraries to develop support within their communities, but as an incentive to local funders who see their dollars leveraged .
- Provide an additional somewhat smaller baseline for each of the other library literacy components currently provided by libraries -- i.e., Families for Literacy, LLABS, and ELLI programs provided out of a library's literacy service.
- Provide state funds for library literacy services using a single new funding formula for all library literacy services rather than treating the services each as individual categorical grants. This concept would allow local libraries to take a holistic view of the community's literacy needs and library resources to determine the best "mix" of services to offer and the best local use of state funding for literacy services. Participating libraries will be afforded the flexibility to identify local needs and resources, and structure programming and allocate state funding across programs in order to achieve the highest and best use of the dollars, as long as minimum standards are met for receiving any program baseline funding from the State Library.
- Implement a single application and reporting format which focuses on "Outcomes Measures." This will reduce the paperwork burden on limited staff time of both local and state literacy staff, while yielding important "impact evaluation" information in addition to the impressive service delivery and volunteerism statistics we already collect.
- Add new local literacy services only when available state funding allows new programs to be added without significantly hurting the funding levels of existing programs who are performing at expected levels.

### **So, What Happens Now that the Budget is Signed?**

The signed budget contains the same \$5.3 million budgeted for literacy as we had to distribute in 2002/03, and includes the "trailer bill" AB1266 containing language that allows us to implement the new funding formula we have been planning. We foresee a two year pilot project, during which we will seek to identify any refinements that need to

be made in the funding formula. Our primary concerns will be to maintain the integrity of the program and its Values, and to preserve our unique relationship with the field.

**What You Need to Do Now:**

- (1) Use the attached forms to apply for funding for the library literacy services you wish to continue in the 2003/04 fiscal year. (Note that you may apply for 2003/04 funding only for programs that were funded by us in 2002/03.) **Due date is Friday, September 5.** Your completed application packet should contain:
  - Completed and Signed "Application for Continuing Programs"
  - Completed and Signed "Projected Budget for Fiscal Year 2003/04"
  - Checked and Signed "Minimum Standards Certification" Forms for those literacy services you will provide this year
- (2) Participate in the live webcast we have scheduled for **Wednesday, August 20 from 9 - 11 a.m.**, where we will share information about the new funding formula and application forms and process for California Library Literacy Services, and answer your questions.

SO, SAVE THAT DATE AND TIME -- a webcast means you will be able to watch us on your desk top computer, and we will send to the literacy listservs the technical information you will need to access. For those who won't be able to join us live, we will "archive" the webcast once its over, which means you will be able to go to a site on the internet and watch it taped.

- (3) We have enclosed a "Call for Comments" page in order to get additional input and ideas from all of you. **Please help us out by sharing your thoughts by August 15.**

Attachments: New Funding Formula Chart  
California Library Literacy Services Statewide Values  
Minimum Standards Certification Forms  
CLLS Plan of Service  
Application for Continuing Programs  
Sample Application for Continuing Programs  
Projected Budget for Fiscal Year 2003/04 Form  
Sample Projected Budget for Fiscal Year 2003/04 Form  
Proposed New CLLS Application and Reporting Timeline  
Draft Roles and Goals Form  
Call for Comments Form




# CLLS Distribution Formula

## Local Library Literacy Services Certified

The amount that was expended on Adult Literacy Services (ALS) not including State funds in 2002/03  
*and*  
The number of adult learners served in 2002/03  
*and*  
An intent to provide:

- Adult Literacy Services
- Families for Literacy Services
- English Language & Literacy Intensive Services; and/or
- Libraries, Literacy, and Books Services



## The California State Library Awards

**A BASELINE**  
A baseline amount for each service that will be provided in 2003/04:

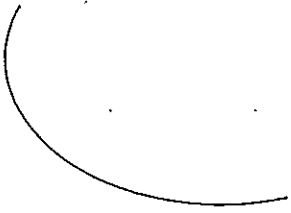
- ALS
- FFL
- ELLI
- LLABS



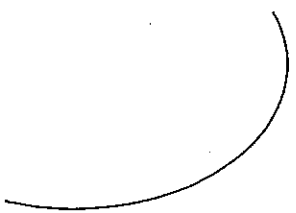
**A MATCH**  
A match based on the amount of local dollars expended on ALS in 2002/03 (per certification) \*



**A PER CAPITA**  
A per capita amount based on the number of adult learners served in 2002/03 (per certification) \*



**SAFEGUARD**  
No library literacy services will be cut more than a certain percentage over the prior year (e.g. 25%)



\* If your local match is less than the baseline, your program is not eligible for the matching and per capita elements of this formula.

## FY/2003-04 STATE BUDGET

# \$\$ ANTICIPATED IMPACT ON CLLS \$\$

⌘ “English Acquisition & Literacy Program” is the name (for now) of the new line item, which consolidates literacy services (ALS, FFL, ELLI & LLABS). This reflects a general trend toward moving away from categorization of monies and combining things into block grants.

⌘ The impact of this block grant approach is that:

- you will apply for all of your literacy services in one application
- you will report on all of your literacy services in one streamlined mid-year and final report
- once the formula has been used to calculate an award amount for your library’s literacy services, you will be able to allocate the money among those programs as you see fit

⌘ ELLI has been combined with an Adult Literacy Services (ALS) and Families for Literacy (FFL) line item in the budget. The total amount allocated for these services is \$5.3 million.

⌘ In 2003/04 and after, ELLI programs will have to be coordinated through the library’s literacy services office and be a part of the overall mission and plan of service of this arm of the library. Adult literacy services must be in place before ELLI funding will be awarded.

⌘ We have applied for one-time “transitional funding” for those ELLI programs that are not coordinated through literacy services. This will help these libraries provide one more year of service (in a very modified way) and plan for future years where State funding will not be available.

⌘ No applications for new literacy services (ALS, FFL, ELLI or LLABS) will be accepted this year.



# CLLS Statewide Values

## *California Library Literacy Services are:*

### ■ *Regular Library Services*

Library-based literacy services bring a new and diverse clientele to the library, while enhancing library visibility and community goodwill. They help libraries fulfill their mission by providing information and resource sharing, as well as opportunities for life-long learning.

### ■ *Learner Goal Oriented*

Our interest is in helping learners meet *their* goals for improving their basic skills, not solely in helping them achieve increased test scores or grade levels. Learner-centered literacy instruction supports adult learners and their families in their major life roles as citizens and/or community members, workers and family members.

### ■ *Committed to Quality Service*

Literacy services are cost effective, driven by community needs, and outcomes based. They provide an excellent value for the library, the community, the legislature, and the taxpayer.

### ■ *Respectful of Volunteer Involvement*

Volunteer tutors and other volunteers are fundamental to the success of library literacy services. We honor and value their commitment and support.

### ■ *Learner-Centered*

The niche for library literacy services is in serving those who have not succeeded in a classroom setting. Our service is individually geared to each learner and provided in a one-to-one or small group environment.

### ■ *Grounded in Literacy for Adults*

Outreach to adults is the foundation of library literacy services because reaching the adult is the critical first step in addressing the literacy needs of the entire family. Serving adults provides continuity and a bridge to the family and the community.

### ■ *Dedicated to Empowering Adult Learners*

Service to adult learners encompasses more than just tutor/student instruction; we support the creation of programming in which adult learners can meet and learn from each other. We recognize the value that adult learners bring to literacy services as active participants, volunteers, and as library literacy staff members.

### ■ *Passionate Advocates*

For those involved in California Library Literacy Services, working in literacy services is an avocation, not just a job.

### ■ *Supportive of Local Autonomy*

We value the autonomy of local literacy services. Each is unique because it is locally designed to meet the specific needs of the diverse community it represents.

■ *Well Situated for Learning*

We believe the library is uniquely suited for literacy services as it provides a comfortable, supportive, and enriching atmosphere for learners and their families.

■ *State/Local Partnerships*

Because literacy is viewed as a core library service, both the state and local levels strive to ensure continuity of programming. The state funding process provides a continual baseline of support based on achievement of minimum standards and reporting requirements. In addition, a strong healthy library literacy service is funded in large measure by its local jurisdiction, and the state funding process rewards that commitment.

■ *Diverse*

We believe that the strongest library literacy services are those that value the various learning styles, ethnicities, ages, and abilities of their learners, volunteers, staff, and communities.

■ *Team Oriented*

We value taking a team approach at the local, regional and state levels of California Library Literacy Services.

■ *Agents of Change*

By teaching life skills as an integrated part of learning to read and write, library literacy services have far-reaching impact. They change the lives of learners, and this positively affects their families, their tutors, and the community.

■ *Inclusive of English as a Second Language*

While the primary focus of California Library Literacy Services is literacy for English speaking adults, we appreciate those libraries that have targeted ESL parents through the English Language Literacy Intensive (ELLI) program or have identified other resources to provide ESL services in communities where there is a need.

■ *A Family of Learners*

We value continuing education and life-long learning for all literacy stakeholders.

■ *Always Free to the 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.

■ *Family Oriented*

Library literacy services regularly include whole families in their programming and acknowledge the importance of this support system for participating adults. We also recognize the parent as the child's first and most important teacher and actively support learners in this important role.

# Minimum Standards for California Library Literacy Services

## Adult Literacy Services

In order to receive a baseline amount of funding from the California State Library for Adult Literacy Services, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

- "Dedicated staff" have been assigned specifically to adult literacy services
- Literacy instruction is provided for the English-speaking adults who seek it, and the service is in response to the needs of the community
- Literacy services are provided in a library setting or, if elsewhere, a strong connection to the library is made
- The service has trained volunteer tutors and adult learners
- 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
- Adult learners go through an initial intake process, which includes screening, assessment and the setting of personal literacy goals
- Adult learners receive regular instruction including but not limited to one-to-one, small group and/or computer instruction
- Volunteer tutor screening, training, assessment and referral services are provided
- After volunteer tutors receive training they are matched or are waiting to be matched with adult learners
- Volunteer tutors meet regularly with adult learners and report on their progress
- Ongoing tutor and adult learner support services and programs are offered
- The library has a method for gathering literacy data
- The library undertakes periodic, regular student assessment, literacy services evaluation, and the reporting of outcomes
- The library has a plan for increased local support, i.e., a financial commitment from the local jurisdiction
- Literacy staff participate in their regional network (BALIT, CVLLN, NCLC, SCLLN)
- The library participates in or is in the process of establishing a local adult literacy coalition
- The library knows its community and the community's literacy needs

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Library Director Signature, FY 2003/04

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Library Name

# Minimum Standards for California Library Literacy Services

## Families for Literacy (FFL)

In order to receive a baseline amount of funding from the California State Library for Families for Literacy, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

- Adult caregivers are the primary focus of family literacy instruction
- Adult caregivers are participants in the library's adult literacy services
- Volunteer tutors who work with the participating adults receive special training designed to support family literacy concepts and practices
- Families eligible for FFL include, but are not limited to, those with young children up to the age of five years
- Regular programming is provided for the adult and the child together during hours that are convenient for the families
- Regular programming is provided in a library setting or, if elsewhere, a strong connection to the library is made
- Literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children
- There are multiple 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
- 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
- The library has a method for gathering family literacy data
- The library undertakes periodic, regular parent assessment, family literacy services evaluation and the reporting of outcomes
- The library knows its community and the community's family literacy needs

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Library Director Signature  
FY 2003/04

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Library Name

# Minimum Standards for California Library Literacy Services

## English Language & Literacy Intensive Program (ELLI)

In order to receive a baseline amount of funding from the California State Library for ELLI, please check and sign the following to certify that your library literacy services are in compliance with these minimum operational standards:

- Participants are identified as at-risk school-age children (grades K – 12) whose home language is one other than English
- 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
- Regular programming is provided in a library setting or, if elsewhere, a strong connection to the library is made
- 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
- Literacy and other library staff cooperate, partner and collaborate to assure maximum integration of library services for participating parents and children
- 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
- The library has a method for gathering ELLI data
- 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 knows its community and the community's need for English language literacy services

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Library Director Signature  
FY 2003/04

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Library Name



# LOCAL AGENCY FORMATION COMMISSION ORANGE COUNTY

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

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## REGULAR MEETING AGENDA

Wednesday, August 13, 2003, 9 a.m.  
Planning Commission Hearing Room, Hall of Administration  
10 Civic Center Plaza, Santa Ana

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

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

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.
6. **CONSENT CALENDAR**
  - a.) **Shea Homes Reorganization (RO 03-01)**

The Commission will consider the annexation of approximately 4.9 acres of unincorporated territory to the City of Huntington Beach and the Orange County Sanitation District.
  - b.) **Legislative Report**

The Commission will receive a report on legislation of interest to LAFCO.
7. **PUBLIC HEARING**
  - a.) **Planning Area 40 Annexation to the City of Irvine (CA 00-13)**

The Commission will reconsider the annexation of approximately 745 acres of unincorporated territory to the City of Irvine.

**8. COMMISSION DISCUSSION**

**a.) MSR Program – Phase One Consultant Report**

The Commission will receive and file a consultants' report on Phase One countywide interview findings and authorize staff to begin Phase Two MSR Prototypes.

**b.) CALAFCO Awards & Executive Board Nominations**

The Commission will receive information on the 2003 CALAFCO achievement awards and vacancies on the CALAFCO Executive Board.

**9. COMMISSIONER COMMENTS**

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

**10. INFORMATIONAL ITEMS**

**a.) CALAFCO Annual Conference 2003**

The Commission will receive an update on CALAFCO's annual conference to be held at the Crowne Plaza Hotel in San Francisco's Union Square on September 24 through September 26, 2003.

**b.) Orange County Leadership Symposium III Update**

The Commission will receive an update on the OCLS Advisory Teams' progress in coordinating the OCLS III event for January 2004.

**11. CLOSED SESSION**

None

**12. ADJOURNMENT**

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

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






# 2003 LAFCO CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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JULY							AUGUST							SEPTEMBER						
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OCTOBER							NOVEMBER							DECEMBER						
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Boxed dates are regular LAFCO meeting dates

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

-  2003 Orange County Leadership Symposium is January 23rd through January 26th.
-  2003 LAFCO Strategic Planning Session is January 31st.
-  2003 CALAFCO Annual Conference is September 24th through September 26th In San Francisco.



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# PLACENTIA LIBRARY DISTRICT

## ADMINISTRATIVE ASSISTANT'S OFFICE

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**TO:** Elizabeth D. Minter, Library Director  
**FROM:** Donna Siloti, Administrative Assistant *ds*  
**DATE:** August 19, 2003  
**SUBJECT:** New Trustee Procedures

**BACKGROUND:**

The following procedures must be completed following the appointment of Richard DeVecchio to the vacant trustee position on the Library Board.

1. Notify California Special Districts Association (CSDA).
2. Notify Independent Special Districts of Orange County (ISDOC).
3. Prepare Authorized Signature List for County of Orange
4. Prepare new signature cards for each bank account.

Bank of the West	General Fund Checking	664-023272
	General Fund Savings	664-016995
	County Exempt Checking	664-023298
	County Exempt Savings	664-009305
	Literacy Fund	664-012929

Wells Fargo	Checking Account	201-1939659
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Calif. National Bank	Certificate of Deposit	0028205565
	Certificate of Deposit	0028205573


5. Provide Richard with Form 700 Statement of Economic Interests

**RECOMMENDATION:**

Approve all changes for Placentia Library District signature cards and memberships.





 orange county council of governments

August 6, 2003

Dear Orange County Stakeholder:

On behalf of the Orange County Council for Governments, I invite you to attend OCCOG's annual General Assembly on Thursday, August 28, 2003, from 8:30 a.m. to 1:30 p.m. at the Orange County Water District, located at 10500 Ellis Avenue, Fountain Valley, California. This General Assembly, marking OCCOG's seventh year, will be a day of reflection and projection – reflecting on what OCCOG has done in the past and projecting what OCCOG can do in the future.

In just seven years, OCCOG has established itself as a broad-based coalition, offering the only countywide forum to discuss challenging regional issues and work toward consensus and resolution. The General Assembly is a way to celebrate our achievements, and look to the future.

At this year's General Assembly, OCCOG will kick-off its Growth Visioning Program, an initiative to provide Orange County communities with educational information regarding smart growth principles as a means to develop alternatives to traditional growth patterns. Attendees will hear from two prominent regional issues experts – Dr. Dowell Myers, an authority on regional demographics, and Mr. Nick Bollman, founder and president of the California Center for Regional Leadership and an authority on regional collaboration.

If you have any questions regarding the General Assembly, please contact Annabel Cook, OCCOG's Regional Issues Consultant, at (714) 571-5844 or Heather Dion, OCCOG's Regional Issues Analyst, at (714) 571-5840.

Thank you for your continued support of OCCOG. Together, we can address the challenges our communities face. I hope to see you at the General Assembly.

Sincerely,

  
Phil Anthony  
Chair, Orange County Council of Governments

Enclosures

- 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
- Irvine Ranch Water District
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Transportation Corridor Agencies

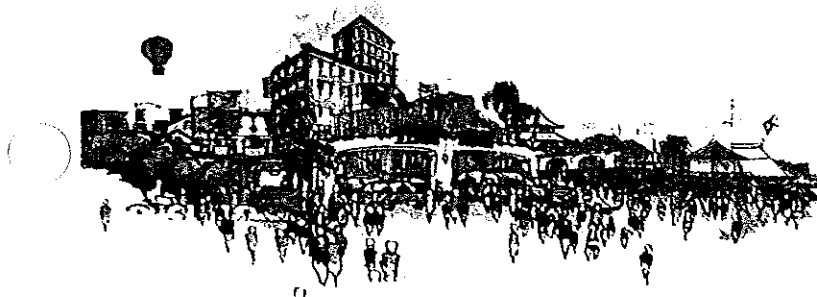
**Orange County Council of Governments  
General Assembly**

**August 28, 2003  
8:30 a.m. – 1:30 p.m.**

**Orange County Water District  
10500 Ellis Avenue  
Fountain Valley, California**

**Draft Agenda**

- 8:30 a.m. Registration and Continental Breakfast**
- 9:00 a.m. Welcome** **The Honorable Philip Anthony**  
**Pledge of Allegiance** **Chair, OCCOG Board**
- 9:15 a.m. OCCOG General Presentation**  
- 2002-2003 – A Review **Heather Dion**  
- Report on Funding **Annabel Cook**  
**Regional Issues Analyst**  
**Regional Issues Consultant**
- 9:45 a.m. A Regional Message** **The Honorable Bev Perry**  
**OCCOG Board Member**  
**SCAG President**
- 10:00 a.m. Changing Times** **Dr. Dowell Myers**  
Dr. Myers, a renowned regional demographer, **Professor, USC**  
will discuss the region's growth and address  
changes in southern California's demographics.
- 10:30 a.m. Break**
- 10:45 a.m. Keynote Address** **Mr. Nick Bollman**  
Mr. Nick Bollman, one of the foremost **President, California Center for**  
authorities on the issue of regional issues **Regional Leadership**  
and collaboration, will discuss Growth  
Visioning as a means to evaluate smart  
growth principles as alternatives to traditional  
development patterns.
- 11:30 a.m. Setting the Agenda – 2003- 2004** **All**  
A discussion, moderated by Mr. Bollman,  
regarding OCCOG's goals for 2003-2004.
- **Lunch to be Served \***
- 1:30 p.m. Adjournment**



 orange county council of governments

July 22, 2003

Mr. Al Shkoler  
President  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92870-6198

Dear Chairperson Shkoler:

The Orange County Council of Governments is preparing for its annual General Assembly, to be held on August 28, 2003, from 9:00 a.m. to 1:00 p.m. at the Orange County Water District in Fountain Valley, California. This year has been an exciting year for OCCOG, with the addition of eight members and several exciting projects.

Pursuant to the OCCOG bylaws, each member city, county or agency must designate a representative to serve as a delegate to the General Assembly. OCCOG staff is in the process of updating our records to ensure that all member agencies have delegates. To assist us in this process, please provide a delegate's name on the enclosed form and return the form via fax to 714/972-1816 by August 4, 2003.

Please also find enclosed with this letter, a save-the-date flyer for the General Assembly. An invitation will be mailed to you in the next two weeks. I hope that you will be able to join us for this special event.

If you have any questions, please do not hesitate to contact Heather Dion at 714/972-0077. Thank you for your support and participation.

Sincerely,

  
Phil Anthony, Chair  
Board Member, Orange County Water District

cc: General Manager/Executive Director

Enclosures

- 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
- Irvine Ranch Water District
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Transportation Corridor Agencies



ORANGE COUNTY COUNCIL OF GOVERNMENTS

## GENERAL ASSEMBLY

THURSDAY ~ AUGUST 28, 2003

8:30 A.M. ~ 1:30 P.M.

ORANGE COUNTY WATER DISTRICT

10500 ELLIS AVENUE, FOUNTAIN VALLEY



### PLANNING THE FUTURE OF ORANGE COUNTY



*At the General Assembly, we will explore our future, and discuss how working together, we can meet the challenges of accommodating future growth.*

**JOIN US.** *Because in the end, it's not a question of **what** defines the future, but **who** defines it. And the answer is:*

**WE ALL DO TOGETHER!**

*\* A limited number of seats are available.  
Look for your invitation in the next few weeks.*

*For more information regarding the General Assembly,  
please contact Heather Dion at (714) 972-0077.*

Orange County Council of Governments  
600 W. Santa Ana Blvd., Suite 214  
Santa Ana, CA 92701  
(714) 972-0077

ORANGE COUNTY COUNCIL OF GOVERNMENTS



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**






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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director  
**SUBJECT:** Legislative Issues and a Review of the Status of the State Budget and State Library Budget  
**DATE:** August 25, 2003

**BACKGROUND**

The State Budget as signed by Governor Davis will impact Placentia Library District as follows:

-  No changes in the District's property tax allocation
-  Transaction Based Reimbursements (TBR) are included but the rate of reimbursement for interlibrary loan has not yet been announced by the State Library
-  Public Library Foundation Fund (PLF) has approximately \$15 million which should mean approximately \$22,000 for Placentia Library District. The State Controller has said that these funds may not actually be paid if the State's financial condition worsens before the end of the calendar year. \$ 23,225
-  The State Mandate reimbursements (Placentia Library District has approximately \$30,000 in outstanding claims) will not be paid this year but Steve Shields Consultants assures us that they will be paid eventually. The District is supposed to earn interest on outstanding balances from the date they are due.
-  Literacy funding is switching from categorical grants (each separately applied for and reported) to one library-based literacy program. The total amount available will not be known until October.

The Board will review any addition information received after the posting of the Agenda at the Library Board Meeting.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EMD*  
**SUBJECT:** **Public Hearing on the Fines & Fees Schedule for Fiscal Year 2003-2004**  
**DATE:** August 25, 2003

**BACKGROUND:**

Attachment A is the Fines & Fees Schedule for Fiscal Year 2003-2004 as approved by the Library Board at its Meeting on May 12, 2003 and scheduled for Public Hearing at the Library Board Meeting of August 25, 2003.

The Notice of Public Hearing for the Proposed Fines & Fees Schedule for Fiscal Year 2003-2004 for the Placentia Library District was published in the *Placentia News Times* on August 14, 2003 and posted at the Library on August 7, 2003. The Proof of Publication will be included with the General Consent Calendar for the September 22, 2003 Library Board Meeting.

The Public Hearing should be conducted before Board discussion of the item.

Attachment B is Resolution 03-08 adopting the Fines & Fees Schedule for Fiscal Year 2003-2004.

**RECOMMENDATIONS:**

1. Conduct the Public Hearing on the Policy as published.
2. Finalize Fines & Fees Schedule for Fiscal Year 2003-2004
3. Read Resolution 03-08 by Title only
4. Adopt Resolution 03-08



# PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

*Adopted May 12, 2003 and Set for Public Hearing August 25, 2003*

<u>FINES</u>	<u>PER DAY</u>
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.

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
All Items .....	\$ 10.00

<u>RESERVES &amp; SHELF CHECKS</u>	<u>PER ITEM</u>
All Items .....	\$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus .....	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Cataloged Adult & Children's Books .....	Item Cost + \$ 5.00 ..... \$ 20.00
Uncataloged Paperbacks .....	Item Cost + \$ 5.00 ..... 5.00
Magazines/Pamphlets .....	No Processing Fee ..... 3.00
Cassettes .....	No Processing Fee ..... 10.00
CD's, CD ROM's & Videos .....	Item Cost + \$ 5.00 ..... 15.00
Audio Books (all formats) .....	Item Cost + \$ 5.00 ..... 50.00

*\*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.*

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
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

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours .....	\$ 35.00
Additional hours, in four hour increments .....	35.00
Set-up & Clean-up combination .....	\$30.00
Set-up fee .....	20.00
Clean-up fee .....	20.00

<u>SURCHARGES</u>	
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

## DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

*Adopted by the Library Board of Trustees, January 18, 1993.*



RESOLUTION 03-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE FINES AND FEES SCHEDULE FOR FY 2003-2004 OF PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19645 of the Education Code of the State of California establishes that the Board of Library Trustees shall make and enforce all rules, regulations and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California establishes that for violation of any rule, regulation, or bylaw a person may be fined or excluded from the privileges

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Fines and Fees Schedule for Fiscal Year 2003-2004 dated August 25, 2003, and implements such on August 25, 2003.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California )

)ss.

County of Orange )

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a regular meeting hereof held on the twenty-fifth day of August, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-fifth day of August, 2003.

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Betty Escobosa, Secretary  
Board of Trustees of the Placentia Library District  
Of Orange County





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Fiscal Year 2003-2004 Budget  
**DATE:** August 25, 2003

**BACKGROUND:**

The Fiscal Year 2003-2004 Budget for Fund 707 (General Fund) was presented to the Library Board at its July 21, 2003 meeting and set for Public Hearing on August 25, 2003.

Legal Notices

The Notice of Public Hearing for the Proposed Budget for 2003-2004 Fiscal Year for the Placentia Library District was published in the *Placentia News Times* on August 14, 2003 and posted at the Library on August 7, 2003. The Proof of Publication will be included with the General Consent Calendar for the September 22, 2003 Library Board Meeting.

Fiscal Year 2003-2004 Budget

The Proposed Fiscal Year 2003-2004 Budget for Placentia Library District was presented to the Library Board at its July 21, 2003 Meeting. The Budget for Fund 707 (General Fund) is Attachment A.

The Orange County Budget Forms for Placentia Library District Funds 702 (Structural Repair), 703 (Automation Replacement), 706 (Bond Redemption), 707 (General Fund), and 708 (Sick Leave Payoff) are Attachment B.

A public hearing needs to be conducted for the Proposed Budget for 2003-2004 Fiscal Year for the Placentia Library District.

The Fiscal Year 2003-2004 Budget for all District Funds needs to be adopted by Resolution 03-09. (Attachment C)

**RECOMMENDATIONS:**

1. Conduct Public Hearing on the Budget for Fiscal Year 2003-2004 as published.
3. Finalize Placentia Library District Budget for all Funds for 2003-2004 Fiscal Year.
4. Motion to read Resolution 03-09 by title only
5. Motion to adopt Resolution 03-09
6. Authorize the Chair and Secretary of the Placentia Library District Board of Trustees to sign the Orange County Budget Forms.



Piacentia Library District  
Revenue Budget for Fund 707 for Fiscal Year 2003-2004  
July 21, 2003

Object Code	Category	FY1998-99 Actual	FY1999-00 Actual	FY2000-01 Actual	FY2001-02 Actual	FY2002-03 Actual	FY2003-04 Proposed	% CHANGE PREV YR
6210-00	Current Secured	764,422	849,522	921,767	995,217	1,072,450	1,147,522	7.0%
6210-01	Public Utility	24,001	25,854	23,111	25,158	22,886	22,500	-1.7%
6210-04	Tecser Plan - Current Delinquent	0	0	12,334	13,876	14,764	14,500	-1.8%
	SUB-TOTAL CURRENT SECURED	788,422	875,376	957,212	1,034,251	1,110,100	1,184,522	6.7%
6230	Prior Secured	19,667	19,936	12,028	12,031	14,166	13,000	-8.2%
	TOTAL SECURED	808,089	895,312	969,240	1,046,282	1,124,266	1,197,522	6.5%
6220	Current Unsecured	50,053	53,807	55,274	56,067	58,450	57,500	-1.6%
6240	Prior Unsecured	1,054	936	962	668	785	750	-4.5%
	TOTAL UNSECURED	51,107	54,743	56,236	56,734	59,235	58,250	-1.7%
6690	HOMEOWNER	15,578	16,224	16,245	16,101	16,339	16,250	-0.5%
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	874,774	966,278	1,041,721	1,119,118	1,199,840	1,272,022	6.0%
6250	SPECIAL DISTRICT AUGMENTATION	9,062	9,782	8,555	9,088	8,224	8,000	-2.7%
6260/6540	PENALTIES/DELINQUENCIES	270	249	268	0	0	0	
6280	SUPPLEMENTAL - CURRENT	24,408	33,580	36,813	39,810	48,663	40,000	-17.8%
6300	SUPPLEMENTAL - PRIOR	781	720	821	1,303	1,364	1,300	-4.7%
6610	INTEREST	12,734	20,286	21,191	11,628	8,670	8,500	-2.0%
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	47,255	64,618	67,648	61,829	66,921	57,800	-13.6%
	TOTAL PROPERTY TAX REVENUE	922,030	1,030,896	1,109,369	1,180,947	1,266,761	1,329,822	5.0%
6970	STATE LIBRARY & STATE	78,601	142,922	169,318	125,235	242,019	52,000	-78.5%
7130	BANKRUPTCY RECOVERY DISTRIBUTION	0	36,814	0	0	0	0	
7615	TRANSFER FROM OTHER LIBRARY FUND:	0	0	0	0	0	0	
7670	LOCAL REVENUE	41,587	108,350	80,563	114,603	184,470	176,000	-4.6%
7680	6 MO. EXPIRED (OUTLAW) CHECKS	224	101	0	96	0	0	
	TOTAL REVENUE:	1,042,442	1,319,082	1,359,249	1,420,881	1,693,250	1,557,822	-8.0%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004  
Proposed July 21, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
2800-00	Electricity	40,519	40,615	37,795	58,119	54,097	60,000	10.9%
	Gas	5,852	3,115	5,884	3,002	3,119	3,500	12.2%
	Water	2,266	3,588	3,087	3,681	3,132	3,750	19.7%
	Total Utilities	48,637	47,318	46,766	64,801	60,349	67,250	11.4%
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>409,835</b>	<b>504,316</b>	<b>521,360</b>	<b>594,688</b>	<b>616,421</b>	<b>587,314</b>	<b>-4.7%</b>
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	1,001	3,652	1,160	2,029	5,384	4,000	-25.7%
4000-00	Equipment	16,445	26,993	29,927	18,050	28,213	20,000	-29.1%
4000-07	Equipment - ELLI Grant	2,800	0	0	2,798	1,501	0	-100.0%
4000-08	Equipment - CLC Grant	120	0	558	0	2,726	0	
4000-09	Equipment - Gates Foundation Grant	0	14,436	0	0	0	0	
4000-11	Equipment	0	0	0	0	0	0	
	Total Equipment	19,365	41,429	30,484	20,848	32,440	20,000	-38.3%
4200-00	Structures/Improvements	0	0	0	0	462	0	
	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>19,365</b>	<b>41,429</b>	<b>30,484</b>	<b>20,848</b>	<b>32,902</b>	<b>20,000</b>	<b>-39.2%</b>
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	0	77,000	
5600	INVESTMENT POOL LOSS	0	0	0	0	0	0	
	<b>TOTAL EXPENSES</b>	<b>1,028,664</b>	<b>1,197,624</b>	<b>1,320,395</b>	<b>1,423,962</b>	<b>1,502,058</b>	<b>1,557,822</b>	<b>3.7%</b>
	ELLI Grant Summary Object Code 07	6,209.95	0	0	19,293	15,466	0	-100.0%
	CLC Summary Object Code 08	7,461.96	10,417	21,981	23,302	25,409	16,300	-35.9%
	FFL Grant Summary Object Code 09	0.00	15,071	513	867	4,684	3,150	-32.8%
	Partnerships for Change Grant			4,240	12,293	0	0	
	<b>TOTAL LITERACY (Excluding Personnel)</b>	<b>13,671.91</b>	<b>25,488</b>	<b>22,494</b>	<b>43,462</b>	<b>45,560</b>	<b>19,450</b>	<b>-57.3%</b>

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004  
Proposed July 21, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
2100-00	Rents/Leases-Equipment	0	0	0	0	622	400	
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	72,215	91,373	70,195	101,370	103,680	105,000	1.3%
2300-00	Small Tools/Instruments	0	0	0	0	0	0	
2400-00	Special Department Expense - Miscellaneous	0	0	0	48	0	0	
2400-01	Special Department Expense- Books	82,661	73,446	100,821	82,829	71,422	131,840	84.6%
2400-02	Special Department Expense - Video	3,400	1,480	2,544	242	338	0	
2400-03	Special Department Expense - Electronic	5,230	20,301	23,501	28,698	57,995	0	
2400-04	Special Department Expense - Periodicals	4,228	19,827	14,765	15,962	8,058	0	
2400-05	Special Department Expense - Audio	347	6,753	7,673	7,476	13,452	0	
2400-07	Special Department Expense - ELLI Grant	0	0	0	78	5,204	0	-100.0%
2400-08	Special Department Expense - Adult Literacy	3,594	6,424	4,292	3,724	4,980	2,000	-59.8%
2400-09	Special Department Expense - Family Literacy	0	0	0	76	1,759	0	
	Total Special Department Expense	99,459	128,232	153,595	139,132	163,208	133,840	-18.0%
2600-00	Transportation/Travel - General	0	0	0	0	0	0	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,531	1,445	1,046	1,673	2,368	2,500	5.6%
2700-01	Transportation/Travel - Meetings, Staff Local	1,907	2,699	3,755	5,983	3,873	4,500	16.2%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,035	124	582	1,344	1,357	1,500	10.5%
2700-03	Transportation/Travel - Meetings, Board Local	534	477	498	941	611	750	22.7%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	198	0	0	
2700-07	Transportation/Travel - Meetings, ELLI Grant	915	0	0	1,108	951	0	-100.0%
2700-08	Transportation/Travel - Meetings - Adult Literacy	212	936	1,390	1,124	1,025	1,000	-2.5%
2700-09	Transportation/Travel - Meetings - Family Literacy	0	635	0	0	260	0	-100.0%
	Total Transportation/Travel - Meetings	6,135	6,316	7,270	12,370	10,445	10,250	-1.9%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004  
Proposed July 21, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
	Care Resources (Employee Assistance)	385	420	420	420	420	420	0.0%
	Pension Fund Operating & Investment Mgmt. Expenses	6,863	6,665	6,558	3,479	6,271	7,000	11.6%
	Anaheim Library Automated Library System	39,295	40,584	43,978	25,219	30,170	34,000	12.7%
	Anaheim Consortium Computer Technical & Consulting Services	0	0	0	900	0	0	
	Clipping Service	417	397	453	453	500	504	0.9%
	Tax Collection Services & Fees by Orange County & LAFCO	291	1,386	309	6,499	7,654	8,500	11.1%
	Advertising (including WEB site)	734	1,200	787	2,350	3,813	4,000	4.9%
	Medical Exams	473	368	315	1,183	1,070	1,200	12.2%
	Collection Services - Accounts Receivable	633	1,862	2,228	2,154	1,862	2,250	20.9%
	Audit & Accounting Services (Munson, Cronick & Assoc.)	4,811	3,775	5,140	5,150	4,885	5,250	7.5%
	Payroll Preparation	2,349	2,622	2,949	3,069	3,895	3,600	-7.6%
	Election Expenses	0	0	0	0	0	0	
	Staff Training in Library	0	0	0	0	3,500	3,500	
	Other (Includes contract storyteller)	3,511	18,151	9,329	25,794	14,255	14,000	-1.8%
1900-00	Total Specialized Services - General Fund	59,761	77,430	72,465	76,669	78,293	84,224	7.6%
1900-01	Specialized Services - LSCA II Grant/Partnerships for Change	0	0	4,240	12,293	0	0	
1900-07	Specialized Services - ELLI Grant	0	0	0	5,271	5,217	0	
1900-08	Specialized Services - Adult Literacy	80	80	8,597	3,782	8,230	5,000	-39.2%
1900-09	Specialized Services - Family Literacy/LSCA Grant	0	0	0	184	640	500	-21.9%
1900-18	Tax Collection Services & Fees by Orange County	2,117	8,826	11,939	10,794	12,074	12,500	3.5%
	Total Specialized Services	61,958	86,335	97,240	108,992	104,454	107,224	-2.1%
2000-00	Legal Notices - General Fund	0	0	458	0	175	650	271.1%
2000-01	Legal Notices - LSCA II Grant	0	0	0	0	0	0	
	Total Legal Notices	0	0	458	0	175	650	271.1%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004  
Proposed July 21, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
1800-00	Library Supplies	6,818	6,275	8,824	10,755	14,419	12,000	-16.8%
	Printing	9,135	8,630	9,262	12,209	11,535	11,500	-0.3%
	EZ Copy - copy cards for sale to patrons	0	0	0	0	0	0	
	Publications	730	560	821	3,252	1,057	1,100	4.1%
	Paper	894	1,664	1,694	1,613	678	700	3.3%
	Drinking Water Service	274	275	311	289	330	350	6.1%
	Other Office Supplies	4,883	8,408	8,639	13,327	10,210	10,000	-2.1%
	Total Office Supply Expense - General Fund	22,734	25,812	29,551	41,444	38,228	35,650	-6.7%
1800-07	Literacy - ELLI Grant	1,890	0	0	15,109	2,061	0	-100.0%
	Printing	1,680	784	3,304	2,325	0	1,500	
	Publications	0	874	631	1,730	5,526	2,500	
	Paper	0	51	0	0	0	0	
	Other Office Supplies	1,034	543	2,148	4,378	598	1,500	150.8%
	Total Adult Literacy Office Supply Expense	2,714	2,252	6,083	8,433	6,124	5,500	-10.2%
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	0	0	513	608	1,592	2,500	57.0%
	Total Office Expense	27,337	28,064	36,147	65,594	48,005	43,650	-9.1%
1803-00	Postage Expense - General Fund	2,446	4,642	2,437	5,049	4,711	4,500	-4.5%
1803-01	Postage Expense - LSCA II Grant	0	0	250	536	0	0	
1803-08	Postage Expense - Adult Literacy	64	9	0	42	124	100	-19.4%
1803-09	Postage Expense - Family Literacy/LSCA Grant	0	0	0	0	272	150	
	Total Postage Expense	2,510	4,651	2,687	5,628	5,107	4,750	-7.0%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004  
Proposed July 21, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	9,712	2,037	4,117	1,991	3,494	3,000	-14.1%
1300-01	Maintenance of Equipment - General Fund (Computer)		9,961	11,714	5,490	24,352	20,000	-17.9%
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	(5,366)	0	0	
1300-08	Maintenance of Equipment - Adult Literacy	0	0	0	5,366	235	500	113.1%
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	0	0	
	Total Maintenance of Equipment	9,712	11,998	15,831	7,481	28,080	23,500	-16.3%
	HVAC							
	Carpet Cleaning	2,852	2,105	1,704	2,174	7,135	7,500	5.1%
	Groundskeeping, City of Placentia	0	3,074	0	2,806	2,655	2,750	3.6%
	Plumbing	28,653	31,862	23,002	14,923	25,693	27,500	7.0%
	Electrical	1,681	1,656	1,799	4,725	3,090	3,000	-2.9%
	Cleaning Service	4,212	15,520	1,170	2,151	1,442	1,500	4.0%
	Locksmith	11,400	11,400	11,550	13,050	13,200	13,700	3.8%
	Other (includes fire alarms & seismic retrofit project)	74	2,041	210	287	1,308	1,000	-23.5%
	Total Maintenance of Building & Grounds	50,263	68,988	65,240	44,698	60,308	62,950	4.4%
1400-00								
1600-00	Memberships - General Fund	2,580	3,356	3,569	2,771	1,933	2,200	13.8%
1600-07	Memberships - ELLI Grant	225	0	0	0	225	0	-100.0%
1600-08	Memberships - Adult Literacy	240	150	355	426	515	550	6.8%
1600-09	Memberships - Family Literacy	0	0	0	0	0	0	
	Total Memberships	3,045	3,506	3,924	3,197	2,673	2,750	2.9%
1700-00	Miscellaneous Expense - General Fund	0	0	0	0	3,545	0	
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0	0	
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	0	0	0	
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0	0	
	Total Miscellaneous Expense	0	0	0	0	3,545	0	



PLACENTIA LIBRARY DISTRICT  
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 2003-2004  
Proposed July 21, 2003

OBJECT CODE	DESCRIPTION	FY1998-1999 ACTUAL	FY1999-2000 ACTUAL	FY2000-2001 ACTUAL	FY2001-2002 ACTUAL	FY2002-2003 ACTUAL	FY2002-2003 PROPOSED	% CHANGE PREV YR
0100	Salaries & Wages	494,352	537,311	623,836	645,313	688,819	694,508	0.8%
0200	Retirement (Social Security & Pension Contribution)	69,130	69,960	84,284	93,990	94,050	98,130	4.3%
	Health Insurance/Care America	20,247	28,006	38,227	41,981	46,765	51,887	11.0%
	Long Term Disability/CNA	2,431	2,028	2,528	2,823	3,148	3,300	4.8%
	Life Insurance/Fortis & Protective Life	0	0	2,320	1,862	1,239	1,405	13.4%
	Vision/Vision Service Plan	2,015	2,430	2,752	3,008	2,275	2,682	17.9%
	Dental/Americas	5,153	5,737	7,369	6,035	6,326	7,597	20.1%
0300	Total Employee Insurance	29,845	38,201	53,196	55,730	59,754	66,870	11.9%
0310	Unemployment Insurance	0	0	0	0	394	0	
0350	Workers Compensation - General	5,136	2,754	6,074	11,364	4,335	10,000	130.7%
	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>598,463</b>	<b>648,226</b>	<b>767,390</b>	<b>806,397</b>	<b>847,352</b>	<b>869,508</b>	<b>2.6%</b>
0700-00	Communications - Telephone	2,169	2,029	2,109	3,476	1,456	1,750	20.2%
0700-01	Communications - Modem/Fax/TI/DSL	1,938	4,432	5,345	6,818	7,550	7,600	0.7%
0700-02	Communications - Internet Access	4,897	6,600	3,232	1,037	695	800	15.1%
0700-05	Communications - Brodart Cataloging Access	5,150	2,649	3,007	2,225	2,371	2,700	13.9%
0700-07	Communications - ELLI Grant	380	0	0	265	250	0	-100.0%
0700-08	Communications - Adult Literacy	438	412	426	406	1,295	1,500	15.8%
	Total Communications	14,973	16,121	14,119	14,228	13,617	14,350	5.4%
0900-00	Food - General Fund	0	43	162	1,253	314	350	11.5%
0900-07	Food - ELLI Grant	0	0	0	30	57	0	-100.0%
0900-08	Food - Adult Literacy	0	154	281	0	155	150	
090-009	Food - Family Literacy	0	0	0	0	162	0	
	Total Food	0	197	443	1,283	688	500	-27.3%
1000-00	Household Expense	3,468	4,271	2,375	20,637	3,852	4,250	10.3%
1100-00	Insurance	10,124	6,946	5,069	5,280	7,614	11,000	44.5%



COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair  
FISCAL YEAR 2003-2004

At a meeting held on August 25, 2003, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 2003-2004 in the amount of \$ 121,318 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust 5200-Appropriations for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler  
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director: Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.  
Placentia, CA 92870

ATTN: Administration Telephone: ( 714 ) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter  
Telephone: ( 714 ) 528-1925 x203

COUNTY OF ORANGE  
Placentia Library - Equipment & Struct. Repair DISTRICT  
FISCAL YEAR 2003-2004

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget  
Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

*NOT APPLICABLE*

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE  
Placentia Library - Equipment & Struct. Repair DISTRICT FUND BALANCE AVAILABLE

<u>Line</u>		
1.	Fund Balance - 06/30/02 (from last year's schedule, Line 4)	<u>117,149</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2002-2003	<u>2,117</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2002-2003	<u>( 148 )</u>
4.	Fund Balance - 06/30/03	<u>119,118</u>
5.	Less: Total Reserves @ 06/30/03 (Column 1 Schedule of Reserve Requirements)	<u>0</u>
6.	General Reserves <u>0</u>	
7.	Other Reserves <u>0</u> Total Reserves	<u>( 0 )</u>
8.	Subtotal (Lines 4 through 7)	<u>119,118</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>0</u>
10.	Total Fund Balance Available 07/01/03 . Post this number to Schedule 16, Column 4	<u>119,118</u>

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District Phone No. 714-528-1925 x203

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - Equipment & Struct. Repair District RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 2003-2004

	1 2002-2003 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2003-2004
General Reserves (Object 9850)	0			0
Imprest Cash (Object 9829)				0
Other Reserves (Provide Detail):				0
<b>TOTAL</b>	<b>0</b>			<b>0</b>

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2003-2004 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director  
 For the District: Placentia Library District Phone No. 714-528-1925 x203

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2003-04

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT				
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED		TOTAL		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	SECURED		
Interest & Sinking 702									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE (1)									
Fund Balance Available			Actual 2001-02 (2)	Actual 2002-03 (3)	Recommended 2003-04 (4)	Approved 2003-04 (5)	Fund Identification Other Than District General Fund (6)		
6610 Interest			113,678	117,149	119,118		702 - Placentia Library District - Interest & Sinking - Structural Repair Fund		
7130 Other Governmental Agencies			3,596	2,117	2,200				
TOTAL MEANS OF FINANCING			117,274	119,266	121,318				
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS (7)									
SERVICES AND SUPPLIES			Actual 2001-02 (8)	Actual 2002-03 (9)	Recommended 2003-04 (10)	Approved 2003-04 (11)	Fund Identification Other Than District General Fund (12)		
1300 Maintenance - Equipment			0				702 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING - STRUCTURAL REPAIR FUND		
1400 Maintenance - Buildings and Improvements			0						
1900 Professional and Specialized Services			125	148	160				
TOTAL SERVICES & SUPPLIES			125	148	160				
5200 Appropriation for Contingencies					121,158				
TOTAL FINANCING REQUIREMENTS			125	148	121,318				

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement  
FISCAL YEAR 2003-2004

At a meeting held on August 25, 2003, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed  
schedules for the Fiscal Year 2003-2004 in the amount of \$ 10,276 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space  
provided below, the amount which may be adjusted to balance the total requirements and the  
available financing. Adjust 5200-Appropriations for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler  
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa

Library Director:  
Mgt/Supt: Elizabeth D. Minter

Attorney: County Counsel

Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.

Placentia, CA 92870

ATTN: Administration Telephone: ( 714 ) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: ( 714 ) 528-1925 x203



COUNTY OF ORANGE  
Placentia Library - Automated Replacement DISTRICT  
FISCAL YEAR 2003-2004

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget  
Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

*NOT APPLICABLE*

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

Placentia Library - Automated Replacement DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/02 (from last year's schedule, Line 4)	9,909
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2002-2003	179
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2002-2003	( 12 )
4.	Fund Balance - 06/30/03	10,076
5.	Less: Total Reserves @ 06/30/03 (Column 1 Schedule of Reserve Requirements)	0
6.	General Reserves <u>0</u>	
7.	Other Reserves <u>0</u> Total Reserves ( <u>0</u> )	
8.	Subtotal (Lines 4 through 7)	10,076
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	0
10.	Total Fund Balance Available 07/01/03 . Post this number to Schedule 16, Column 4	10,076

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District Phone No. 714-528-1925 x203

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - Automated Replacement DISTRICT RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 2003-2004

	1	2	3	4
	2002-2003	Cancellation Of Reserves	Increase Or New Reserves	Reserve For 2003-2004
General Reserves (Object 9850)	0			0
Imprest Cash (Object 9829)				0
Other Reserves (Provide Detail):				0
TOTAL	0			0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2003-2004 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director  
 For the District: Placentia Library District Phone No. 714-528-1925 x203

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2003-04

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
703							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE							
(1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Recommended 2003-04 (4)	Approved 2003-04 (5)			
Fund Balance Available	9,616	9,909	10,076		703 - Placentia Library		
6610 Interest	304	179	200		District - Interest &		
7130 Other Governmental Agencies					Sinking Automated		
7817 Operating Transfer In					Replacement Fund		
TOTAL MEANS OF FINANCING	9,920	10,088	10,276				
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS							
(7)	Actual 2001-02 (8)	Actual 2002-03 (9)	Recommended 2003-04 (10)	Approved 2003-04 (11)	Fund Identification Other Than District General Fund (12)		
SERVICES & SUPPLIES					703 - PLACENTIA LIBRARY		
1800 Office Expense	11	12	15		DISTRICT - INTEREST &		
1900 Professional and Specialized Services	11	12	15		SINKING AUTOMATED		
TOTAL SERVICES & SUPPLIES			10,261		REPLACEMENT FUND		
5200 Appropriation for Contingencies	11	12	10,276				
TOTAL FINANCING REQUIREMENTS			10,276				

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S  
FISCAL YEAR 2003-2004

At a meeting held on August 25, 2003, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed  
schedules for the Fiscal Year 2003-2004 in the amount of \$ 163,462 (from  
Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided  
below, the amount which may be adjusted to balance the total requirements and the  
available financing. Adjust 5200-Appropriations for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day on the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler  
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director:  
Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.  
Placentia, CA 92870

ATTN: Administration Telephone: ( 714 ) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: ( 714 ) 528-1925 x203

COUNTY OF ORANGE  
Placentia Library - I & S DISTRICT  
FISCAL YEAR 2003-2004

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget  
Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

*NOT APPLICABLE*

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - I & S DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/02 (from last year's schedule, Line 4)	<u>158,568</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2002-2003	<u>2,304</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2002-2003	<u>( 159 )</u>
4.	Fund Balance - 06/30/03	<u>160,712</u>
5.	Less: Total Reserves @ 06/30/03 (Column 1 Schedule of Reserve Requirements)	<u>0</u>
6.	General Reserves <u>0</u>	
7.	Other Reserves <u>0</u> Total Reserves	<u>( 0 )</u>
8.	Subtotal (Lines 4 through 7)	<u>160,712</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>0</u>
10.	Total Fund Balance Available 07/01/03 . Post this number to Schedule 16, Column 4	<u>160,712</u>

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District

Phone No. 714-528-1925 x203

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - I & S DISTRICT RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 2003-2004

	1 2002-2003 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 2003-2004
General Reserves (Object 9850)	0			0
Imprest Cash (Object 9829)				0
Other Reserves (Provide Detail):				0
TOTAL	0			0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2003-2004 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 4).

Prepared by: Elizabeth D. Minter  
 For the District: Placentia Library District Phone No. 714-528-1925 x203

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_



SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2003-04

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TOTAL	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		UNSECURED				
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED			
706 Interest and Sinking									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
	(1)	(2)	(3)	(4)	(5)	(6)	Fund Identification Other Than District General Fund		
Fund Balance Available		155,051	158,568	160,712	Approved 2003-04	706 - Placentia Library			
6610 Interest		3,636	2,304	2,750		District - Interest and			
7130 Other Governmental Agencies						Sinking Bond Redemption			
7817 Operating Transfer In									
TOTAL MEANS OF FINANCING		158,687	160,872	163,462					
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
	(7)	(8)	(9)	(10)	(11)	(12)	Fund Identification Other Than District General Fund		
SERVICES AND SUPPLIES		119	159	175	Approved 2003-04	706 - PLACENTIA LIBRARY			
1900 Professional and Specialized Services		119	159	175		DISTRICT INTEREST AND			
TOTAL SERVICES AND SUPPLIES						SINKING BOND REDEMPTION			
4807 Operating Transfers Out									
5200 Appropriation for Contingencies									
Provision for Reserves		119	159	163,287					
TOTAL FINANCING REQUIREMENTS		119	159	163,462					

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library  
FISCAL YEAR 2003-2004

Agenda Item 41  
Attachment B - Fund 707  
Page 16 of 26

At a meeting held on August 25, 2003, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed  
schedules for the Fiscal Year 2003-2004 in the amount of \$ 2,077,878 (from  
Schedule 16, Column 10, Total Requirements).

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BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided  
below, the amount which may be adjusted to balance the total requirements and the  
available financing. Adjust 5200-Appropriations for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

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ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th day of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler  
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director  
Mgr/Supt: Elizabeth D. Minter

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.

Placentia, CA 92870

ATTN: Administration Telephone: ( 714 ) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: ( 714 ) 528-1925 x203

COUNTY OF ORANGE  
Placentia Library DISTRICT  
FISCAL YEAR 2003-2004

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget  
Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_  
(From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

*NOT APPLICABLE*

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/02 (from last year's schedule, Line 4)	<u>337,779</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2002-2003	<u>1,694,398</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2002-2003	<u>( 1,502,121 )</u>
4.	Fund Balance - 06/30/03	<u>530,056</u>
5.	Less: Total Reserves @ 06/30/03 (Column 1 Schedule of Reserve Requirements)	<u>10,000</u>
6.	General Reserves <u>10,000</u>	
7.	Other Reserves <u>0</u> Total Reserves	<u>( 10,000 )</u>
8.	Subtotal (Lines 4 through 7)	<u>520,056</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>0</u>
10.	Total Fund Balance Available 07/01/03 . Post this number to Schedule 16, Column 4	<u>520,056</u>

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District

Phone No. 714-528-1925 x203

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library DISTRICT RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 2003-2004

	1	2	3	4
	2002-2003 Current Reserves	Cancellation Of Reserves	Increase Or New Reserves	Reserve For 2003-2004
General Reserves (Object 9850)	0			0
Imprest Cash (Object 9829)	10,000			10,000
Other Reserves (Provide Detail):				0
<b>TOTAL</b>	<b>10,000</b>			<b>10,000</b>

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2003-2004 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter, Library Director

For the District: Placentia Library District Phone No. 714-528-1925 x203

For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2003-04

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
707							
General							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE							
(1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Recommended 2003-04 (4)	Approved 2003-04 (5)			
Fund Balance Available	329,635	327,779	520,056				
6210 Property Taxes - Current Secured	995,217	1,072,389	1,147,522				
6210 Public Utility Secured Taxes (Sub-revenue 01)	25,158	22,886	22,500				
6220 Property Taxes - Current Unsecured	56,067	58,450	57,500				
6230 Property Taxes - Prior Secured	25,908	28,991	27,500				
6240 Property Taxes - Prior Unsecured	668	785	750				
6250 Property Taxes - Special District Augmentation	9,088	8,224	8,000				
6280 Property Taxes - Current Supplemental	39,810	48,663	40,000				
6300 Property Taxes - Prior Supplemental	1,303	1,364	1,300				
6540 Penalties & Costs on Delinquent Taxes	356	440	0				
6610 Interest	12,546	9,378	8,500				
6690 State - Homeowners' Property Tax Relief	16,101	16,339	16,250				
6970 State - Other	125,235	252,019	52,000				
7130 Other Governmental Agencies	114,603	174,470	176,000				
7670 Miscellaneous Revenue	96	0	0				
7680 Six-Month Expired (Outlawed) Checks	1,751,791	2,022,177	2,077,878				
TOTAL MEANS OF FINANCING							
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS							
(7)	Actual 2001-02 (8)	Actual 2002-03 (9)	Recommended 2003-04 (10)	Approved 2003-04 (11)	Fund Identification Other Than District General Fund (12)		
SALARIES AND EMPLOYEE BENEFITS	645,313	688,819	694,508		707 - PLACENTIA LIBRARY DISTRICT		
0100 Salaries and Wages	93,990	94,049	98,130				
0200 Retirement	55,730	59,754	66,870				
0300 Employee Group Insurance	11,364	4,729	10,000				
0350 Workers Compensation	806,397	847,351	869,508				
TOTAL SALARIES AND EMPLOYEE BENEFITS							

SPECIAL DISTRICTS  
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2003-04

SUMMARY OF FINANCING REQUIREMENTS					
SUMMARY OF FINANCING REQUIREMENTS (7)	Actual 2001-02 (8)	Actual 2002-03 (9)	Recommended 2003-04 (10)	Approved 2003-04 (11)	Fund Identification Other Than District General Fund (12)
SERVICES AND SUPPLIES					707 - PLACENTIA LIBRARY DISTRICT
0700 Communications	14,228	13,401	14,350		
0900 Food	1,283	688	500		
1000 Household Expense	20,637	3,852	4,250		
1100 Insurance	5,279	7,614	11,000		
1300 Maintenance - Equipment	7,481	28,080	23,500		
1400 Maintenance - Buildings & Improvements	44,698	60,524	62,950		
1600 Memberships	3,196	4,023	2,750		
1700 Miscellaneous Expense		2,195	0		
1800 Office Expense	65,594	48,005	43,650		
1803 Postage	5,628	5,107	4,750		
1900 Professional and Specialized Services	109,042	104,517	102,224		
2000 Publications and Legal Notices		175	650		
2100 Rents & Leases - Equipment		522	400		
2200 Rents and Leases - Buildings & Improvements	101,370	103,880	105,000		
2400 Special Departmental Expense	139,132	163,208	133,840		
2700 Transportation and Travel - Meetings/Conferences	12,370	10,445	10,250		
2800 Utilities	64,801	60,349	67,250		
3000 Bad Debts		0	0		
TOTAL SERVICES AND SUPPLIES	594,739	616,484	587,314		
OTHER CHARGES					
3700 Taxes and Assessments	2,029	5,384	4,000		
TOTAL OTHER CHARGES	2,029	5,384	4,000		
FIXED ASSETS					
4000 Equipment	20,847	32,440	20,000		
4200 Buildings & Improvements	20,847	32,462	20,000		
TOTAL FIXED ASSETS		32,902	77,000		
4807 Operating Transfer Out					
5200 Provision for Contingencies			520,056		
Provision for Reserves					
TOTAL FINANCING REQUIREMENTS	1,424,012	1,502,121	2,077,878		

COUNTY OF ORANGE  
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused Sick Leave Payoff  
FISCAL YEAR 2003-2004

At a meeting held on August 25, 2003, the Board of  
Trustees of the Placentia Library District duly  
adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed  
schedules for the Fiscal Year 2003-2004 in the amount of \$ 10,032 (from  
Schedule 16, Column 10, Total Requirements).

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BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided  
below, the amount which may be adjusted to balance the total requirements and the  
available financing. Adjust 5200-Appropriations for Contingencies

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

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ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting First Monday following the 18th of the Month

Directors: Margaret Dinsmore Chairperson: Al Shkoler  
(Please Print)

Gaeten Wood

Richard DeVecchio

Secretary: Betty Escobosa Library Director: Elizabeth D. Minter  
Mgr/Supt:

Attorney: County Counsel Auditors: Munson, Cronick & Associates

Mailing address of district: 411 E. Chapman Ave.

Placentia, CA 92870

ATTN: Administration Telephone: ( 714 ) 528-1925 x202

Person to contact regarding budget: Elizabeth D. Minter

Telephone: ( 714 ) 528-1925 x203



COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT

FISCAL YEAR 2003-2004

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate \_\_\_\_\_ (from Budget Schedule 16 or Budget Resolution)

Estimated Rate \_\_\_\_\_, or, Precise Rate Desired/Required \_\_\_\_\_ (From Budget Resolution)

\*Adjust \_\_\_\_\_

\*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 96.31, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 96.31.

\_\_\_\_\_  
Signature of Chairperson of Board

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Date

*NOT APPLICABLE*

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

Placentia Library - Unused Sick Leave Payoff DISTRICT FUND BALANCE AVAILABLE

Line

1.	Fund Balance - 06/30/02 (from last year's schedule, Line 4)	9,669	
2.	Add: Actual Revenues (excluding Fund Balance Available) FY - 2002-2003	175	
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 2002-2003	( 12 )	
4.	Fund Balance - 06/30/03	9,832	
5.	Less: Total Reserves @ 06/30/03 (Column 1 Schedule of Reserve Requirements)	0	
6.	General Reserves <u>0</u>		
7.	Other Reserves <u>0</u> Total Reserves	( 0 )	
8.	Subtotal (Lines 4 through 7)	9,832	
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	0	
10.	Total Fund Balance Available 07/01/03 . Post this number to Schedule 16, Column 4	9,832	

Prepared by: Elizabeth D. Minter, Library Director

For the District Placentia Library District

Phone No. 714-528-1925 x203

For the County \_\_\_\_\_

Verified by \_\_\_\_\_

COUNTY OF ORANGE  
Placentia Library - Unused Sick Leave Payoff DISTRICT RESERVE REQUIREMENTS  
 FOR FISCAL YEAR 2003-2004

	1	2	3	4
	2002-2003 Current Reserves	Cancellation Of Reserves	Increase Or New Reserves	Reserve For 2003-2004
General Reserves (Object 9850)	0			0
Imprest Cash (Object 9829)				0
Other Reserves (Provide Detail):				0
TOTAL	0			0

INSTRUCTIONS

1. Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
2. Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
3. Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
4. Reserves for 2003-2004 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 4).

Prepared by: Elizabeth D. Minter  
 For the District: Placentia Library District Phone No. 714-528-1925 x203  
 For the County: \_\_\_\_\_ Verified by: \_\_\_\_\_

SPECIAL DISTRICTS  
 PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 2003-04

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						MEANS OF FINANCING VOTER APPROVED DEBT	TOTAL	TAX RATE
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT				
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED			
708 - Unused Sick General Leave Payoff									
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)									
SUMMARY BY SOURCE									
(1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Recommended 2003-04 (4)	Approved 2003-04 (5)	Fund Identification Other Than District General Fund (6)				
Fund Balance Available	9,383	9,669	9,832		708 - Placentia Library Unused Sick Leave Payoff				
6610 Interest	296	175	200						
7130 Other Governmental Agencies									
TOTAL MEANS OF FINANCING	9,679	9,844	10,032						
SUMMARY OF FINANCING REQUIREMENTS									
SUMMARY OF FINANCING REQUIREMENTS									
(7)	Actual 2001-02 (8)	Actual 2002-03 (9)	Recommended 2003-04 (10)	Approved 2003-04 (11)	Fund Identification Other Than District General Fund (12)				
SERVICES AND SUPPLIES					708 - PLACENTIA LIBRARY - UNUSED SICK LEAVE PAYOFF				
1900 Professional and Specialized Services	10	12	15						
TOTAL SERVICES AND SUPPLIES	10	12	15						
5200 Appropriation for Contingencies			10,017						
TOTAL REQUIREMENTS	10	12	10,032						

RESOLUTION 03-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY  
DISTRICT OF ORANGE COUNTY TO ADOPT FISCAL YEAR 2003-2004  
BUDGETS FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 2003-2004 were reviewed at the Regular Meeting of the Board of Trustees on August 25, 2003; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVE, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 2003-2004, and implements such on July 1, 2003 as follows: FUND Budget Unit 702 for \$121,318, FUND Budget Unit 703 for \$10,276, FUND Budget Unit 706 for \$163,462, FUND Budget Unit 707 for \$2,077,878, and FUND Budget Unit 708 for \$10,032.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

State of California )  
 )ss.  
County of Orange )

I, Betty Escobosa, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-fifth of August, 2003.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-fifth day of August, 2003.

\_\_\_\_\_  
Betty Escobosa, Secretary  
Board of Trustees of the Placentia Library District



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Staff Survey  
**DATE:** August 25, 2003

**BACKGROUND:**

President Shkoler will present a summary of the responses to the Staff Survey distributed in July.

**RECOMMENDATION:**

Action to be determined by the Library Board of Trustees.





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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** Continuation of discussion of the impact of the Patriot Act on Library records and services and presentation of proposed Placentia Library District Privacy Policy

**DATE:** August 25, 2003

### BACKGROUND:

This discussion was initiated at the July 21, 2003 Library Board Meeting by a patron request that the Library Board take a position in opposition to the Patriot Act.

The Board instructed the Library Director to request information from other public libraries on how they are handling this issue. I discussed the request with several library directors in Orange County and the consensus was that since this is a complex issue being addressed at multiple levels in most libraries this type discussion is more appropriately a topic for a Santiago Library System Council Agenda. Since the September meeting has been canceled the next opportunity to have this discussed by the Council is November 6.

I have collected several additional sets of background material on the Patriot Act and other library privacy issues:

- 📖 Attachment A includes handouts from the Metropolitan Cooperative Library System (MCLS) Patriot Act Awareness Forum attended by several Placentia Library District staff on December 3, 2002.
- 📖 Attachment B is a list of websites with current information on Privacy and Library Records.
- 📖 Attachment C is an American Library Association (ALA) advocacy instruction sheet.
- 📖 Attachment D is an ALA Council Resolution reaffirming the principles of intellectual freedom that was adopted at the Midwinter meeting on January 23, 2002.
- 📖 Attachment E is a copy of the California Public Records Act, Government Code Title 1, Division 7, Chapter 3.5.

I have prepared a draft Placentia Library District Privacy Policy, Attachment F.

### RECOMMENDATION:

Adopt the Placentia Library District Privacy Policy.

