

# PLACENTIA LIBRARY DISTRICT



**Board of Trustees**

**Regular Meeting**

**November 22, 2004**

**Library Conference Room**

**Administration**



# PLACENTIA LIBRARY BOARD CALENDAR

November 2004 - October 2005

Nov 2004						
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## November

- 1 7:00 PM Friends Board Meeting, Escobosa
- 4 6:30 PM Retirement Dinner for Peggy Dinsmore, Alta Vista
- 11 Library Closed for Veterans Day/Staff Holiday
- 12 California Library Association Annual Conference, San Jose, through Nov 15
- 14 1:00 PM 24th Anniversary Placentia Literacy Services, 20th Anniversary CA Library Literacy Services Reception honoring Peggy Dinsmore
- 19 ALA LAMA National Institute, Palm Springs, through Nov 21
- 21 1:00 PM Foundation Photo with Santa Fundraiser for Children's <sup>shrine</sup>
- 22 6:30 PM Library Board Meeting
- 25 Library Closed for Thanksgiving/Staff Holiday

## December

- 3 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 6:00 PM Foundation Donor Reception, Emerald Isle
- 6:00 PM Foundation Donor Reception, Emerald Isle, ALL TRUSTEES
- 12:00 PM Trustee terms begin
- 6 7:00 PM Friends Board Meeting, DeVecchio
- 15 8:30 AM CSDA Workshop, Staying in Compliance, ALL TRUSTEES, San Diego
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 24 Staff Holiday, Christmas Eve Day
- 25 Library Closed for Christmas Day/Staff Holiday
- 26 Library Closed/Not Staff Holiday
- 27 Library Holiday Hours, Close at 5:00 P.M.
- 28 Library Holiday Hours, Close at 5:00 P.M.
- 29 Library Holiday Hours, Close at 5:00 P.M.
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District  
Library Holiday Hours, Close at 5:00 P.M.
- 31 Staff Holiday, New Years Eve Day

May 2005						
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## January

- 1 Library Closed for New Year's Day/Staff Holiday
- 2 Library Closed /Not Staff Holiday
- 3 7:00 PM Friends Board Meeting, Wood
- 13 7:00 PM Foundation Board Meeting -- Annual Meeting
- 14 ALA Midwinter Meeting, Boston through Jan 19
- 24 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## February

- 7 7:00 PM Friends Board Meeting, Turner
- 20 Library Closed/Not Staff Holiday
- 21 6:30 PM Library Board Meeting
- Library Closed/Staff Holiday
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 5 9:30 AM Friends of Placentia Library Author's Luncheon featuring Thom Racina
- 7 7:00 PM Friends Board Meeting, Shkoler
- 21 6:30 PM Library Board Meeting
- 24 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 Library Closed/Not Staff Holiday
- 31 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## April

- 4 7:00 PM Friends Board Meeting, Escobosa
- 10 National Library Week, through April 16
- 25 6:30 PM Library Board Meeting
- 27 Easter, Library Closed, not staff holiday
- 28 9:00 AM Orange County Council of Governments, OC Sanitation District

May 2005

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## April

28 7:15 AM Placentia Chamber of Commerce Breakfast

## May

2 7:00 PM Friends Board Meeting, DeVecchio

23 6:30 PM Library Board Meeting

26 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

29 Library Closed for Monday Holiday/Not Staff Holiday

30 Library Closed for Memorial Day/Staff Holiday

## June

6 7:00 PM Friends Board Meeting, Wood

20 6:30 PM Library Board Meeting

23 ALA Annual Conference, Chicago, through June 29

9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## July

4 Library Closed for Independence Day/Staff Holiday

25 6:30 PM Library Board Meeting

28 9:00 AM Orange County Council of Governments, OC Sanitation District

7:15 AM Placentia Chamber of Commerce Breakfast

## August

22 6:30 PM Library Board Meeting

25 9:00 AM Orange County Council of Governments, OC Sanitation District

## September

4 Library Closed for Monday Holiday/Not Staff Holiday

5 Library Closed for Labor Day/Staff Holiday

12 7:00 PM Friends Board Meeting, Turner

19 6:30 PM Library Board Meeting

22 9:00 AM Orange County Council of Governments, OC Sanitation District

May 2005

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November 2004 - October 2005

## September

- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## October

- 3 7:00 PM Friends Board Meeting, Shkoler
- 8 8:30 AM Heritage Parade, line-up at 8:30, Parade begins at 9:30
- 24 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

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# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Monday, November 22, 2004  
6:30 P.M.  
Library Conference Room

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

To accomplish this goal the Library:

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

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

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

1. Roll Call

Administrative Assistant

<u>Present</u>	<u>Absent</u>
Esobosa	Shuler
Dinsmore	Wood
DeVecchio	
	Turner

- 2. Adoption of Agenda M1 - R.D.  
M2 - P.D.

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

Presentation: Library Director  
Recommendation: Adopt by Motion

*Assent*

- 3. Minutes of the October 25, 2004 Regular Meeting. M1 - R.D.  
M2 - P.D.

Presentation: Library Director  
Recommendation: Approve by Motion

*Justice DeMeekchis will sign minutes*

- 4. Oral Communications ~~NONE~~

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

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

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

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

REPORTS

- 5. Board President Report - *none not present.*

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

- 6. Trustee Reports *This was thanked the Board & Staff for the great turnout. No one attended to SAC*

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

- 7. Friends of Placentia Library Board of Directors Report

*Barbara Pennington addressed the Board. Shelves are \$50.00 books now Sunday sale books will go to Ebay. 3PP Comes leader to Friends*



M10 - R.D.  
M2 - P.D.

**CLAIMS (Items 8 – 11)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 8 – 11 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.*

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

No Nonstandard Claims were processed during this report period.

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

Claims 4668, 4669, 4670 and 4671 forwarded by Library Director for a total of \$25,722.09.

10. Current Claims and Payroll. (Approve)

Current Claims 4672, 4673, 4674, 4675, 4676, 4677 and 4678 for a subtotal for Current Claims of \$98,269.10; Payrolls #12 (11/10/04) for \$38,412.06 and #13 (11/24/04) for \$38,412.06 for a subtotal for Payrolls of \$76,824.12; for a total of Current Claims and Payroll of \$175,093.22.

11. FY2004-2005 Cash Flow Analysis through November 22, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS (Items 12 - 16)**

M11 - R.D.  
M2 - P.D.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 12 – 16 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.*

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

**GENERAL CONSENT CALENDAR (Items 17 - 28)**

m1 - P.D.  
m2 - R.D.

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 17 - 28 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

- 17. Building Maintenance Report for October 2004. (Receive & File)
- 18. Personnel Report for October 2004. (Receive, File, and Ratify Appointments)
- 19. Volunteer Report for October 2004. (Receive & File)
- 20. Circulation Report for October 2004. (Receive & File)
- 21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 22. Legislative Alerts from the California Special Districts Association. (Receive & File)
- 23. Status Report on Partnerships with Community Organizations. (Receive & File)
- 24. Status Report on Active Grant Applications. (Receive & File)
- 25. Poet Laureate Report. (Receive & File)
- 26. Certification from Placentia Library District to the State Library of California for the Public Library Fund for Fiscal Year 2004-2005, as submitted on November 16, 2004. (Receive & File)
- 27. Library of California Board Meeting Minutes for October 16, 2003. (Receive & File)
- 28. Agenda for Orange County Council of Governments Board of Directors Meeting for October 28, 2004 and minutes of the June 24 and August 26, 2004 Board of Directors Meetings. (Receive & File)

**CONTINUING BUSINESS**

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

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

*lit Grant*  
*Making grant*  
 29, 191:  
 M1 - P.D. authorize  
 M2 - R.D. To make  
 legislative appointments with  
 first 2 weeks of December  
 & notify all  
 11/18/04  
 [Signature]

- 30. Travel Authorization Amendment for California Special Districts Association Workshop, Staying in Compliance, San Diego, December 15, 2004.

Presentation: Library Director  
 Recommendation: Amend the Travel Authorization from August 23, 2004 to include Trustees Turner and Wood for attending the Staying in Compliance (Brown Act & Conflict of Interest Training) Workshop in San Diego on December 15, 2004. *M1 - R.D. M2 - P.D.*

- 31. Final Adoption of Revision of Job Description for Library Aide to add provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.

Presentation: Library Director  
 Recommendation: Final adoption of the amendment of Placentia Library District Policy 2325, Job Description ∇ Library Aide, to add a provision for working at the Check-Out Desk under the direct supervision of a Library Clerk. *M1 - R.D. M2 - P.D.*

- 32. Determine whether to offer an incentive program for selected staff to become certified as Notary Publics, determine what that program will be and set the amendment to the Fines & Fees Policy for Fiscal Year 2004-2005 for public hearing. *M1. R.D. M2 P.D.*

Presentation: Library Director  
 Recommendation: Determine whether to offer an incentive program for staff to become certified as Notary Publics; and *Develutio/recommended deferring this item to next meeting.*

Determine the structure of the incentive program for staff becoming Notary Publics and adopt as a first reading the amendment of Placentia Library District Policy 2150, Compensation; and

Authorize the publication of the Notice of Public Hearing for the amendment of the Fines & Fees Schedule to be held at the Library Board Meeting on December 20, 2004 at 6:30 P.M.

**NEW BUSINESS**

- 33. Award contract for purchasing the replacement telephone system.

Presentation: Library Director  
 Recommendation: Award contract to E. A. R. Teleconsulting, Incl, Wilmington, CA in the amount of \$11,332.46, including tax.

*M1 - R.D.  
M2 - R.D.*



- 33a. Revise Placentia Library District Policy 3030, Fixed-Asset Accounting, to change the applicable purchase for inclusion for equipment and tools from *more than \$500* to *more than \$5,000* per item.

Presentation: Library Director

Recommendation: In compliance with Placentia Library District Policy 1010.3, Adoption/Amendment/Review of Policies, the Board of Trustees declares the revision of Placentia Library District Policy 3030, Fixed-Asset Accounting, to be an urgent item and it waives the requirement that the revision must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted; and

x M1 - R.D.  
x M2 - B.E.

M1 - R.D.  
M2 - P.D.

Revise Placentia Library District Policy 3030.3.1, Fixed-Asset Accounting, to change the applicable purchase for inclusion in the Fixed-Asset Accounting Schedule for equipment and tools from more than \$500 to more than \$5,000 per item.

poll call  
BE }  
RO } yes  
P.D }  
Schles  
will

M1 - R.D.  
M2 - O.K. P.D.

**STAFF REPORTS** (Items 34 – 43)

*Items 34 – 41 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.*

- 34. Library Director's Report (Minter)
- 35. Program Committee Report for October 2004 (Roberts)
- 36. Children's Services Report for October 2004 (Gurkweitz)
- 37. Placentia Library Literacy Services Report for October 2004 (Roberts)
- 38. Reference and Adult Services Report for October 2004 (Strazdas)
- 39. History Room Report for October 2004 (Bell)
- 40. Placentia Library Web Site Report for October 2004 (Roberts)
- 41. Technology Report for October 2004 (Shook)
- 42. Publicity Materials Produced in October 2004. (Millonzi)
- 43. Safety Committee Minutes for October 2004 (Matas)

**CLOSED SESSION**

- 44. Closed Session to Discuss a Personnel Matter

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

7:25 P.M.

**ADJOURNMENT**

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

46. Review of Action Items.

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

47. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the November 22, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, November 18, 2004.



---

Dec 3rd : election of  
off trustee



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 25, 2004**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 25, 2004 at 6:30 P.M.

**ROLL CALL**

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

**Members Absent:** Secretary Betty Escobosa and Trustee Peggy Dinsmore

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, Administrative Assistant Wendy Goodson, and Trustee Candidate Jean Turner.

**ADOPTION OF  
AGENDA**

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

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

Trustee Dinsmore arrived at 6:35 P.M.

**MINUTES**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the Minutes of the September 20, 2004 Regular Meeting.

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

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S  
REPORT**

President Shkoler reported that the Heritage Day Parade went well.

**TRUSTEE REPORTS**

Trustee Dinsmore reported that Brenda Benner from the Friends of Placentia Library attended the clioinstitute in place of Friends Treasurer Camille Himes.

**FRIENDS REPORTS**

Brenda Benner reported that she was honored to attend the clioinstitute and she was impressed with the Cerritos Library.

**CLAIMS**

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

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

Claims 4652,4653,4654,4656,4657,4658,4659, and 4660 forwarded by Library Director for a total of \$55,281.69.

Current Claims 4661,4662, 4663, 4664, 4665, 4666, and 4667 for a total of Current Claims of \$28,682.66; Payrolls #10 (11/10/04) for \$31,513.17 and #11 (11/24/04) for \$31,513.17 for a subtotal for Payroll of \$63,026.34; for a total of Current Claims and Payroll of \$91,709.00.

FY2004-2005 Cash Flow Analysis through October 25, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL REPORTS**

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

Financial Reports for September 2004

Office General Ledger & Check Registers for September 2004

Acquisitions Report for September 2004

Collection Agency Report for September 2004

Gifts Report for September 2004

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

**GENERAL CONSENT CALENDAR**

It was moved by Trustee Wood and seconded by Trustee Dinsmore to receive and file Agenda Items 18.

Building Maintenance Report for September 2004

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



It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 19.

Personnel Report for September 2004

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file Agenda Items 20-22.

Volunteer Report for September 2004

Circulation Report for September 2004

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

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file Agenda Items 23.

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

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file Agenda Items 24-26.

Status Report on Partnerships with Community Organizations

Status Report on Active Grant Applications

Poet Laureate Report

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file Agenda Items 27-28.

Letter from James R. Anderson, Law Offices of McFarlin & Anderson, Lake Forest, dated September 21, 2004 regarding Placentia Library District's financial audit for fiscal year 2003-2004.

Agenda for Orange County Council of Government Board of Directors Meeting for August 26, 2004.

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

**LEGISLATIVE  
ISSUES**

Library Director reported that there were no new updates regarding the State Library Budgets.

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to amend the Travel Authorization from August 23, 2004 to cover lodging for Roberts and Silberfarb on November 11, 2004 in San Jose.

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

**LIBRARY AIDE JOB  
DESCRIPTION**

It was moved Trustee DeVecchio and seconded by Trustee Dinsmore to adopt as a first reading the amendment of Placentia Library District Policy 2325, Job Description- Library Aide to add a provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.

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

**NOTARY PUBLIC  
SERVICES**

It was moved by Trustee DeVecchio and seconded by Trustee Wood to approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Notary Public Services at a cost of \$10.00 per signature.

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

Discussion of amendment of Placentia Library District Policy 2150, Compensation, to include the addition of a five-percent hourly adjustment in salary for Notary Publics is deferred to the November 22, 2004 Board of Trustees Meeting.

It was moved by Trustee Wood and seconded by Trustee Dinsmore to approve as a first reading the amendment of Placentia Library District Policy 6035, Fines & Fees, to include the addition of Passport Photograph services at a cost of \$10.00 per person.

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

Discussion of authorization of publication of the Notice of Public Hearing for the amendment of the Fines & Fees Schedule to be held at the Library Board Meeting on November 22, 2004 at 6:30 p.m. is deferred to the November 22, 2004 Board of Trustees Meeting.

#### **STAFF REPORTS**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 32-41.

Library Director's Report

Program Committee Report for September 2004.

Children's Services Report for September 2004.

Placentia Library Literacy Services Report for September 2004.

Placentia Library Web Site Report for September 2004.

Technology Report for September 2004.

Publicity Materials produced for September 2004.

Safety Committee Minutes for September 2004.

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

#### **CLOSED SESSION**

The Regular Library Board Meeting was suspended at 8:14 P.M.

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:14 P.M. to discuss a personnel matter.

The Closed Session ended at 9:00 P.M. No Action was taken.

**AGENDA  
PREPARATION**

Agenda Preparation for the November Regular Meeting will be held on Monday, November 22, 2004 at 6:30 P.M.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 25, 2004 adjourned at 9:00 P.M.

**NOVEMBER  
MEETING**

The November Regular Library Board Meeting will be held on Monday, November 22, 2004 at 6:30 P.M. in the Library Conference Room.

\_\_\_\_\_  
Betty Escobosa  
Secretary  
Library Board of Trustees

\_\_\_\_\_  
Al Shkoler  
President  
Library Board of Trustees

**MINUTES**  
**PLACENTIA LIBRARY DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**October 25, 2004**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on October 25, 2004 at 6:30 P.M.

**ROLL CALL**

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

**Members Absent:** Secretary Betty Escobosa and Trustee Peggy Dinsmore

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Technical Services Manager Julie Shook, Administrative Assistant Wendy Goodson, and Trustee Candidate Jean Turner.

**ADOPTION OF AGENDA**

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

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

Trustee Dinsmore arrived at 6:35 P.M.

**MINUTES**

It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the Minutes of the September 20, 2004 Regular Meeting.

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

**ORAL COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S REPORT**

President Shkoler reported that the Heritage Day Parade went well.

**TRUSTEE REPORTS**

Trustee Dinsmore reported that Brenda Benner from the Friends of Placentia Library attended the clioinstitute in place of Friends Treasurer Camille Himes.

**FRIENDS REPORTS**

Brenda Benner reported that she was honored to attend the clioinstitute and she was impressed with the Cerritos Library.



**CLAIMS**

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

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

Claims 4652,4653,4654,4656,4657,4658,4659, and 4660 forwarded by Library Director for a total of \$55,281.69.

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FY2004-2005 Cash Flow Analysis through October 25, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

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





It was moved by Trustee DeVecchio and seconded by Trustee Wood to receive and file Agenda Items 19.

Personnel Report for September 2004

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

It was moved by Trustee Wood and seconded by Trustee DeVecchio to receive and file Agenda Items 20-22.

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AYES: Shkoler, DeVecchio, Dinsmore, Wood  
NOES: None  
ABSTAIN: None  
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ABSTAIN: None  
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Poet Laureate Report

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NOES: None  
ABSTAIN: None  
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NOES: None  
ABSTAIN: None  
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Library Director reported that there were no new updates regarding the State Library Budgets.

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NOES: None  
ABSTAIN: None  
ABSENT: Escobosa



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

Discussion of authorization of publication of the Notice of Public Hearing for the amendment of the Fines & Fees Schedule to be held at the Library Board Meeting on November 22, 2004 at 6:30 p.m. is deferred to the November 22, 2004 Board of Trustees Meeting.

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Safety Committee Minutes for September 2004.

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

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The Regular Library Board Meeting was suspended at 8:14 P.M.

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:14 P.M. to discuss a personnel matter.

The Closed Session ended at 9:00 P.M. No Action was taken.



**AGENDA  
PREPARATION**

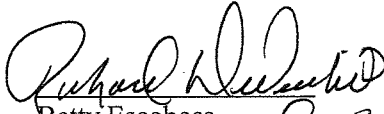
Agenda Preparation for the November Regular Meeting will be held on Monday, November 22, 2004 at 6:30 P.M.

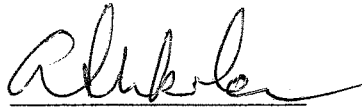
**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for October 25, 2004 adjourned at 9:00 P.M.

**NOVEMBER  
MEETING**

The November Regular Library Board Meeting will be held on Monday, November 22, 2004 at 6:30 P.M. in the Library Conference Room.

  
Betty Escobosa  
Secretary  
Library Board of Trustees

  
Al Shkoler  
President  
Library Board of Trustees







FRIENDS OF PLACENTIA LIBRARY  
Board of Directors Meeting  
November 1, 2004

President, Eleanor Rankin called the meeting to order at 7 PM. The following Directors were present Eleanor Rankin, Nadine Blansett, Pat Irot, Barbara Hemmerling, Ginny Sanatar, Virginia Walker, Frances Stoller and Renee Scott. There was no representative from the Trustees. Elizabeth Minter, Jim Roberts and Laranne Millonzi represented the staff.

The **Secretary**, Barbara Hemmerling, read the minutes of the October 4, 2004 board meeting. They were approved as read. **Treasurer**- No report. **Financial Secretary**, Ginny Sanatar reported \$1,793.60 was deposited in our account in October. There were no bills presented.

**President' Report:** .1) Reminder of the Dinsmore Retirement Dinner at Alta Vista CC on Thursday November 4 and the Dinsmore Reception in the Literacy area of the library on Sunday November 14 from 1-4 PM. 2) Friends attendance at Trustee's meetings. Brenda Benner attended the October 25 meeting. November 22, Barbara Hemmerling will attend and December 20, Eleanor Rankin. All meetings are at 6:30 PM. 3) Foundation Donor Reception Friday, December 3, 6-8 PM, at Emerald Isle. 5) Foundation Annual Giving is winding down. 6) Foundation Planned Giving is preparing a cooperative brochure. 7) Denise Hamilton, our speaker for the Annual Meeting, Monday, April 11, 2005 will speak at Round Table Women's Club on Wednesday, November 3. 8) Author's Lunch, Saturday, March 5, 2005. Thom Racina and Stephanie Baldwin are confirmed. 9) Citizen of the Year breakfast on Friday December 10 at Alta Vista CC. Camille Himes is our candidate. The Placentia Round Table Women's Club is co-sponsoring Camille. 10) Lillian Bart is feeling well enough to be back in the bookstore. The cracked tile has been repaired, so hopefully we will have no more accidents. Camille Himes is recovering well from the broken foot. 11) Allan and Sandra Stark were honored with a reception Sunday, October 21. They have donated a Children's Book Collection to celebrate Jewish Heritage.

**Chair Reports:** 1) Workroom/ Bookstore/Volunteers-Pat Irot discussed the Introductory Packet that will be prepared for residents moving into Emerald Isle. The board agreed that this is a very worthwhile endeavor. The residents will be offered incentives to encourage them to get a library card. The exact contents of the packet and the manner of distribution will be decided at a later date. 2) Publicity-Pat Irot has included information about Books 2004, along with other news about the Friends. 3) Membership- Laranne Millonzi said the membership letters will be out by the end of November. She showed us the attractive light blue paper that will have bright blue lettering. 4) Sunday Sales- Ginny Sanatar gave the following schedule: November -Camille Himes, Eleanor Rankin: December- Ginny Sanatar, Virginia Walker: January- Nadine Blansett,

Barbara Hemmerling. The unsold books will be boxed for shipment to the ~~company~~ that sells them on e-bay. The boxes to be used are in the workroom area. Elizabeth ~~will learn~~ this week where we must deliver them. Either Pico Rivera or Orange. This is the ~~group~~ that will pay us 37.5% of the proceeds. 5) Silent Auction- Nadine Blansett reported for Nancy ~~Lone~~-Tollefson. For the month of October the proceeds were \$159.

**Library Reports:** Elizabeth Minter 1) Phyllis Humple had a bad fall but hopes to be ~~back~~ soon. 2). The newsletter Notations will be out by the end of the week. 3) The Placentia Library District is presenting Holiday Photographs with the 2004 Hollywood Christmas Parade Santa, ~~Sunday~~, November 21 from 1-5 PM. Minimum donations are \$20 per picture with advance reservation, \$25 per picture at the door. Proceeds will be used to purchase new chairs for the Children's Department.

Laranne Millonzi has obtained a year-end giving brochure that is appropriate for our Library District. She will add specific information about our library.

Jim Roberts. Books cannot be ordered for Books 2004 until the number of children and their ages is determined. Jim expects to hear from Human Services soon.

Next meeting Monday December 6, 2004

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
November 22, 2004

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director & Library Trustees  
November 22, 2004

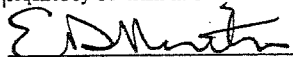
	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR	November 4, 2004	4668	14,852.96
	November 4, 2004	4669	1,762.09
	November 4, 2004	4670	7,241.20
	November 4, 2004	4671	1,865.84
TOTAL BY LIBRARY DIRECTOR			\$ 25,722.09
TOTAL			<u>\$ 25,722.09</u>

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N00642A Employment Development Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-6219	10/22/04 0265-3		0310	00		3,414.00		
N00692-A Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814 (note address change)	10/18/04 FY03/04 Final 10/20/04 FY04/05 2nd Qtr		0350	00		329.00		
			0350	00		2,813.00		
						3,142.00		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	Oct-04 56341		0700	00		14.45		
			1400	00		2,045.00		
			2800	00		5,155.44		
						7,214.89		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	10/22/04		2800	00		335.91		
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	10/20/04 1020		1800	00		134.69		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	10/13/04 7330591 11/6/04 7330591		2100	00		11.88		
			2100	00		154.09		
						165.97		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Nov 2004		0300	00		416.00		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	11/1/04 093198		1800	00		29.50		

The claims listed above (totaling \$14,852.96) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	10/26/04 04-10-1504		1400	00		353.91		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	10/4/04 524-8408 10/2/04 223-1698		0700	08		45.79		
			0700	01		342.53		
						388.32		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	10/21/04 312083-9		2800	00		377.58		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	10/28/04A37526		0700	05		215.50		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	11/11/04 8994		0900	00		52.80		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	10/14/04 234213		1400	00		195.00		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	10/21/04 213531		1800	00		143.98		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	11/1/04		1900	00		35.00		

The claims listed above (totaling \$1,762.09) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

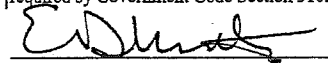
ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	10/30/04 00297		1900	00		85.50		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	10/21/04 X6509		1800	00		2,029.60		
N06819 American Library Association Mbshp 77-6499 Chicago IL 60678-6499	Silberfarb 04-05 Shook 04-05		1600	08		125.00		
			1600	00		210.00		
						335.00		
N09284 JEFFCO, INC. Attn: Accounts Receivable 1671 S. Research Loop Tuscon, AZ 85710-6795	10/12/04 - 399365 10/12/04 - 979297		1800	00		29.71		
			1800	00		127.24		
						156.95		
N13034A OmniGrafix Printing 1667 N. O'Donnell Way Orange, CA 92867	10/17/07- A36361		1800	00		442.85		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	10/22/04 X9240		0900	00		57.22		
			1800	00		163.18		
			1900	00		6.95		
			2400	01		58.07		
			2400	05		426.92		
			2700	01		257.77		
			4000	00		2,395.61		
						3,365.72		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	Spanish Literacy Pro 10/1/04		1900	01		825.58	"2"	

The claims listed above (totaling \$7,241.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

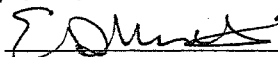


Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	Oct 2004 Music Time & Story Time		1900	00		54.00	"2"	
N25646A AFP 1101 King Street, Suuite 700 Alexandria, VA 22314-2967	Millonzi FY04-05 Minter FY04-05		1600	00		265.00 395.00 <b>660.00</b>		
N25869 Image Concepts 911 Powell Court Costa Mesa, CA 92626	10/21/04 Jan-14		1800	08		587.28		
N27368A The Hartford Group Benefits 75 Remittance Drive, Ste. 1641 Chicago, IL 60675-1641	Nov 04		0300	00		303.19		
N29483 Elizabeth Toller dba Creative Images by Aunt Betsy 1533 East Ismail Place Placentia, CA 92870 SSN: 557-65-8452	10/20/04 73		1800	00		53.87		
need vendor # Pitney Bowes Purchase Power POBox 856042 Louisville KY 40285-6042	10/24/04 X8869		1803	00		107.50		
need vendor # Public Library Association 50 E Huron Chicago IL 60611	Silberfarb FY04-05		1600	08		100.00		

The claims listed above (totaling \$1,865.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

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ATTESTED AND/OR COUNTERSIGNED BY



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
November 22, 2004

TYPE	REPORT NUMBER	AMOUNT
Regular	4672	19,064.08
	4673	3,094.00
	4674	1,292.49
	4675	52,051.00
	4676	9,546.73
	4677	7,518.20
	4678	5,702.60
Subtotal for Regular		98,269.10
Payroll	12/8/2004	38,412.06
	12/22/2004	38,412.06
Subtotal for Payroll		76,824.12
TOTAL CURRENT CLAIMS & PAYROLL		175,093.22

Prepared by: Wendy Goodson

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N00692-A Special District Risk Management 1112 I Street, Suite 300 Sacramento, CA 95814	FY 04-05		0350	00		8,439.00		
	11/4/04 56412		1800	00		2,283.00		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	11/4/04 56410		0700	00		7.18		
			1400	00		3,963.90		
			2800	00		1,837.53		
						<b>8,091.61</b>		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	10/28/04 2186605		2400	05		524.53		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Oct-Nov 04		0900	08		222.96		
			1800	00		25.36		
			1803	00		74.00		
			2700	00		118.20		
			2700	01		167.00		
			2700	03		34.00		
			2700	08		35.00		
						<b>676.52</b>		
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	Jul - Nov 2004 Travel Reimb		2700	01		138.76		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	11/3/04 335-253-2062 11/12/04 714-528-8236		0700	01		273.03		
			0700	01		50.68		
						<b>323.71</b>		
N03828F Baker & Taylor Books 135 S. LaSalle, Dept. 1205 Chicago, IL 60674-1205	10/29/04 4004415953 11/6/04 4004429399 10/19/04 0000126599 10/16/04 4004393829 10/15/04 4004391965		2400	03		162.14		
			2400	03		11.83		
			2400	01		435.00		
			2400	03		5.93		
			2400	03		29.64		
						<b>644.54</b>		
N03832A Books on Tape PO Box 25122 Santa Ana CA 92799-5122	11/5/04 5963830P		2400	05		225.41		

The claims listed above (totaling \$19,064.08) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

19,064.08

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Cat	Doc Number
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	10/21/04 H322544		2400	01		18.72		
	10/21/04 H322545		2400	01		874.42		
	10/27/04 H334348		2400	01		19.30		
	10/27/04 H334349		2400	01		26.23		
	10/27/04 H334350		2400	01		46.72		
	10/27/04 H334351		2400	01		161.90		
	10/27/04 H334352		2400	01		56.60		
	11/01/04 H344007		2400	01		84.56		
	10/22/04 H324972		2400	01		21.15		
	10/22/04 H342973		2400	01		240.52		
	10/22/04 H324974		2400	01		28.17		
	10/22/04 H324975		2400	01		28.22		
	10/22/04 H324976		2400	01		20.53		
	10/20/04 H320185		2400	01		20.53		
	11/08/04 H360185		2400	01		23.33		
	11/05/04 H356815		2400	01		57.80		
	11/05/04 H356818		2400	01		104.93		
	10/15/04 H310773		2400	01		231.74		
	10/15/04 H310770		2400	01		51.98		
	10/15/04 H310771		2400	01		28.17		
	10/15/04 H310772		2400	01		115.23		
	10/19/04 H317448		2400	01		17.48		
	10/06/04 H290077		2400	01		42.66		
	10/20/04 H320186		2400	01		125.29		
	10/20/04 H320187		2400	01		18.10		
	10/20/04 H320188		2400	01		17.51		
	10/20/04 H320189		2400	01		54.49		
					<b>2,536.28</b>			
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	10/18/04 90998133		2400	01		13.54		
	10/18/04 90998132		2400	01		82.59		
	10/18/04 90998131		2400	01		16.77		
	10/18/04 90998130		2400	01		15.99		
	10/18/04 90998129		2400	01		40.48		
	10/20/04 91026671		2400	01		21.10		
	10/18/04 90998128		2400	01		28.87		
	10/18/04 90998127		2400	01		16.74		
	10/18/04 90998126		2400	01		16.46		
	10/18/04 90998125		2400	01		16.78		
	10/18/04 90998124		2400	01		16.84		
	10/13/04 90934220		2400	01		209.40		
10/13/04 90934219		2400	01		18.41			
10/13/04 90934218		2400	01		43.75			
					<b>557.72</b>			

The claims listed above (totaling \$3,094.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

3,094.00

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

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

APPROVED CLAIMS								
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	10/13/04 90934217		2400	01		17.51		
	10/13/04 90929369		2400	01		54.70		
	10/19/04 91002547		2400	01		33.42		
	10/19/04 91002546		2400	01		15.64		
	10/19/04 91002545		2400	01		16.52		
	10/19/04 91002544		2400	01		15.78		
	10/11/04 90897703		2400	01		160.67		
	10/11/04 90897702		2400	01		94.16		
	10/11/04 90897701		2400	01		68.81		
	10/11/04 90897700		2400	01		16.25		
	10/08/04 90866223		2400	01		21.63		
	11/08/04 91307209		2400	01		50.05		
	11/08/04 91307208		2400	01		58.84		
	10/08/04 91307207		2400	01		17.55		
	11/08/04 91307206		2400	01		30.61		
	11/08/04 91307205		2400	01		16.52		
	11/08/04 91307204		2400	01		24.12		
	11/08/04 91307203		2400	01		40.35		
	11/02/04 91223509		2400	01		20.62		
	11/02/04 91223508		2400	01		27.39		
	11/02/04 91223507		2400	01		16.54		
	11/02/04 91223506		2400	01		17.93		
	11/02/04 91223505		2400	01		11.93		
	10/27/04 91136446		2400	01		39.07		
	10/27/04 91136445		2400	01		39.15		
	10/27/04 91136444		2400	01		19.56		
	10/27/04 91336443		2400	01		46.73		
	10/27/04 91136442		2400	01		19.94		
	10/27/04 91136441		2400	01		65.46		
	10/27/04 91136440		2400	01		10.02		
	10/27/04 91136439		2400	01		16.04		
	10/27/04 91136438		2400	01		17.39		
	10/27/04 91136437		2400	01		17.37		
10/27/04 91136436		2400	01		16.13			
10/27/04 91136435		2400	01		4.77			
10/27/04 91136434		2400	01		14.87			
10/27/04 91136433		2400	01		18.35			
10/27/04 91136432		2400	01		35.66			
10/27/04 91136431		2400	01		28.08			
10/27/04 91136430		2400	01		36.36			
					<b>1,292.49</b>			

The claims listed above (totaling \$1,292.49) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct					
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	10/1/04 R676676		2400	01		74.15		
N03912 California Special Districts Association 1112 I Street Suite 200 Sacramento, CA 95814	2005 Membership		1600	00		1,602.00		
N04858 Oxford University Press 2001 Evans Road Cary, NC 27513	10/25/04 91480691		2400	03		1,450.00		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	11/9/04 253025		1400	00		301.61		
N06902 New Readers Press P.O. Box 35888 Syracuse, NY 13235-5888	4/19/04 574985		2400	08		1,324.18		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	10/13/04 1816927		1800	00		86.88		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92701	Pension Contribution ending FY03-04		0200	00		45,912.18		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	11/7/04 062800		1400	00		1,300.00		

The claims listed above (totaling \$52,051.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

52,051.00

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

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

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/	Objt/			Doc Number	SC
			BS Acct	Rev				
N06795 Greenwood Publishing Group P.O. Box 5007 Westport, CT 06881-5007	11/1/04 2502385		2400	03		595.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	10/28/04 20041028		1900	00		523.55		
N09111B EBSCO Publishing P.O. Box 562 Ipswich, MA 01938	10/15/04 0259872		2400	04		7,420.84		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	10/18/04 I10286535		2400	01		58.00		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	11/7/04 200411-42		1900	00		15.00		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	11/1/04 14389		1900	00		71.60		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	Nov 2004		0300	00		647.50		
N21533A Kelly Paper Company 288 Brea Canyon Road City of Industry, CA 91789	10/28/04 383193		1800	00		80.40		
	11/03/04 150141		1800	00		106.52		
	10/21/04 249727		1800	00		28.32		
						215.24		

The claims listed above (totaling \$9,546.73) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

9,546.73



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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct					
N22268	11/3/04 904122		2400	02		42.99		
Midwest Tape	10/20/04 896257		2400	02		412.85		
PO Box 820	10/13/04 892481		2400	02		164.94		
Holland OH 43528						<b>620.78</b>		
N23434	594682625		0700	00		65.76		
Nextel Communications			0700	08		65.75		
P.O. Box 54977						<b>131.51</b>		
Los Angeles, CA 90054-0977								
N26080	10/27/04 1484688		2400	01		1,870.32		
EDC Educational Services								
Usborne Books								
P.O. Box 21568								
Tulsa, OK 74121-1568								
N26565	10/31/04 OC-41455		1400	00		223.00		
Day & Nite Door Service								
370 E Orangethorpe								
Placentia CA 92840								
N27562	11/11/04 24980		1000	00		682.70		
RMC Facilities Services, Inc.	11/11/04 24979		1000	00		100.00		
PO Box 2135						<b>782.70</b>		
Yorba Linda, CA 92885-1335								
N27838	11/4/04 176935		2400	05		160.94		
BBC Audiobooks America								
P.O. Box 1450								
Hampton, NH 03843-1450								
N29537	11/1/04 94-2004		1900	08		1,000.00		
Machoskie & Associates								
29 Crooked Stick Drive								
Newport Beach, CA 92660								
need vendor #	10/27/04 59650241		2400	01		1,959.76		
Heinemann Library	10/27/04 59634139		2400	01		769.19		
PO Box 0841						<b>2,728.95</b>		
Carol Stream IL 60132-0841								

The claims listed above (totaling \$7,518.20) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

7,518.20

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

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

Payee Name and Address Social Security/Tax ID	APPROVED CLAIMS						A C's Use Only	
	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/	Rept Cat	AMOUNT	Doc Number	SC
			BS Acct	Rev				
need vendor # Lerner Group 1251 Washington Ave North Minneapolis MN 55401	11/3/04 L544956		2400	01		1,802.71		
need vendor # Center for Cont. Study of the California Economy 610 University Ave Palo Alto Ca 94301-2019	10/20/04 19443		2400	01		187.69		
need vendor # The Childs World PO Box 326 Chanhassen MN 55317	10/27/2004 NA68021		2400	01		2,608.09		
need vendor # Thomas Gale PO Box 95501 Chicago IL 60694-5501	11/1/04 13652913 10/21/04 13643090 8/17/04 13500589		2400	01		325.10 56.80 146.61 <b>528.51</b>		
need vendor # Thomas Peterson's PO Box 95302 Chicago IL 60694-5302	10/8/04 3477128		2400	01		11.28		
need vendor # Uline Attn: Accounts Receivalbe 2200 S Lakeside Drive Waukegain, IL 60085	10/13/04 10133320		1800	00		162.12		
need vendor # A Plus Awards by Dewey 3890 Prospect Ave Unit H Yorba Linda CA 92886	11/13/04 00086560		1800	08		219.81		
need vendor # JanWay 11 Academy Road Cogan Station PA 17728-9300	11/3/04 47813		1800	00		182.39		

The claims listed above (totaling \$5,702.60) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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

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

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

Page Total

5,702.60



County of Orange  
**ELECTRONIC FUNDS TRANSFER**  
A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 38,412.06 on 12 | 8 | 04

Send To: Bank Name: Wells Fargo Bank  
 ABA #: 121000248  
 Account Name: Placentia Library District  
 Account #: 2011939659  
 Reference: Payroll #12

Description: Payroll

**Department / Agency**

Contact: Elizabeth D. Minter, Library Director

Name and Title  
714-528-1925 714-528-8236  
 Phone Number FAX Number

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
 CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP CD
707	707			0100	00						36,172.62	
707	707			0200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	38,412.06
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER			DATE			DEPUTY	DATE	

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



County of Orange  
**ELECTRONIC FUNDS TRANSFER**  
A/P PAYMENT REQUEST AND TRANSMITTAL

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

Please Pay \$ 38,412.06 on 12 | 22 | 04

Send To: Bank Name: Wells Fargo Bank  
ABA #: 121000248  
Account Name: Placentia Library District  
Account #: 2011939659  
Reference: Payroll #13

Description: Payroll

Department / Agency

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

AUDITOR COPY SUBMITTED TO: CLAIMS AUDIT   
CHECK WRITING

Vendor Code: N03641

DEPARTMENT'S USE -- COMPLETE IN DETAIL												A-C USE
FUND	AGCY	ORG	ACTV	OBJ	SUB OBJ	REV	SUB REV	JOB NUMBER	REPT CATG	B S ACCT	AMOUNT	SP C
707	707			0100	00						36,172.62	
707	707			0200	00						2,239.44	
ENCUMBRANCE REVERSAL: <input type="checkbox"/> YES <input type="checkbox"/> NO											TOTAL PAYMENT	38,412.06
I HEREBY CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED BY				EXPENDITURES AUTHORIZED AND APPROVED BY				APPROVED DAVID E. SUNDSTROM, Auditor-Controller				
CLAIMANT	DATE			AUTHORIZED SIGNER			DATE			DEPUTY	DATE	

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

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** November 22, 2004

**BACKGROUND:**

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

The Property Tax Apportionment Schedule for Fiscal Year 2004-2005 is Attachment B. Property taxes are scheduled to be received the last week of November and twice in December.

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

**RECOMMENDATION:**

Receive & File the Cash Flow Analysis for Fiscal Year 2004-2005 through November 22, 2004.



Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			707,872.67
05/24/04	4612	Payroll to wire July 8, 2004		31,154.00	676,718.67
06/16/04	4623	General by Library Director		2,319.00	674,399.67
06/30/04		Payroll to wire 07/21/04		32,653.50	641,746.17
06/30/04		Payroll to wire 08/04/05		32,653.50	609,092.67
06/30/04	4626	General by Library Director		3,205.53	605,887.14
06/30/04	4627	General by Library Director		120.61	605,766.53
07/07/04	4628	General by Library Director		4,795.93	600,970.60
07/07/04	4629	General by Library Director		17,712.52	583,258.08
07/14/04		Library Passport Revenue, Jul	9,800.50		593,058.58
07/14/04		Library Revenue, Jul	1,325.42		594,384.00
07/14/04		Interest Bank of the West	4.45		594,388.45
07/15/04		FY2003-2004 Secured #8	13,489.99	33.72	607,844.72
07/15/04		Supplemental 1985+	3,268.05		611,112.77
07/15/04		Delinquent Supplemental	1,630.01		612,742.78
07/15/04		Delinquent Supplemental Penalties	405.00		613,147.78
07/15/04		Supplemental 1984	1.30		613,149.08
07/15/04	4630	General by Library Director		12,819.81	600,329.27
07/15/04	4631	General by Library Director		636.90	599,692.37
07/19/04		Teeter Plan Delinquent Secured	12,766.29		612,458.66
07/26/04	4632	General		2,818.52	609,640.14
07/26/04	4633	General		4,017.23	605,622.91
07/26/04		Payroll to wire 08/18/05		31,513.17	574,109.74
07/26/04		Payroll to wire 09/01/05		31,513.17	542,596.57
07/27/04	4635	General by Library Director		446.40	542,150.17
07/28/04		Library Passport Revenue, Jul	8,968.85		551,119.02
07/28/04		Library Revenue, Jul	949.15		552,068.17
07/28/04	4634	General by Library Director		2,579.79	549,488.38
08/04/04	4636	General by Library Director		8,170.40	541,317.98
08/04/04	4647	General by Library Director		8,759.92	532,558.06
08/11/04		Supplemental #1	7,372.76		539,930.82
08/11/04	4639	General by Library Director		16,458.41	523,472.41
08/12/04	4638	General by Library Director		3,656.02	519,816.39
08/19/04		Library Passport Revenue, Aug	8,623.22		528,439.61
08/19/04		Library Revenue, Aug	1,573.32		530,012.93
08/19/04		Interest, Bank of the West	3.37		530,016.30
08/20/04		Interest, Jul	835.22	74.05	530,777.47
08/23/04	4640	General		3,844.89	526,932.58
08/23/04	4641	General		3,653.10	523,279.48
08/23/04	4642	General		6,681.06	516,598.42
08/23/04		Payroll to wire 09/15/05		34,309.78	482,288.64
08/23/04		Payroll to wire 09/29/05		32,299.52	449,989.12
08/26/04	4643	General by Library Director		10,975.77	439,013.35
08/26/04	4644	General by Library Director		8,897.41	430,115.94
08/27/04		Passport fee refund on Claim 4640	(31.00)		430,084.94
09/23/00	4653	General by Library Director		8,308.56	421,776.38
09/02/04	4645	General by Library Director		2,186.07	419,590.31

Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/02/04	4646	General by Library Director		161.35	419,428.96
09/09/04	4648	General by Library Director		4,211.13	415,217.83
09/09/04	4649	General by Library Director		8,359.69	406,858.14
09/13/04		Library Passport Revenue, Sep	7,416.30		414,274.44
09/13/04		State Library ILL, 5th Quarter	3,717.85		417,992.29
09/13/04		Library Revenue, Sep	1,503.43		419,495.72
09/13/04		Interest, Bank of the West	3.28		419,499.00
09/20/04		Unsecured	53,829.90	134.57	473,194.33
09/20/04		Supplemental #2	8,254.22		481,448.55
09/20/04	4650	General		2,728.08	478,720.47
09/20/04	4651	General		5,101.54	473,618.93
09/20/04		Payroll to wire 10/13/05		31,513.17	442,105.76
09/20/04		Payroll to wire 10/27/05		31,513.17	410,592.59
09/21/04		Interest, Aug	817.53	66.55	411,343.57
09/23/04	4652	General by Library Director		15,046.77	396,296.80
09/23/04	4654	General by Library Director		7,724.91	388,571.89
09/30/04	4655	General by Library Director		4,649.97	383,921.92
09/30/04	4656	General by Library Director		274.48	383,647.44
10/05/04		State Library Literacy Grant	30,000.00		413,647.44
10/05/04		Library Passport Revenue, Sep	8,620.60		422,268.04
10/05/04		State Library ELLI Grant	8,520.00		430,788.04
10/05/04		Library Revenue, Sep	2,031.56		432,819.60
10/05/04		Target Grant	2,000.00		434,819.60
10/05/04		State Library ILL, 1st Quarter	1,496.30		436,315.90
10/07/04	4657	General by Library Director		2,430.29	433,885.61
10/07/04	4658	General by Library Director		9,838.86	424,046.75
10/13/04		Supplemental #3	3,337.05		427,383.80
10/14/04	4659	General by Library Director		4,957.25	422,426.55
10/14/04	4660	General by Library Director		2,050.60	420,375.95
10/25/04	4661	General		6,397.90	413,978.05
10/25/04	4662	General		3,939.56	410,038.49
10/25/04	4663	General		1,350.93	408,687.56
10/25/04	4664	General		11,624.32	397,063.24
10/25/04	4665	General		3,122.11	393,941.13
10/25/04	4666	General		1,225.39	392,715.74
10/25/04	4667	General		1,022.45	391,693.29
10/25/04		Payroll to wire 11/10/05		31,513.17	360,180.12
10/25/04		Payroll to wire 11/24/05		31,513.17	328,666.95
10/27/04		Library Passport Revenue, Oct	7,885.95		336,552.90
10/27/04		Library Revenue, Oct	2,257.48		338,810.38
10/28/04		Interest, Sep	735.10	53.91	339,491.57
11/04/04	4668	General by Library Director		14,852.96	324,638.61
11/04/04	4669	General by Library Director		1,762.09	322,876.52
11/04/04	4670	General by Library Director		7,241.20	315,635.32
11/04/04	4671	General by Library Director		1,865.84	313,769.48
11/22/04	4672	General		19,064.08	294,705.40
11/22/04	4673	General		3,094.00	291,611.40



Placentia Library District  
FY2004-2005 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/22/04	4674	General		1,292.49	290,318.91
11/22/04	4675	General		52,051.00	238,267.91
11/22/04	4676	General		9,546.73	228,721.18
11/22/04	4677	General		7,518.20	221,202.98
11/22/04	4678	General		5,702.60	215,500.38
11/22/04		Payroll to wire 11/10/05		38,412.06	177,088.32
11/22/04		Payroll to wire 11/24/05		38,412.06	138,676.26
					138,676.26



Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2004-2005

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



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
November 22, 2004

**Fiscal Year 2004-2005**

	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
31-Jul-04	120,332.88	10,178.76	162,343.02	657,770.13	9,932.25	960,557.04	302,786.91
31-Aug-04	120,450.85	10,188.74	162,502.17	531,470.57	9,941.98	834,554.31	303,083.74
30-Sep-04	120,739.55	10,213.16	162,891.67	459,788.59	9,965.81	763,598.78	303,810.19
31-Oct-04	120,896.28	10,226.42	163,103.11	447,074.31	9,978.75	751,278.87	304,204.56
30-Nov-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Dec-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Jan-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28-Feb-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-Mar-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Apr-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31-May-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-Jun-05	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Fiscal Year 2003-2004**

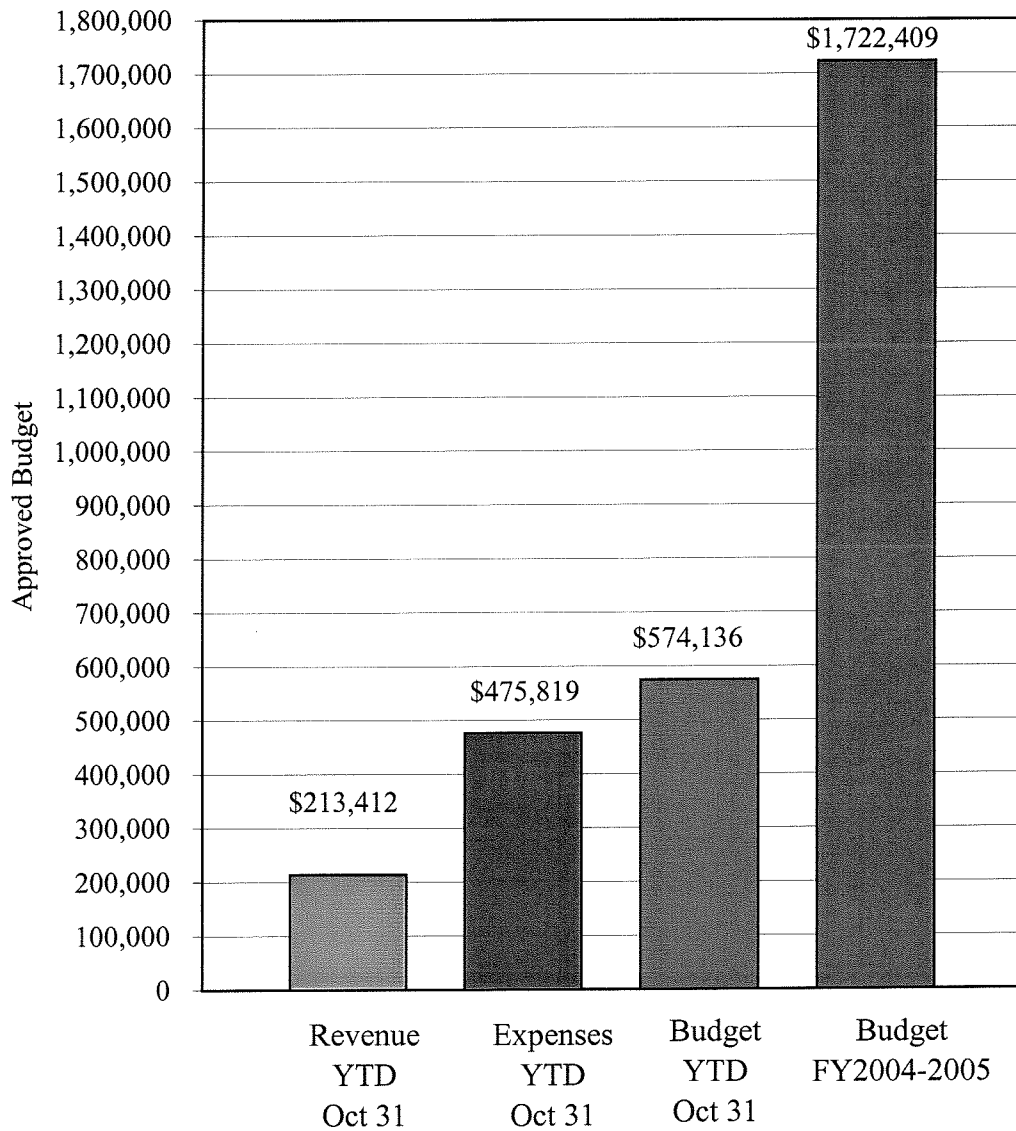
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32
28-Feb-04	119,875.17	10,140.04	161,734.07	523,002.49	9,894.48	824,646.25	301,643.76
31-Mar-04	119,984.08	10,149.26	161,881.01	492,191.83	9,903.47	794,109.65	301,917.82
30-Apr-04	120,098.27	10,158.92	162,035.07	763,712.62	9,912.89	1,065,917.77	302,205.15
31-May-04	120,009.19	10,169.99	162,203.13	786,668.72	9,923.69	1,088,974.72	302,306.00
30-Jun-04	120,216.46	10,168.91	162,185.96	707,872.67	9,922.64	1,010,366.64	302,493.97
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

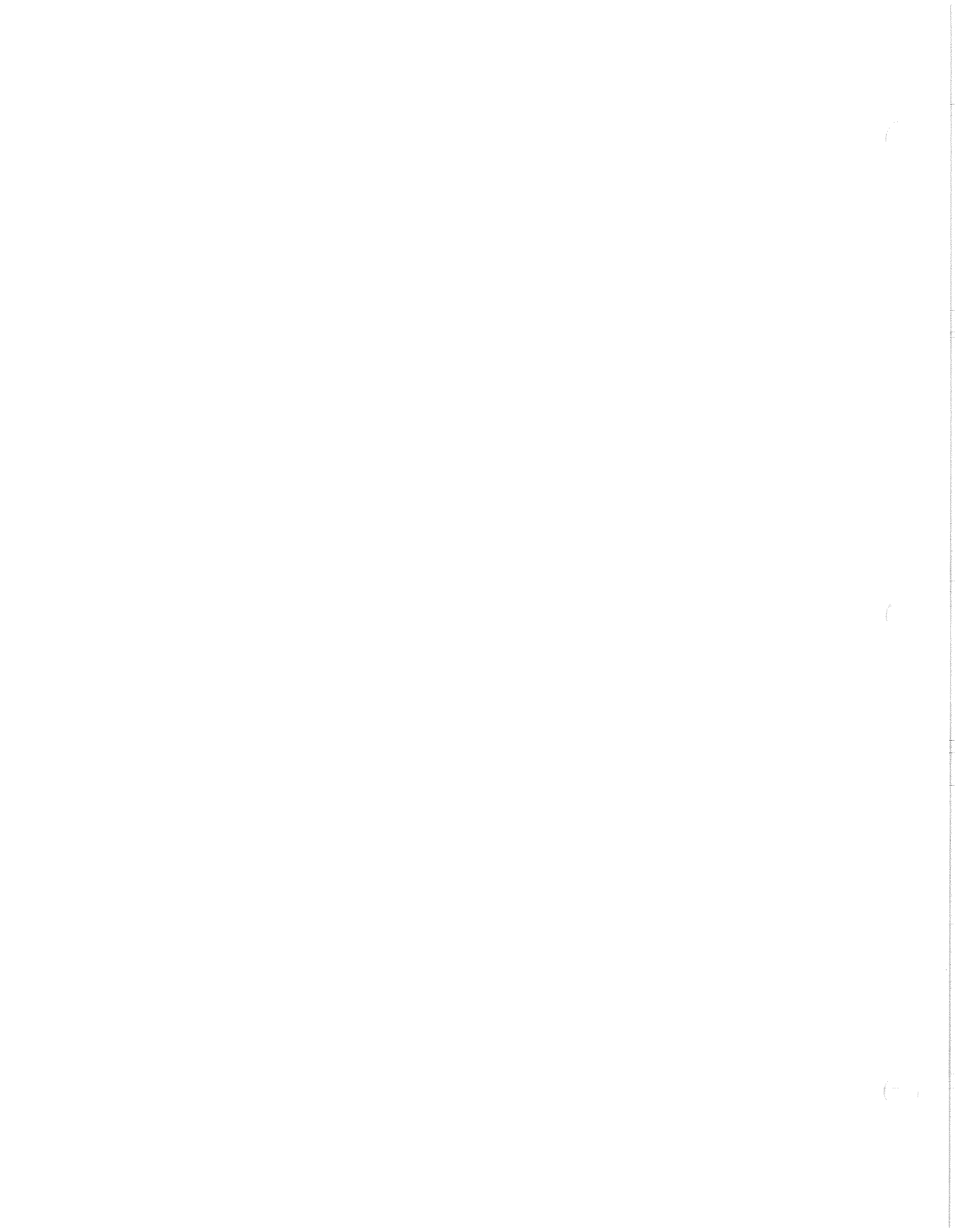


# PLACENTIA LIBRARY DISTRICT

## Fiscal Year 2004 - 2005

### General Fund Cash Flow







PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
November 22, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 OCT 2004	FY2003-2004 OCT 2003	FY2004-2005 % EXP BUD
6210-00	Prop. Taxes - current secured	1,234,995.00	13,489.99	0.00	0.00	0.00	1.09%
6210-01	Public Utility	22,500.00	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	14,500.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,271,995.00	13,489.99	0.00	0.00	0.00	1.06%
6220	PROP. TAXES - CURRENT UNSECURED	61,000.00	53,829.90	52,712.49	0.00	0.00	88.25%
6230-00	Prop. Taxes - Prior Secured	13,000.00	0.00	0.00	0.00	0.00	
6230-01	Prior year's secured final apportionment	0.00	0.00	16,611.57	0.00	0.00	
6230-02	Secured prior years	0.00	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0.00	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0.00	12,766.29	14,296.23	0.00	0.00	
6230-10	Release of impounds	0.00	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0.00	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	13,000.00	12,766.29	30,907.80	0.00	0.00	98.20%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750.00	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	4,000.00	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	48,000.00	18,964.03	14,418.03	3,337.05	6,669.98	39.51%
6280-01	Final supplemental for prior years	0.00	3,269.35	4,113.68	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	48,000.00	22,233.38	18,531.71	3,337.05	6,669.98	46.32%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,400.00	2,035.01	1,567.37	0.00	0.00	145.36%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0.00	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,400,145.00	104,354.57	103,719.37	3,337.05	6,669.98	7.45%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
November 22, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 OCT 2004	FY2003-2004 OCT 2003	FY2004-2005 % EXP BUD
6610-00	Interest	4,000.00	2,398.95	1,275.17	735.10	377.66	59.97%
6610-01/02	Interest - old bond fund	0.00	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0.00	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	4,000.00	2,398.95	1,275.17	735.10	377.66	59.97%
6690	STATE - HOMEOWNER PROP TAX RELIEF	17,000.00	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	14,000.00	5,214.15	6,659.90	1,496.30	0.00	37.24%
6970-01	State - CA Foundation Funds	18,000.00	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	51,194.00	30,000.00	0.00	30,000.00	0.00	58.60%
6970-03	State - Family Literacy	0.00	0.00	0.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	0.00	0.00	0.00	0.00	0.00	
6970-05	State - Project Grants	6,000.00	8,520.00	0.00	8,520.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	70.00	0.00	0.57	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	89,264.00	43,734.15	6,660.47	40,016.30	0.00	48.99%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,000.00	9,609.36	6,967.39	4,289.04	2,145.48	43.68%
7670-01	Local Revenue -- Passport	175,000.00	51,315.42	48,934.95	16,506.55	11,757.36	29.32%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	15,000.00	2,000.00	8,000.00	2,000.00	0.00	
	TOTAL LOCAL REVENUE	212,000.00	62,924.78	63,902.34	22,795.59	13,902.84	29.68%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0.00	0.00	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0.00	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,722,409.00	213,412.45	175,557.35	66,884.04	20,950.48	12.39%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 22, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 OCT	FY2003-2004 OCT	FY2004-2005 % EXP BUD
0100	Salaries & Wages	761,117	257,024.75	252,407.56	87,417.65	83,738.23	33.77%
0200	Retirement (Social Security & Pension Contribution)	58,225	20,546.12	19,313.80	7,119.84	6,324.46	35.29%
	Health & Life Insurance/Blue Shield CA	83,667	22,160.00	13,130.04	5,952.75	3,535.64	26.49%
	Long Term Disability/Hartford	4,186	826.75	1,266.51	0.00	228.06	19.75%
	Life Insurance/Fortis & Protective Life	1,814	226.80	550.70	113.40	0.00	12.50%
	Vision Service Plan/VSP	2,870	821.31	789.24	208.00	197.31	28.62%
	Dental/Ameritas	8,938	2,590.00	3,303.20	647.50	588.50	28.98%
0300	Total Employee Insurance	101,475	26,624.86	19,039.69	6,921.65	4,549.51	26.24%
0310	Unemployment Insurance	-	358.00	0.00	358.00	0.00	
0350	Workers Compensation - General	13,000	2,319.00	2,182.00	0.00	0.00	17.84%
	TOTAL SALARIES & EMPLOYEE BENEFITS	933,818	306,872.73	292,943.05	101,817.14	94,612.20	32.86%
0700-00	Communications - Telephone	2,000	1,056.12	324.00	352.21	74.43	52.81%
0700-01	Communications - Modem/Fax	7,800	2,631.80	3,580.49	1,039.35	625.73	33.74%
0700-02	Communications - Internet/Database	800	0.00	0.00	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	646.50	862.00	215.50	215.50	23.94%
0700-07	Communications - ELLI Grant	-	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500	434.53	716.92	122.69	76.41	28.97%
	Total Communications	14,800	4,768.95	5,483.41	1,729.75	992.07	32.22%
0900-00	Food - General Fund	350	262.24	160.50	70.22	38.27	
0900-07	Food - ELLI Grant	-	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	250	30.17	44.12	6.44	44.12	
0090-09	Food - Families for Literacy	500	0.00	298.27	0.00	173.76	
	Total Food	1,100	292.41	502.89	76.66	256.15	26.58%
1000-00	Household Expense	4,250	2,231.51	1,164.02	611.66	1,164.02	52.51%
1100-00	Insurance - Liability	12,000	11,001.77	11,120.12	0.00	0.00	91.68%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
November 22, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 OCT	FY2003-2004 OCT	FY2004-2005 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	1,358.00	401.60	470.00	101.57	45.27%
1300-01	Maintenance of Equipment - General Fund (Computer)	25,000	6,500.00	18,750.00	0.00	6,250.00	26.00%
1300-07	Maintenance of Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	28,500	7,858.00	19,151.60	470.00	6,351.57	27.57%
	HVAC	7,500	1,243.14	600.50	723.76	0.00	16.58%
	Carpet Cleaning	2,750	2,200.00	522.72	0.00	0.00	80.00%
	Groundskeeping, City of Placentia	27,500	6,123.43	8,232.33	1,830.00	1,862.59	22.27%
	Plumbing	3,000	793.59	112.83	0.00	0.00	26.45%
	Electrical	4,000	1,004.73	253.58	0.00	0.00	25.12%
	Cleaning Service	16,000	4,800.00	4,400.00	1,300.00	1,100.00	30.00%
	Locksmith	1,000	60.89	0.00	0.00	0.00	6.09%
	Other (Includes Fire Alarm & Extinguishers)	6,500	1,416.35	100.00	78.20	100.00	21.79%
1400-00	Total Maintenance of Building & Grounds	68,250	17,642.13	14,221.96	3,931.96	3,062.59	25.85%
1600-00	Memberships - General Fund	3,100	40.00	278.00	40.00	65.00	1.29%
1600-07	Memberships - ELLI Grant	-	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550	115.00	0.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Memberships	3,650	155.00	278.00	40.00	65.00	4.25%
1700-00	Miscellaneous Expense - General Fund	-	0.00	4,515.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI Grant	-	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	-	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	-	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	-	0.00	4,515.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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November 22, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 OCT	FY2003-2004 OCT	FY2004-2005 % EXP BUD
1800-00	Library Supplies	12,000	9,803.01	2,526.63	332.92	670.28	81.69%
	Printing	11,500	3,770.93	4,288.28	861.26	247.30	32.79%
	EZ Copy - copy cards for sale to patrons	-	0.00	0.00	0.00	0.00	
	Publications	1,100	82.79	120.00	0.00	0.00	7.53%
	Paper	700	278.85	60.92	180.56	19.91	39.84%
	Drinking Water Service	350	118.00	110.00	29.50	27.50	33.71%
	Other Office Supplies	10,000	6,282.69	3,642.10	1,889.29	814.01	62.83%
	Total Office Supply Expense - General Fund	35,650	20,336.27	10,747.93	3,293.53	1,779.00	57.04%
1800-07	ELLI Grant Supply Expense	500	0.00	255.71	0.00	0.00	
	Printing	2,000	1,712.25	570.75	0.00	0.00	
	Publications	2,500	0.00	18.00	0.00	0.00	
	Paper	-	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,000	161.19	0.00	145.44	0.00	
1800-08	Total Adult Literacy Office Supply Expense	5,500	1,873.44	588.75	145.44	0.00	34.06%
1800-09	Supply Expense Families for Literacy	2,000	0.00	1,456.99	0.00	327.16	
	Total Office Expense	43,650	22,209.71	13,049.38	3,438.97	2,106.16	50.88%
1803-00	Postage Expense - General Fund	4,500	1,550.00	1,404.11	0.00	650.00	34.44%
1803-01	Postage Expense - LSCA II Grant	-	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	150	0.00	37.00	0.00	37.00	
	Total Postage Expense	4,750	1,550.00	1,441.11	0.00	687.00	32.63%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 OCT	FY2003-2004 OCT	FY2004-2005 % EXP BUD
	Care Resources (Employee Assistance)	420	140.00	140.00	35.00	35.00	33.33%
	Pension Contribution & Operating Expenses	7,000	3,000.12	4,055.88	0.00	1,223.40	42.86%
	Anaheim Consortium Automated Library System	35,000	646.06	646.50	0.00	0.00	1.85%
	Library Board Consultants & Legal	10,000	3,449.95	8,194.91	0.00	8,194.91	25.00%
	Clipping Service	504	126.00	168.00	42.00	42.00	12.93%
	Interest Allocation & Tax Collection Charges by Orange County	9,500	1,228.23	1,177.62	66.55	37.43	47.99%
	Advertising (Including WEB Site)	2,000	959.70	710.00	490.00	665.00	74.00%
	Medical Exams	1,200	888.00	277.00	499.50	166.50	27.38%
	Collection Services - Accounts Receivable	2,800	766.54	832.46	37.00	110.81	58.44%
	Audit & Accounting Services	8,600	5,026.00	4,845.00	1,330.00	4,270.00	31.66%
	Payroll Preparation	3,600	1,139.69	768.85	320.07	244.10	
	Election Expenses	15,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	15,000	9,106.69	2,788.35	3,505.69	870.00	60.71%
1900-00	Total Specialized Services - General Fund	114,124	26,476.98	24,604.57	6,325.81	15,859.15	23.20%
1900-01	Specialized Services - Spanish Literacy	3,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	-	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000	1,041.48	580.00	0.00	0.00	20.83%
1900-09	Specialized Services - Families for Literacy	500	0.00	1,150.00	0.00	470.00	
1900-18	Tax Collection Services & Fees by Orange County	15,000	134.57	131.78	134.57	0.00	0.90%
	Total Specialized Services	137,624	27,653.03	26,466.35	6,460.38	16,329.15	20.09%
2000-00	Legal Notices - General Fund	650	200.25	192.24	0.00	0.00	30.81%
2000-01	Legal Notices - LSCA II Grant	-	0.00	0.00	0.00	0.00	
	Total Legal Notices	650	200.25	192.24	0.00	0.00	30.81%
2100-00	Rents/Leases-Equipment	700	198.42	350.83	32.33	0.00	

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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November 22, 2004

OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 OCT	FY2003-2004 OCT	FY2004-2005 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000	29,454.37	50,843.30	22,091.57	0.00	28.05%
2300-00	Small Tools/Instruments	-	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	-	1,010.45	0.00	1,010.45	0.00	
2400-01	Special Department Expense- Books	175,000	5,907.88	10,604.03	0.00	0.00	3.38%
2400-02	Special Department Expense - Video	-	2,872.32	216.10	0.00	216.10	
2400-03	Special Department Expense - Electronic	-	5,881.25	12,671.55	0.00	8,204.00	
2400-04	Special Department Expense - Periodicals	-	523.74	489.97	0.00	0.00	
2400-05	Special Department Expense - Audio	-	0.00	1,924.43	0.00	0.00	
2400-07	Special Department Expense - ELLI Grant	-	0.00	815.73	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	2,000	428.20	686.49	0.00	686.49	21.41%
2400-09	Special Department Expense - Families for Literacy	-	0.00	2,852.65	0.00	246.08	
	Total Special Department Expense	177,000	16,623.84	30,260.95	1,010.45	9,352.67	9.39%
2600-00	Transportation/Travel - General	-	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	75.20	0.00	75.20	0.00	3.01%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500	1,099.87	604.98	563.08	240.28	24.44%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500	98.00	0.00	0.00	0.00	6.53%
2700-03	Transportation/Travel - Meetings, Board Local	750	31.31	260.00	0.00	125.00	4.17%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	-	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	1,000	0.00	22.32	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	418.40	0.00	373.40	0.00	41.84%
2700-09	Transportation/Travel - Meetings - Families for Literacy	-	25.00	52.56	0.00	18.00	
	Total Transportation/Travel - Meetings	11,250	1,747.78	939.86	1,011.68	383.28	15.54%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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OBJECT CODE	DESCRIPTION	FY2004-2005 BUDGETED	FY2004-2005 YTD	FY2003-2004 YTD	FY2004-2005 OCT	FY2003-2004 OCT	FY2004-2005 % EXP BUD
2800-00	Electricity	72,000	15,244.46	18,211.61	5,250.20	2,650.78	21.17%
	Gas	4,200	424.43	562.37	86.96	174.96	10.11%
	Water	4,250	1,347.73	1,362.95	0.00	363.28	31.71%
	Total Utilities	80,450	17,016.62	20,136.93	5,337.16	3,189.02	21.15%
	TOTAL SUPPLIES & SERVICES	693,624	160,603.79	200,117.95	46,242.57	43,938.68	23.15%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	6,000	2,916.22	0.00	0.00	0.00	48.60%
4000-00	Equipment - General Fund	20,000	5,426.30	4,244.67	0.00	0.00	27.13%
4000-07	Equipment - ELLI Grant	-	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	-	0.00	0.00	0.00	0.00	
4000-09	Equipment - Families for Literacy	-	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	-	0.00	0.00	0.00	0.00	
	Total Equipment	20,000	5,426.30	4,244.67	0.00	0.00	27.13%
4200-00	Structures/Improvements	20,352	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	40,352	5,426.30	4,244.67	0.00	0.00	13.45%
5200	PROVISION FOR CONTINGENCIES	-	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	-	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,673,794	475,819.04	497,305.67	148,059.71	138,550.88	28.43%
	ELLI Grant Summary Object Code 07	1,500	0	1,094	0	0	1.26
	CLC Summary Object Code 08	3,150	4,341	2,616	648	807	
	FFL Grant Summary Object Code 09	3,000	25	5,847	0	1,272	
	TOTAL LITERACY (Excluding Personnel)	21,050	4,366	9,558	648	2,079	



Placentia Library District  
**Balance Sheet**  
As of October 31, 2004

	<u>Oct 31, 04</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
County Exempt - Checking	2,328.15
County Exempt - Savings	8,568.24
General Fund - Checking	12,576.75
General Fund - Savings	7,299.81
Literacy Fund - Savings	5,056.59
Payroll Checking - Wells Fargo	47,235.08
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>126,725.96</u>
Total Current Assets	<u>126,725.96</u>
<b>TOTAL ASSETS</b>	<b><u>126,725.96</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	30,767.34
Total Capital	68,809.21
Net Income	27,149.41
Total Equity	<u>126,725.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>126,725.96</u></b>

11:54 AM  
11/13/04

## Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 10/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						12,350.69
<b>Cleared Transactions</b>						
<b>Checks and Payments - 18 items</b>						
Check	9/22/2004	4940	ISDOC	X	-24.00	-24.00
Check	9/29/2004	4944	Sam's Club	X	-69.16	-93.16
Check	10/1/2004		Bank of the West	X	-138.73	-231.89
Check	10/4/2004		Bank of the West	X	-5.42	-237.31
Check	10/4/2004	4947	Sophia's	X	-100.00	-337.31
Check	10/5/2004	4948	Pat Irot	X	-28.10	-365.41
Check	10/5/2004	4949	Wendy G. Goodson	X	-43.55	-408.96
Check	10/6/2004	4950	Rembrandt's Beauti...	X	-20.00	-428.96
Check	10/12/2004	4952	Aaron Brothers	X	-20.46	-449.42
Check	10/13/2004	4953	Rembrandt's Beauti...	X	-20.00	-469.42
Check	10/20/2004	4957	Placentia Chamber ...	X	-40.00	-509.42
Check	10/20/2004	4956	Rembrandt's Beauti...	X	-20.00	-529.42
Check	10/21/2004		Bank of the West	X	-4.50	-533.92
Check	10/25/2004	4960	Placentia Library G...	X	-2,150.98	-2,684.90
Check	10/25/2004	4958	Placentia Library Di...	X	-2,291.30	-4,976.20
Check	10/25/2004	4959	Placentia Library Di...	X	-35.00	-5,011.20
Check	10/27/2004	4961	Rembrandt's Beauti...	X	-20.00	-5,031.20
Check	10/28/2004	4962	Placentia Chamber ...	X	-60.00	-5,091.20
<b>Total Checks and Payments</b>					-5,091.20	-5,091.20
<b>Deposits and Credits - 42 items</b>						
Deposit	10/1/2004			X	60.00	60.00
Deposit	10/4/2004			X	301.00	361.00
Deposit	10/4/2004			X	22.40	383.40
Deposit	10/4/2004			X	58.29	441.69
Deposit	10/5/2004			X	204.00	645.69
Deposit	10/5/2004			X	968.48	1,614.17
Deposit	10/6/2004			X	29.14	1,643.31
Deposit	10/6/2004			X	93.60	1,736.91
Deposit	10/7/2004			X	200.40	1,937.31
Deposit	10/8/2004			X	7.30	1,944.61
Deposit	10/8/2004			X	30.00	1,974.61
Deposit	10/8/2004			X	87.00	2,061.61
Deposit	10/12/2004			X	169.04	2,230.65
Deposit	10/12/2004			X	86.10	2,316.75
Deposit	10/12/2004			X	48.57	2,365.32
Deposit	10/12/2004			X	33.00	2,398.32
Deposit	10/12/2004			X	30.00	2,428.32
Deposit	10/12/2004			X	3.20	2,431.52
Check	10/13/2004	4954	Rembrandt's Beauti...	X	0.00	2,431.52
Deposit	10/13/2004			X	90.00	2,521.52
Deposit	10/13/2004			X	147.00	2,668.52
Deposit	10/14/2004			X	29.14	2,697.66
Deposit	10/14/2004			X	189.00	2,886.66
Deposit	10/15/2004			X	382.00	3,268.66
Deposit	10/18/2004			X	174.30	3,442.96
Deposit	10/18/2004			X	120.00	3,562.96
Deposit	10/18/2004			X	30.00	3,592.96
Deposit	10/19/2004			X	229.00	3,821.96
Deposit	10/19/2004			X	72.00	3,893.96
Deposit	10/19/2004			X	30.00	3,923.96
Deposit	10/20/2004			X	10.00	3,933.96
Deposit	10/20/2004			X	189.00	4,122.96
Deposit	10/21/2004			X	142.00	4,264.96
Deposit	10/22/2004			X	114.20	4,379.16
Deposit	10/25/2004			X	249.00	4,628.16
Deposit	10/25/2004			X	110.00	4,738.16
Deposit	10/25/2004			X	10.30	4,748.46
Deposit	10/25/2004			X	132.00	4,880.46
Deposit	10/27/2004			X	92.00	4,972.46
Deposit	10/28/2004			X	262.00	5,234.46

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11/13/04

## Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 10/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/29/2004			X	132.80	5,367.26
Check	11/2/2004	4965	Placentia Jewelers	X	0.00	5,367.26
Total Deposits and Credits					5,367.26	5,367.26
Total Cleared Transactions					276.06	276.06
Cleared Balance					276.06	12,626.75
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	10/7/2004	4951	Friends of National ...		-50.00	-50.00
Total Checks and Payments					-50.00	-50.00
<b>Deposits and Credits - 1 item</b>						
Check	10/14/2004	4955	Wal Mart			0.00
Total Deposits and Credits					0.00	0.00
Total Uncleared Transactions					-50.00	-50.00
Register Balance as of 10/31/2004					226.06	12,576.75
<b>New Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Check	11/1/2004	4963	PGRT-So Cal		-20.00	-20.00
Check	11/2/2004	4964	Postmaster		-74.00	-94.00
Check	11/3/2004	4969	All Star Trophy		-25.36	-119.36
Check	11/3/2004	4967	Fairmont Hotel		-275.00	-394.36
Check	11/3/2004	4966	Monterey Marriott		-1,148.94	-1,543.30
Check	11/3/2004	4970	Placentia Women's ...		-35.00	-1,578.30
Check	11/3/2004	4968	Travel In Style		-118.20	-1,696.50
Check	11/4/2004	4971	ISDOC		-36.00	-1,732.50
Check	11/6/2004	4972	Placentia Library Di...		-792.00	-2,524.50
Check	11/6/2004	4973	Placentia Library Di...		-30.00	-2,554.50
Check	11/6/2004	4974	Placentia Library G...		-3,182.35	-5,736.85
Total Checks and Payments					-5,736.85	-5,736.85
<b>Deposits and Credits - 3 items</b>						
Check	11/14/2004	4976	Rockwells Bistro Ba...			0.00
Check	11/14/2004	4975	Benjie's Restaurant			0.00
Check	11/14/2004	4977	Von's			0.00
Total Deposits and Credits					0.00	0.00
Total New Transactions					-5,736.85	-5,736.85
Ending Balance					<b>-5,510.79</b>	<b>6,839.90</b>

*EDW*  
*11/13/2004*

**Placentia Library District**  
**Reconciliation Detail**  
**General Fund - Savings, Period Ending 10/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						55,549.38
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	9/30/2004	1242	Orange County Aud...	X	-52,668.46	-52,668.46
Check	10/4/2004		Bank of the West	X	-10.00	-52,678.46
Check	10/20/2004	1243	Yorba Linda Public ...	X	-55.00	-52,733.46
Check	10/25/2004	1244	Orange County Aud...	X	-17,346.81	-70,080.27
<b>Total Checks and Payments</b>					-70,080.27	-70,080.27
<b>Deposits and Credits - 31 items</b>						
Deposit	10/3/2004			X	224.90	224.90
Deposit	10/3/2004			X	632.70	857.60
Deposit	10/4/2004			X	559.30	1,416.90
Deposit	10/5/2004			X	619.10	2,036.00
Deposit	10/6/2004			X	688.84	2,724.84
Deposit	10/7/2004			X	265.30	2,990.14
Deposit	10/9/2004			X	181.75	3,171.89
Deposit	10/12/2004			X	238.40	3,410.29
Deposit	10/12/2004			X	328.60	3,738.89
Deposit	10/12/2004			X	254.40	3,993.29
Deposit	10/13/2004			X	345.90	4,339.19
Deposit	10/14/2004			X	496.40	4,835.59
Deposit	10/17/2004			X	90.00	4,925.59
Deposit	10/17/2004			X	912.60	5,838.19
Deposit	10/17/2004			X	321.60	6,159.79
Deposit	10/17/2004			X	3,586.49	9,746.28
Deposit	10/18/2004			X	423.70	10,169.98
Deposit	10/19/2004			X	595.90	10,765.88
Deposit	10/20/2004			X	359.00	11,124.88
Deposit	10/21/2004			X	522.65	11,647.53
Deposit	10/24/2004			X	919.34	12,566.87
Deposit	10/24/2004			X	737.30	13,304.17
Deposit	10/24/2004			X	229.00	13,533.17
Deposit	10/25/2004			X	436.15	13,969.32
Deposit	10/25/2004			X	3,378.49	17,347.81
Deposit	10/26/2004			X	497.85	17,845.66
Deposit	10/26/2004			X	2,150.98	19,996.64
Deposit	10/26/2004			X	29.18	20,025.82
Deposit	10/27/2004			X	374.20	20,400.02
Deposit	10/28/2004			X	291.20	20,691.22
Deposit	10/31/2004			X	7.13	20,698.35
<b>Total Deposits and Credits</b>					20,698.35	20,698.35
<b>Total Cleared Transactions</b>					-49,381.92	-49,381.92
<b>Cleared Balance</b>					-49,381.92	6,167.46
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	10/31/2004				753.50	753.50
Deposit	10/31/2004				378.85	1,132.35
<b>Total Deposits and Credits</b>					1,132.35	1,132.35
<b>Total Uncleared Transactions</b>					1,132.35	1,132.35
<b>Register Balance as of 10/31/2004</b>					-48,249.57	7,299.81

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**Placentia Library District**  
**Reconciliation Detail**  
General Fund - Savings, Period Ending 10/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
<b>New Transactions</b>						
<b>Deposits and Credits - 11 items</b>						
Deposit	11/1/2004				722.65	722.65
Deposit	11/2/2004				415.35	1,138.00
Deposit	11/3/2004				259.25	1,397.25
Deposit	11/4/2004				594.35	1,991.60
Deposit	11/6/2004				267.20	2,258.80
Deposit	11/6/2004				550.60	2,809.40
Deposit	11/8/2004				3,182.35	5,991.75
Deposit	11/8/2004				621.90	6,613.65
Deposit	11/8/2004				757.70	7,371.35
Deposit	11/9/2004				503.01	7,874.36
Deposit	11/10/2004				331.75	8,206.11
Total Deposits and Credits					8,206.11	8,206.11
Total New Transactions					8,206.11	8,206.11
<b>Ending Balance</b>					<b>-40,043.46</b>	<b>15,505.92</b>

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*11/13/04*

## Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 10/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,363.15
<b>Cleared Transactions</b>						
<b>Checks and Payments - 47 items</b>						
Check	9/22/2004	5262	Friends of Placentia...	X	-80.00	-80.00
Check	9/25/2004	5263	Passport Services	X	-80.00	-160.00
Check	9/27/2004	5264	Passport Services	X	-55.00	-215.00
Check	9/27/2004	5265	Passport Services	X	-55.00	-270.00
Check	9/28/2004	5269	Passport Services	X	-110.00	-380.00
Check	9/28/2004	5268	Passport Services	X	-95.00	-475.00
Check	9/28/2004	5267	Passport Services	X	-55.00	-530.00
Check	9/28/2004	5266	Passport Services	X	-55.00	-585.00
Check	9/28/2004	5270	Passport Services	X	-55.00	-640.00
Check	9/28/2004	5271	Passport Services	X	-55.00	-695.00
Check	9/28/2004	5281	Elizabeth D Minter	X	-174.00	-869.00
Check	9/28/2004	5273	Passport Services	X	-40.00	-909.00
Check	9/28/2004	5272	Passport Services	X	-55.00	-964.00
Check	9/30/2004	5282	Passport Services	X	-55.00	-1,019.00
Check	10/2/2004	5275	Passport Services	X	-40.00	-1,059.00
Check	10/2/2004	5274	Passport Services	X	-40.00	-1,099.00
Check	10/4/2004	5276	Passport Services	X	-55.00	-1,154.00
Check	10/5/2004	5278	Passport Services	X	-55.00	-1,209.00
Check	10/5/2004	5279	Passport Services	X	-115.00	-1,324.00
Check	10/5/2004	5277	Passport Services	X	-55.00	-1,379.00
Check	10/6/2004	5280	Passport Services	X	-40.00	-1,419.00
Check	10/6/2004	5285	Passport Services	X	-115.00	-1,534.00
Check	10/6/2004	5284	Passport Services	X	-55.00	-1,589.00
Check	10/6/2004	5283	Passport Services	X	-55.00	-1,644.00
Check	10/7/2004	5288	Passport Services	X	-95.00	-1,739.00
Check	10/7/2004	5287	Passport Services	X	-55.00	-1,794.00
Check	10/7/2004	5286	Passport Services	X	-55.00	-1,849.00
Check	10/9/2004	5289	Passport Services	X	-80.00	-1,929.00
Check	10/11/2004	5290	Christopher's Flowers	X	-39.76	-1,968.76
Check	10/13/2004	5291	Passport Services	X	-55.00	-2,023.76
Check	10/14/2004	5294	Passport Services	X	-55.00	-2,078.76
Check	10/14/2004	5293	Passport Services	X	-40.00	-2,118.76
Check	10/14/2004	5292	Sam's Club	X	-191.54	-2,310.30
Check	10/14/2004	5296	Passport Services	X	-230.00	-2,540.30
Check	10/14/2004	5295	Passport Services	X	-40.00	-2,580.30
Check	10/16/2004	5297	Passport Services	X	-55.00	-2,635.30
Check	10/19/2004	5301	Passport Services	X	-40.00	-2,675.30
Check	10/19/2004	5299	Passport Services	X	-55.00	-2,730.30
Check	10/19/2004	5298	Passport Services	X	-55.00	-2,785.30
Check	10/19/2004	5300	Passport Services	X	-55.00	-2,840.30
Check	10/20/2004	5302	Passport Services	X	-55.00	-2,895.30
Check	10/20/2004	5303	Passport Services	X	-55.00	-2,950.30
Check	10/21/2004	5306	Passport Services	X	-55.00	-3,005.30
Check	10/21/2004	5305	Passport Services	X	-55.00	-3,060.30
Check	10/21/2004	5304	Passport Services	X	-100.00	-3,160.30
Check	10/23/2004	5307	Passport Services	X	-100.00	-3,260.30
Check	10/31/2004			X	-11.00	-3,271.30
<b>Total Checks and Payments</b>					<b>-3,271.30</b>	<b>-3,271.30</b>
<b>Deposits and Credits - 14 items</b>						
Deposit	10/3/2004			X	55.00	55.00
Deposit	10/5/2004			X	170.00	225.00
Deposit	10/6/2004			X	40.00	265.00
Deposit	10/6/2004			X	575.00	840.00
Deposit	10/7/2004			X	55.00	895.00
Deposit	10/7/2004			X	40.00	935.00
Deposit	10/13/2004			X	295.00	1,230.00
Deposit	10/14/2004			X	30.00	1,260.00
Deposit	10/19/2004			X	55.00	1,315.00
Deposit	10/21/2004			X	625.00	1,940.00
Deposit	10/24/2004			X	55.00	1,995.00
Deposit	10/26/2004			X	2,291.30	4,286.30

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11/13/04

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 10/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/27/2004			X	110.00	4,396.30
Deposit	10/28/2004			X	200.00	4,596.30
Total Deposits and Credits					4,596.30	4,596.30
Total Cleared Transactions					1,325.00	1,325.00
Cleared Balance					1,325.00	3,688.15
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	8/9/2004	5200	Jim Gilbert		-300.00	-410.00
Check	10/23/2004	5308	Passport Services		-55.00	-465.00
Check	10/27/2004	5310	Passport Services		-110.00	-575.00
Check	10/27/2004	5311	Passport Services		-200.00	-775.00
Check	10/27/2004	5309	Passport Services		-55.00	-830.00
Check	10/28/2004	5312	Passport Services		-55.00	-885.00
Check	10/30/2004	5316	Passport Services		-95.00	-980.00
Check	10/30/2004	5315	Passport Services		-100.00	-1,080.00
Check	10/30/2004	5313	Passport Services		-55.00	-1,135.00
Check	10/30/2004	5314	Passport Services		-115.00	-1,250.00
Check	10/31/2004	5317	Passport Services		-110.00	-1,360.00
Total Checks and Payments					-1,360.00	-1,360.00
Total Uncleared Transactions					-1,360.00	-1,360.00
Register Balance as of 10/31/2004					-35.00	2,328.15
<b>New Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	11/2/2004	5318	Darold Gordon Flath		-80.00	-80.00
Check	11/3/2004	5319	Passport Services		-110.00	-190.00
Check	11/3/2004	5320	Passport Services		-115.00	-305.00
Check	11/3/2004	5321	Passport Services		-115.00	-420.00
Check	11/4/2004	5325	Passport Services		-55.00	-475.00
Check	11/4/2004	5324	Alta Vista Country ...		-2,844.00	-3,319.00
Check	11/4/2004	5322	Passport Services		-55.00	-3,374.00
Check	11/4/2004	5323	Vick Knight		-200.00	-3,574.00
Check	11/6/2004	5326	Passport Services		-40.00	-3,614.00
Check	11/8/2004	5327	Passport Services		-115.00	-3,729.00
Check	11/9/2004	5329	Passport Services		-200.00	-3,929.00
Check	11/9/2004	5328	Passport Services		-55.00	-3,984.00
Total Checks and Payments					-3,984.00	-3,984.00
<b>Deposits and Credits - 6 items</b>						
Deposit	11/1/2004				400.00	400.00
Deposit	11/2/2004				19.94	419.94
Deposit	11/3/2004				150.00	569.94
Deposit	11/3/2004				115.00	684.94
Deposit	11/4/2004				115.00	799.94
Deposit	11/4/2004				792.00	1,591.94
Total Deposits and Credits					1,591.94	1,591.94
Total New Transactions					-2,392.06	-2,392.06
<b>Ending Balance</b>					<b>-2,427.06</b>	<b>-63.91</b>

*2004  
11/13/04*

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11/13/04

**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 10/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						8,191.72
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	10/5/2004	1527	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
<b>Deposits and Credits - 10 items</b>						
Deposit	10/3/2004			X	30.00	30.00
Deposit	10/6/2004			X	19.94	49.94
Deposit	10/7/2004			X	115.00	164.94
Deposit	10/17/2004			X	30.00	194.94
Deposit	10/21/2004			X	35.00	229.94
Deposit	10/24/2004			X	30.00	259.94
Deposit	10/26/2004			X	35.00	294.94
Deposit	10/26/2004			X	170.00	464.94
Deposit	10/28/2004			X	65.00	529.94
Deposit	10/31/2004			X	2.10	532.04
Total Deposits and Credits					532.04	532.04
Total Cleared Transactions					376.52	376.52
Cleared Balance					376.52	8,568.24
Register Balance as of 10/31/2004					376.52	8,568.24
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	11/2/2004	1528	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
<b>Deposits and Credits - 3 items</b>						
Deposit	11/2/2004				35.00	35.00
Deposit	11/4/2004				65.00	100.00
Deposit	11/8/2004				30.00	130.00
Total Deposits and Credits					130.00	130.00
Total New Transactions					-25.52	-25.52
<b>Ending Balance</b>					<b>351.00</b>	<b>8,542.72</b>

*EWK*  
11/13/04



**Placentia Library District  
Reconciliation Detail  
Literacy Fund - Savings, Period Ending 10/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						8,554.53
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	10/20/2004	1100	Tesoro Publishing	X	-3,500.00	-3,500.00
Total Checks and Payments					-3,500.00	-3,500.00
<b>Deposits and Credits - 1 item</b>						
Deposit	10/31/2004			X	2.06	2.06
Total Deposits and Credits					2.06	2.06
Total Cleared Transactions					-3,497.94	-3,497.94
Cleared Balance					-3,497.94	5,056.59
Register Balance as of 10/31/2004					-3,497.94	5,056.59
<b>Ending Balance</b>					<b>-3,497.94</b>	<b>5,056.59</b>

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11/13/04*

## Placentia Library District Reconciliation Detail

### Payroll Checking - Wells Fargo, Period Ending 10/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						25,021.89
<b>Cleared Transactions</b>						
<b>Checks and Payments - 65 items</b>						
Check	9/8/2004	4416	Din Thong	X	-135.51	-135.51
Check	9/22/2004	4451	Victoria Eley	X	-394.36	-529.87
Check	9/22/2004	4453	Ryan Lighthill	X	-241.83	-771.70
Check	9/22/2004	4454	Melissa Manzanarez	X	-61.59	-833.29
Check	9/22/2004	4457	Din Thong	X	-269.29	-1,102.58
Check	9/22/2004	4440	Norma Sandoval-R...	X	-60.64	-1,163.22
Check	9/22/2004	4439	Kathryn Rose	X	-67.49	-1,230.71
Check	9/22/2004	4422	Joy Di Loreto	X	-620.86	-1,851.57
Check	9/22/2004	2035	Kristen Proffitt	X	-76.89	-1,928.46
Check	10/6/2004		Paychex	X	-16,538.41	-18,466.87
Check	10/6/2004		Paychex	X	-8,868.64	-27,335.51
Check	10/6/2004	4462	Gary Bell	X	-1,410.92	-28,746.43
Check	10/6/2004	4463	Dorothy J. Cummings	X	-114.52	-28,860.95
Check	10/6/2004	4464	Jesus Diaz	X	-539.64	-29,400.59
Check	10/6/2004	4465	Gail Erwin	X	-65.25	-29,465.84
Check	10/6/2004	4468	Wendy G. Goodson	X	-1,537.05	-31,002.89
Check	10/6/2004	4470	Esther P. Guzman	X	-278.42	-31,281.31
Check	10/6/2004	4471	Joyce G. Hampton	X	-337.36	-31,618.67
Check	10/6/2004	4472	Alexander Hernandez	X	-317.81	-31,936.48
Check	10/6/2004	4477	Laura Mitchell	X	-127.36	-32,063.84
Check	10/6/2004	4480	Kristen Proffitt	X	-17.41	-32,081.25
Check	10/6/2004	4482	Pamela Radeka	X	-29.13	-32,110.38
Check	10/6/2004	4485	Lena Rodriguez	X	-56.10	-32,166.48
Check	10/6/2004	4486	Kathryn Rose	X	-71.71	-32,238.19
Check	10/6/2004	4491	Sherri Umali	X	-171.62	-32,409.81
Check	10/6/2004	4494	Angelica Alatorre	X	-221.75	-32,631.56
Check	10/6/2004	4495	Felix Bellamy	X	-345.09	-32,976.65
Check	10/6/2004	4496	Kamala Connors	X	-119.90	-33,096.55
Check	10/6/2004	4497	Victoria Eley	X	-197.12	-33,293.67
Check	10/6/2004	4498	Shannon Ford	X	-141.60	-33,435.27
Check	10/6/2004	4499	Ryan Lighthill	X	-241.83	-33,677.10
Check	10/6/2004	4500	Melissa Manzanarez	X	-98.07	-33,775.17
Check	10/6/2004	4501	Melissa Porter	X	-129.48	-33,904.65
Check	10/6/2004	4502	Hilda Rivera	X	-243.22	-34,147.87
Check	10/6/2004	4503	Evelyn Soqui	X	-185.02	-34,332.89
Check	10/6/2004	4504	Din Thong	X	-274.78	-34,607.67
Check	10/6/2004	4505	Sothavy Ton	X	-150.92	-34,758.59
Check	10/6/2004	4506	Orange County Aud...	X	-240.00	-34,998.59
Check	10/6/2004	4507	Placentia Library Di...	X	-19.94	-35,018.53
Check	10/6/2004	4508	Nationwide Retirem...	X	-1,825.76	-36,844.29
Check	10/6/2004	4481	Beatrice V. Quintanar	X	-323.55	-37,167.84
Check	10/20/2004	4546	Victoria Eley	X	-197.12	-37,364.96
Check	10/20/2004	4545	Kamala Connors	X	-119.90	-37,484.86
Check	10/20/2004	4549	Melissa Manzanarez	X	-61.59	-37,546.45
Check	10/20/2004	4543	Angelica Alatorre	X	-221.75	-37,768.20
Check	10/20/2004	4540	Sandra Vargas	X	-95.67	-37,863.87
Check	10/20/2004	4550	Christina Perez	X	-141.60	-38,005.47
Check	10/20/2004	4538	Galen Tigert	X	-100.46	-38,105.93
Check	10/20/2004	4533	Norma Sandoval-R...	X	-60.64	-38,166.57
Check	10/20/2004	4552	Hilda Rivera	X	-451.07	-38,617.64
Check	10/20/2004	4529	Pamela Radeka	X	-51.79	-38,669.43
Check	10/20/2004	4528	Beatrice V. Quintanar	X	-328.80	-38,998.23
Check	10/20/2004	4527	Kristen Proffitt	X	-86.24	-39,084.47
Check	10/20/2004	4524	Laura Mitchell	X	-190.44	-39,274.91
Check	10/20/2004	4553	Evelyn Soqui	X	-185.02	-39,459.93
Check	10/20/2004	4519	Joyce G. Hampton	X	-337.36	-39,797.29
Check	10/20/2004	4555	Ton Sothavy	X	-110.88	-39,908.17
Check	10/20/2004	4516	Wendy G. Goodson	X	-1,537.05	-41,445.22
Check	10/20/2004	4556	Orange County Aud...	X	-240.00	-41,685.22
Check	10/20/2004	4512	Gail Erwin	X	-126.32	-41,811.54
Check	10/20/2004	4511	Jesus Diaz	X	-516.87	-42,328.41
Check	10/20/2004	4557	Nationwide Retirem...	X	-1,805.76	-44,134.17
Check	10/20/2004		Paychex	X	-8,974.63	-53,108.80

## Placentia Library District Reconciliation Detail Payroll Checking - Wells Fargo, Period Ending 10/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Check	10/20/2004		Paychex	X	-16,260.98	-69,369.78
Check	10/20/2004	4548	Ryan Lighthill	X	-184.79	-69,554.57
Total Checks and Payments					-69,554.57	-69,554.57
<b>Deposits and Credits - 3 items</b>						
Deposit	9/29/2004			X	32,299.52	32,299.52
Deposit	10/14/2004			X	31,513.17	63,812.69
Deposit	10/27/2004			X	31,513.17	95,325.86
Total Deposits and Credits					95,325.86	95,325.86
Total Cleared Transactions					25,771.29	25,771.29
Cleared Balance					25,771.29	50,793.18
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	8/25/2004	4380	Angie-An Mai		-30.80	-30.80
Check	10/20/2004	4551	Melissa Porter		-116.53	-147.33
Check	10/20/2004	4547	Shannon Ford		-163.30	-310.63
Check	10/20/2004	4539	Sherri Umali		-215.61	-526.24
Check	10/20/2004	4544	Felix Bellamy		-304.25	-830.49
Check	10/20/2004	4509	Gary Bell		-1,410.92	-2,241.41
Check	10/20/2004	4510	Dorothy J. Cummings		-58.55	-2,299.96
Check	10/20/2004	4514	Chris Fazenbaker		-241.59	-2,541.55
Check	10/20/2004	4518	Esther P. Guzman		-278.42	-2,819.97
Check	10/20/2004	4554	Din Thong		-274.78	-3,094.75
Check	10/20/2004	4520	Alexander Hernandez		-353.13	-3,447.88
Check	10/20/2004	4532	Lena Rodriguez		-110.22	-3,558.10
Total Checks and Payments					-3,558.10	-3,558.10
Total Uncleared Transactions					-3,558.10	-3,558.10
Register Balance as of 10/31/2004					22,213.19	47,235.08
<b>New Transactions</b>						
<b>Checks and Payments - 36 items</b>						
Check	11/3/2004	4568	Wendy G. Goodson		-1,512.75	-1,512.75
Check	11/3/2004	4570	Esther P. Guzman		-278.42	-1,791.17
Check	11/3/2004	4572	Alexander Hernandez		-327.10	-2,118.27
Check	11/3/2004	4579	Kristen Proffitt		-59.99	-2,178.26
Check	11/3/2004	4580	Beatrice V. Quintanar		-328.80	-2,507.06
Check	11/3/2004	4583	Lena Rodriguez		-110.22	-2,617.28
Check	11/3/2004	4588	Gaien Tigert		-119.14	-2,736.42
Check	11/3/2004	4589	Sandra Vargas		-31.89	-2,768.31
Check	11/3/2004	4592	Angelica Alatorre		-221.75	-2,990.06
Check	11/3/2004	4593	Felix Bellamy		-367.72	-3,357.78
Check	11/3/2004	4594	Hubert Chim		-107.94	-3,465.72
Check	11/3/2004	4595	Kamala Connors		-271.83	-3,737.55
Check	11/3/2004	4596	Victoria Eley		-135.51	-3,873.06
Check	11/3/2004	4597	Shannon Ford		-168.74	-4,041.80
Check	11/3/2004	4598	Ryan Lighthill		-184.79	-4,226.59
Check	11/3/2004	4599	Melissa Manzanarez		-98.07	-4,324.66
Check	11/3/2004	4600	Christina Perez		-185.02	-4,509.68
Check	11/3/2004	4601	Melissa Porter		-155.37	-4,665.05
Check	11/3/2004	4602	Hilda Rivera		-475.01	-5,140.06
Check	11/3/2004	4603	Evelyn Soqui		-190.43	-5,330.49
Check	11/3/2004	4604	Din Thong		-274.78	-5,605.27
Check	11/3/2004	4605	Ton Sothavy		-98.55	-5,703.82
Check	11/3/2004	4606	Orange County Aud...		-240.00	-5,943.82
Check	11/3/2004	4607	Placentia Library Di...		-19.94	-5,963.76
Check	11/3/2004	4608	Nationwide Retirem...		-1,835.76	-7,799.52
Check	11/3/2004	4566	Trang Goebel		-57.92	-7,857.44
Check	11/3/2004	4565	Chris Fazenbaker		-131.98	-7,989.42
Check	11/3/2004	4563	Gail Erwin		-126.32	-8,115.74
Check	11/3/2004	4562	Diane Eddington		-67.49	-8,183.23
Check	11/3/2004	4561	Jesus Diaz		-510.03	-8,693.26

# Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 10/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Check	11/3/2004	4560	Dorothy J. Cummings		-140.31	-8,833.57
Check	11/3/2004	4559	Gary Bell		-1,410.92	-10,244.49
Check	11/3/2004	4558	Lynn Baden		-71.71	-10,316.20
Check	11/3/2004		Paychex		-8,874.10	-19,190.30
Check	11/3/2004		Paychex		-16,169.47	-35,359.77
Check	11/3/2004	4571	Joyce G. Hampton		-337.36	-35,697.13
Total Checks and Payments					-35,697.13	-35,697.13
Total New Transactions					-35,697.13	-35,697.13
Ending Balance					<u>-13,483.94</u>	<u>11,537.95</u>

*Handwritten:*  
E. Smith  
11/13/04

ACQUISITIONS REPORT FOR THE MONTH OF OCTOBER 2004  
Prepared by: Julie Shoek, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	2,715.78	210	0.00	0	2,715.78	210	84.95	6	2,800.73	216
Adult Circulating Non-Fiction	3,399.22	144	0.00	0	3,399.22	144	662.68	34	4,061.90	178
Adult Reference	3,874.68	64	0.00	0	3,874.68	64	25.95	1	3,900.63	65
Adult Print Continuations	7,420.84	140	0.00	0	7,420.84	140	0.00	0	7,420.84	140
Adult Electronic Continuations	1,543.66	12	0.00	0	1,543.66	12	0.00	0	1,543.66	12
Total Adult Non-Fiction	16,238.40	360	0.00	0	16,238.40	360	688.63	35	16,927.03	395
TOTAL ADULT PRINT MATERIALS	18,954.18	570	0.00	0	18,954.18	570	773.58	41	19,727.76	611
Adult Audio/Music	18.56	1	0.00	0	18.56	1	0.00	0	18.56	1
Adult Audio Books	1,487.14	28	0.00	0	1,487.14	28	0.00	0	1,487.14	28
Total Adult Audio	1,505.70	29	0.00	0	1,505.70	29	0.00	0	1,505.70	29
Adult Video Educational	577.79	39	0.00	0	577.79	39	0.00	0	577.79	39
Adult Video Entertainment	2,178.13	131	0.00	0	2,178.13	131	0.00	0	2,178.13	131
Total Adult Video	2,755.92	170	0.00	0	2,755.92	170	0.00	0	2,755.92	170
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	4,261.62	199	0.00	0	4,261.62	199	0.00	0	4,261.62	199
TOTAL ADULT MATERIALS	23,215.80	769	0.00	0	23,215.80	769	773.58	41	23,989.38	810
Juvenile Fiction	194.05	40	9.36	1	203.41	41	106.80	11	310.21	52
Juvenile Circulating Non-Fiction	122.23	8	0.00	0	122.23	8	24.95	1	147.18	9
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	742.50	11	0.00	0	742.50	11	0.00	0	742.50	11
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	864.73	19	0.00	0	864.73	19	24.95	1	889.68	20
TOTAL JUVENILE PRINT MATERIALS	1,058.78	59	9.36	1	1,068.14	60	131.75	12	1,199.89	72
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	1,058.78	59	9.36	1	1,068.14	60	131.75	12	1,199.89	72
Total Fiction	2,909.83	250	9.36	1	2,919.19	251	191.75	17	3,110.94	268
Total Non-Fiction	17,103.13	379	0.00	0	17,103.13	379	713.58	36	17,816.71	415
Total Audio	1,505.70	29	0.00	0	1,505.70	29	0.00	0	1,505.70	29
Total Video	2,755.92	170	0.00	0	2,755.92	170	0.00	0	2,755.92	170
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	24,274.58	828	9.36	1	24,283.94	829	905.33	53	25,189.27	882

OUTSTANDING ORDERS AS OF OCTOBER 31, 2004

General Fund	Adopt-A-Book	TOTAL
Amount	Amount	Amount
\$11,772.53	\$463.73	\$12,236.26

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	3,461.83	253	210	3,291.35	267	177	6,753.18	520	387	759.50	36	36	7,512.68	556	423
Adult Circulating Non-Fiction	4,114.22	185	172	1,527.53	98	89	5,641.75	283	261	1,521.73	63	63	7,163.48	346	324
Adult Reference	8,581.48	90	36	676.79	9	8	9,258.27	99	44	436.90	6	5	9,695.17	105	49
Adult Print Continuations	16,462.42	302	297	0.00	0	0	16,462.42	302	297	0.00	0	0	16,462.42	302	297
Adult Electronic Continuations	7,445.68	48	48	0.00	0	0	7,445.68	48	48	0.00	0	0	7,445.68	48	48
Total Adult Non-Fiction	36,603.80	625	553	2,204.32	107	97	38,808.12	732	650	1,958.63	69	68	40,766.75	801	718
TOTAL ADULT PRINT MATERIALS	40,065.63	878	878	5,495.67	374	274	45,561.30	1,252	1,037	2,718.13	105	104	48,279.43	1,357	1,141
Adult Audio/Music	37.12	2	2	0.00	0	0	37.12	2	2	55.00	3	3	92.12	5	5
Adult Audio Books	2,754.71	74	70	2,043.81	33	33	4,798.52	107	103	0.00	0	0	4,798.52	107	103
Total Adult Audio	2,791.83	76	72	2,043.81	33	33	4,835.64	109	105	55.00	3	3	4,890.64	112	108
Adult Video Educational	577.79	39	20	4,988.49	216	170	5,566.28	255	190	39.95	2	2	5,606.23	257	192
Adult Video Entertainment	2,220.59	134	59	0.00	0	0	2,220.59	134	59	196.99	11	11	2,417.58	145	70
Total Adult Video	2,798.38	173	79	4,988.49	216	170	7,786.87	389	249	236.94	13	13	8,023.81	402	262
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	5,590.21	249	151	7,032.30	249	203	12,622.51	498	354	291.94	16	16	12,914.45	514	370
TOTAL ADULT MATERIALS	45,655.84	1,127	1,029	12,527.97	623	477	58,183.81	1,750	1,391	3,010.07	121	120	61,193.88	1,871	1,511
Juvenile Fiction	309.68	61	43	1,941.59	162	146	2,251.27	223	189	257.13	47	47	2,508.40	270	236
Juvenile Circulating Non-Fiction	122.23	8	8	235.26	14	12	357.49	22	20	24.95	1	1	382.44	23	21
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	1,035.72	13	3	146.61	1	1	1,182.33	14	4	0.00	0	0	1,182.33	14	4
Juvenile Electronic Continuations	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	1,556.95	22	12	381.87	15	13	1,938.82	37	25	24.95	1	1	1,963.77	38	26
TOTAL JUVENILE PRINT MATERIALS	1,866.63	83	55	2,323.46	177	159	4,190.09	260	214	282.08	48	48	4,472.17	308	262
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Total Juvenile Audio	2,872.32	48	4	0.00	0	0	2,872.32	48	4	96.00	2	2	2,968.32	50	6
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	608.85	35	35	608.85	35	35
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	615.00	30	29	615.00	30	29
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	1,223.85	65	64	1,223.85	65	64
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	2,872.32	48	4	0.00	0	0	2,872.32	48	4	1,319.85	67	66	4,192.17	115	70
TOTAL JUVENILE MATERIALS	4,738.95	131	59	2,323.46	177	159	7,062.41	308	218	1,601.93	115	114	8,664.34	423	332
Total Fiction	3,771.51	314	253	5,232.94	429	323	9,004.45	743	576	1,016.63	83	83	10,021.08	826	659
Total Non-Fiction	38,160.75	647	565	2,586.19	122	110	40,746.94	769	675	1,983.58	70	69	42,730.52	839	744
Total Audio	5,664.15	124	76	2,043.81	33	33	7,707.96	157	109	151.00	5	5	7,858.96	162	114
Total Video	2,798.38	173	79	4,988.49	216	170	7,786.87	389	249	1,460.79	78	77	9,247.66	467	326
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	50,394.79	1,258	973	14,851.43	800	636	65,246.22	2,058	1,609	4,612.00	236	234	69,858.22	2,294	1,843

Summary of Current Status of Unique Management Accounts  
November 22, 2004

Agenda Item 15

FY 04-05	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	655	4	743.99	0
August	4	667	6	718.98	0
September	18	675	3	616.88	0
October	8	683	7	842.49	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
<b>TOTAL YTD</b>	<b>46</b>	<b>2680</b>	<b>20</b>	<b>2922.34</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 10/31/2004 9:00 AM TC

SUMMARY STATUS REPORT

PAGE: 129

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 10/31/2004

Accounts Submitted	: 1,049	Dollars Submitted	: 97,131.49	Dollars Received	: 35,877.82
Bankruptcies	: 5	Dollars in Bankruptcy	: 457.35	Material Returned	: 13,030.23
Incorrect Addresses	: 125	Dollars in Skips	: 7,537.27	Dollars Waived	: 2,514.88
Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 65,707.08
Accounts in Process	: 918	Dollars in Process	: 86,396.82	% of Dollars Activated	: 76.05%
# of Accounts Activated	: 683				
% of Accounts Activated	: 74.40%				





TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *EM*  
DATE: November 22, 2004  
SUBJECT: **GIFT REPORT**

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

**ADOPT A BOOK DONATIONS**

Phil Rothstein                      Rees Llewellyn  
Karen Davidson                      James and Debra Yost

**TOTAL ADOPT A BOOK DONATIONS:**                      \$100.00

**BOOK ENDOWMENT FUND**

Ernest and Jane Murray

**TOTAL BOOK ENDOWMENT FUND**                      \$50.00

**GENERAL FUND DONATIONS**

Ted Farkas                      Hunter and Pat Piper  
Ron and Beverly Womack                      Bruce and Marie Groff  
Jean Lasley                      James and Gloria Thomas  
Sung and Susie Choi                      Fay Hastings  
Craig & Barbara Frantz                      Fred and Elizabeth Minter  
Richard & Lucille Henderson                      Pauly Gast  
John and Laura Hanel                      Bruce Gallant  
Marla Anderson

**TOTAL GENERAL FUND DONATIONS:**                      \$1,050.00

**TOTAL ALL DONATIONS**                      **\$1,200.00**

Prepared By: Wendy Goodson



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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:** Building Maintenance Report for October 2004  
**DATE:** November 22, 2004

**HVAC:** 10/18/04 & 10/20/04 – Replace thermostat in meeting room and recalibrate damper.

**Plumbing:** 10/14/04 – Replace valve in men’s public restroom.

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

**Carpet Cleaners:** 10/22/04 – Clean Meeting Room carpet.

**Locksmith:** No service calls in October.

**Telephone:** 10/18/04 - Conduct site-visits with potential vendors bidding on the new telephone system contract.

**Water system:** 10/27/04 – Repair and replace leaking filter.

**Doors:** 10/18/04 - Inspect main entrance sliding doors.

Prepared by: Wendy Goodson



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Personnel Report for October 2004  
**DATE:** November 22, 2004

RESIGNATIONS:  
None

APPOINTMENTS:  
None

OPEN POSITIONS:  
None

WORKERS' COMPENSATION LEAVE:  
None

Prepared by: Wendy Goodson



TO: Elizabeth Minter, Library Director  
 FROM: Laranne Millonzi, Development Director and Volunteer Coordinator  
 SUBJECT: Volunteer Report for Month of October 2004



**CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)**

REGULAR	FY04/05 October	FY04/05 YTD	Starting	Cumulative
Andrade, Linda	15.00	37.00	Sep-95	874.00
Backes, Theresa	3.50	28.00	Jun-98	440.75
Barnett, Joan	2.00	2.00	Oct-04	2.00
Bart, Lillian	2.00	18.00	May-01	411.75
Benner, Brenda	0.00	3.50	Jul-04	3.50
Blansett, Nadine	23.00	85.00	Mar-03	325.75
Boelman, Marge	4.00	4.00	Apr-01	180.00
Botha, Jill	0.00	0.00	Nov-01	64.00
Britton, JoAnn	7.00	31.50	Jul-04	31.50
Byrne, Joyce	4.00	12.00	Apr-04	17.00
Cassidy, Deane	0.00	0.00	May-04	2.00
Clugston, Patricia	4.25	38.25	Jun-98	604.50
Davis, Sandy	8.00	38.00	Jul-03	139.00
Dell, Lyla	19.50	61.00	Aug-98	300.50
Doezie, Debra	0.00	0.00	Jan-04	39.00
Farkas, Theodore	0.00	0.00	?	50.00
Fioroni, Pete	10.00	20.00	Mar-97	338.25
Fisher, Jack	0.00	3.25	Apr-04	8.75
Fisher, Lora	0.00	1.25	Aug-04	1.25
Fitzgerald, Joan	9.00	30.00	Oct-93	2,209.75
Frazee, Kathy	0.00	0.00	Jul-02	7.00
Godwin, Nita	8.00	28.00	Feb-96	412.25
Haagen, John	3.25	7.50	Jan-00	110.75
Hathaway, Eugenia	2.00	12.00	Nov-03	40.00
Hemmerling, Barbara	15.00	53.75	Sep-95	786.75
Henderson, Jan	0.00	2.00	Oct-03	11.00
Himes, Camille	0.00	0.00	Jul-03	5.00
Horrocks, Marjorie	4.00	14.00	Oct-95	306.00
Irot, Pat	16.50	123.50	Feb-96	3,720.50
Jertberg, Pat	11.00	32.50	Apr-98	2,002.75
Lee, Wilma	0.25	5.25	Feb-04	12.25
Loewer, Terrie	4.50	52.50	Jun-04	60.00
Lone-Tollefson, Nancy	49.00	153.00	Jan. 03	457.75
Lord, Audrey	0.00	0.00	Jul-00	390.75
Myers, Claire	7.25	42.25	Oct-95	1,366.75
Nakamura, Nobu	6.00	14.50	Sep-04	14.50
Olson, Bob	4.00	14.00	Sep-95	512.00
Pence, Carol	0.00	0.00	Mar-04	3.00
Pence, Thomas	0.00	0.00	Jan-99	301.50
Rankin, Eleanore	21.00	75.00	May-02	663.50
Rodriguez, Carmen	8.00	30.00	Feb-00	313.50
Salem, Rose	6.00	32.00	Oct-00	333.75
Sanatar, Ginny	0.00	0.00	Mar-02	117.50
Sandoval, Gerry	8.00	26.00	Aug-02	198.00
Schafer, Ruth	6.00	36.00	Jun-04	44.00
Schmidt, Marie	13.00	46.00	Apr-98	709.75
Scott, Linda	0.00	0.00	Jul-03	18.50
Segovia, Inez	10.00	40.00	Jun-03	161.50
Shaw, Dixie	1.00	4.00	May-94	221.50
Silverman, Pat	8.00	32.00	Jul-03	134.00
Thum, Margo	16.00	44.00	Nov-03	106.00
Tollefson, Jerry	2.50	4.50	Jul-03	35.00
Tramison, Betty	2.00	5.50	Aug-04	5.50
Walker, Jim	0.00	0.00	Nov-03	1.50
Walcek, John	0.00	0.00	Dec-04	6.00
Walker, Virginia	0.00	0.00	Mar-99	145.25
Wymer, Betty	3.00	28.25	Jan-96	1,066.25
Zamora, Mary	0.00	0.00	Jan-04	8.50
<b>TOTAL</b>	<b>346.50</b>	<b>1370.75</b>		<b>20,853.25</b>

**CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)**

	FY04/05	FY04/05	Cumulative		FY04/05	FY04/05	Cumulative
	October	YTD			October	YTD	
Alvarado, Catalina	0.00	3.25	3.25	Nguyen, Kevin	0.00	18.25	18.25
Barlow, Stacey	3.00	4.00	4.00	Ning Zing, Dan	0.00	9.00	9.00
Becker, Alyssa	0.00	8.25	9.25	Ong, Cindy	0.00	9.00	9.00
Beshay, Andrew	8.00	9.00	9.00	Pestoor, Jaclyn	0.00	8.50	16.50
Bhattacharya, Ankur	0.00	23.00	46.50	Peters, Lezi	0.00	20.75	30.25
Bishtawi, Stephen	10.00	12.00	28.00	Peters, Tim	0.00	18.25	27.75
Bianco, Justin	0.00	4.00	36.50	Piol, Nick	0.00	8.00	48.00
Blaine, Ami	0.50	3.00	13.00	Rivera, Ruben	0.00	35.00	40.00
Blehm, Nathan	0.00	10.50	10.50	Runyan, Nicole	0.00	7.00	7.00
Boden, Emily	0.00	24.25	28.25	Ryang, Michelle	0.00	13.25	30.50
Born, Ashley	0.00	6.25	24.25	Salvary, Vanessa	1.00	3.00	3.00
Cerpa, Lizbeth	1.50	4.50	4.50	Sevilla, Martin	21.00	26.00	26.00
Cha, Sally	0.00	22.00	22.00	Sharp, Kristina	0.00	16.25	28.25
Chao, Rebecca	0.00	44.50	55.50	Shaw, Vishwa	0.00	4.50	4.50
Chen, Shaw-Ming	0.00	11.50	11.50	Soetijoso, Agnes	17.00	27.00	27.00
Chun, Andrea	7.00	23.50	92.25	Suh, Stacy	9.75	28.25	58.75
Dita, Alex	10.50	14.00	14.00	Syed, Kiren	0.00	20.75	46.25
Downs, Chantal	8.00	11.00	11.00	Tan, Hannah	0.00	1.00	44.00
Drake, Catherine	2.00	5.00	5.00	Tasnim, Sara	0.00	14.00	20.25
Erbacher, Matt	0.00	5.00	5.00	Tat, Trung	0.00	24.50	97.75
Esquivel, Gilberto	6.00	28.00	41.00	Thibault, Peter	0.00	8.50	10.50
Florez, Stephanie	0.00	2.75	5.75	Thibault, Timothy	0.00	10.50	14.50
Francis, Lucy	1.50	11.00	11.00	Thornley, Mikayla	0.00	2.00	2.00
Hadi, Maria	0.00	10.00	10.00	Titus, Tanya	0.00	4.00	4.00
Hariri, Nick	0.00	29.00	30.00	Tjoarman, Arlene	0.00	85.25	110.75
Hernandez, Brenda	3.00	18.00	18.00	Valerio, Ricardo	0.00	0.00	30.00
Ibarra, Estefania	0.00	39.00	54.00	Vasquez, Michelle	0.00	3.25	3.25
Israel, Emily	0.00	19.25	22.25	Vo, Jadeson	0.00	11.50	20.25
Jani, Eddie	0.00	37.25	59.25	Vo, Jasmine	0.00	11.50	21.25
Karan, Gaurav	13.00	20.00	20.00	Wang, Melody	0.00	13.50	18.50
Khattar, Saijal	0.00	43.50	57.50	White, Chris	0.00	19.25	20.25
Lee, Jessica	0.00	41.00	46.00	Wiggins, Katie	7.50	8.50	8.50
Lee, Kenneth	0.00	48.00	57.25	Wu, Jaime	0.00	9.25	14.75
Martinez, Chris	0.00	26.25	40.00	Yeh, Bryce	0.00	6.00	25.25
Misty, Aakash	0.00	15.50	15.50	Zuniga, Jazmin	0.00	10.00	38.00
Ngo, Kathy	11.00	31.75	31.75				

<b>TOTAL</b>	<b>85.00</b>	<b>668.75</b>	<b>952.50</b>	<b>TOTAL</b>	<b>56.25</b>	<b>515.25</b>	<b>933.75</b>
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<b>TOTAL Library Volunteer Hours</b>	<b>487.75</b>
<b>TOTAL Literacy Volunteer Hours</b>	<b>684.00</b>

**TOTAL VOLUNTEERS HOURS 1171.75**

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

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



	FY04/05				FY04/05			
July	948.25				1,008.00			
August	696.25				684.00			
September	482.00				704.00			
October	487.75				684.00			
November								
December								
January								
February								
March								
April								
May								
June								
	<u>2614.25</u>				<u>3,080.00</u>			

## CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY04/05 October	FY04/05 YTD	Cumulative		FY04/05 October	FY04/05 YTD	Cumulative
Aguirre, Alyssa	6.00	24.00	64.00	Hutain, Jenny	6.00	24.00	61.00
Araujo, John	6.00	24.00	24.00	Hutton, Katherine (Kate)	6.00	24.00	318.00
Azadi, Joe	8.00	32.00	32.00	Jeon, Ashley	6.00	18.00	59.00
Azizan, Sarah	-	-	40.00	Johnstone, Deborah	6.00	9.00	9.00
Babinski, Barbara	-	-	3.00	Kaiser, Kelly	-	-	150.00
Bates, Emily	6.00	20.00	20.00	Kamat, Rujvi	6.00	24.00	60.00
Belekjian, Maria	-	12.00	120.00	Kao, Elaine	6.00	12.00	68.00
Bello, Dominic	12.00	30.00	96.00	Khamphanh, Molly	6.00	24.00	108.00
Bennett, Amanda	6.00	20.00	20.00	Komreich, Seth	-	-	32.00
Bennett, Kevin	6.00	20.00	20.00	Kreger, Kenneth	6.00	24.00	24.00
Bernardino, Maria	6.00	24.00	120.00	Krisinger, Elizabeth	-	-	78.00
Bowers, Cretia	-	-	20.00	Lampason, Caylan	6.00	9.00	9.00
Brackett, Jim	-	6.00	159.00	Lee, Joshua	6.00	24.00	24.00
Broderick, Shannon	12.00	12.00	68.00	Leslie, Sandra	6.00	24.00	312.00
Brzovic, Kathy	6.00	24.00	114.00	Lin, Joyce	6.00	24.00	24.00
Cadambi, Aruna	-	-	44.00	Lukito, Cory	6.00	24.00	24.00
Callaway, Sean	6.00	24.00	66.00	Lukito, Kevin	6.00	24.00	24.00
Castillo, Alicia	-	-	40.00	Mai, Angie	-	-	36.00
Cha, Sally	6.00	24.00	114.00	Maino, Arielle	6.00	24.00	24.00
Chandrasekaram, Vinolie	-	-	64.00	Malkowicz, Edward	12.00	36.00	340.00
Chen, April	-	-	177.00	Manzanarez, Melissa	12.00	42.00	42.00
Chen, Wen	6.00	24.00	108.00	Marquez, Jeff	6.00	24.00	66.00
Cheng, Elsen	12.00	18.00	98.00	Martiaro, Diane	-	-	564.00
Choi, Eugene	6.00	24.00	66.00	Massaro, Lauren	6.00	24.00	108.00
Coffee, Nancy	-	-	397.00	McBain, Frances	6.00	24.00	102.00
Corbo, Leonora	6.00	23.00	23.00	McBentez, Kathy	6.00	24.00	188.00
de LaTorre, Angelica	-	-	154.00	McGrath, Patricia	6.00	24.00	97.00
Diaz, Cynthia	-	-	52.00	Mehta, Ami	6.00	24.00	60.00
Diaz, Monica	-	-	70.00	Miller, Michelle	6.00	24.00	69.00
Donofrio, Susan	6.00	24.00	159.00	Min, Nara	6.00	6.00	58.00
Draper, Krispa	-	18.00	168.00	Montoya, Tania	6.00	24.00	80.00
Dudrey, Kristin	6.00	24.00	78.00	Myers, Emily	-	-	150.00
Eckels, Krys	6.00	24.00	114.00	Navarro, Nicole	6.00	24.00	114.00
Economou, Christina	6.00	24.00	108.00	Negoranek, Rachel	6.00	24.00	53.00
Elmore, Sylvia	4.00	16.00	100.00	Negrete, Adriana	6.00	24.00	61.00
Espinoza, Veronica	6.00	9.00	9.00	Nguyen, Martin	6.00	24.00	66.00
Farilla, Dawn	6.00	25.00	25.00	Nguyen, Minh	6.00	24.00	24.00
Finley, Virginia	6.00	24.00	116.00	Nguyen, Tyler	6.00	24.00	80.00
Fitsimons-Diaz, Chelsea	-	12.00	129.00	Osoria, Jonathan	6.00	24.00	72.00
Gardner, Jeanette	-	-	87.00	Patel, Vani	6.00	24.00	114.00
Gimby, Walter	6.00	24.00	70.00	Pelto, Ernest	6.00	24.00	307.00
Goodman, Dale	-	-	3,441.00	Porter, Melissa	12.00	48.00	156.00
Guerrero, Christine	6.00	24.00	102.00	Precht, Jeanette	6.00	-	187.00
Guerrero, Lavone	6.00	24.00	108.00	Renno, Carolyn	6.00	21.00	69.00
Hamacher, Holly	6.00	18.00	102.00	Rivera, Felleny	6.00	-	76.00
Hatch, Bill	6.00	24.00	159.00	Rivera, Hilda	12.00	24.00	192.00
Hatch, Katie	6.00	23.00	73.00	Rodriguez, Kenia	-	24.00	120.00
Hawkins, Christina	6.00	24.00	98.00	Ross, Charlotte	-	18.00	21.00
Healey, Kathleen	6.00	24.00	300.00	Sabo, Melissa	-	-	42.00
Heer, Kim	6.00	24.00	317.00	Schaal, Linda	6.00	24.00	237.00
Henao, Stephanie	6.00	24.00	78.00	Schultz, Laurie	6.00	24.00	24.00
Herrera, Elizabeth	6.00	24.00	24.00	Sgobba, Jackie	-	18.00	180.00
Hernandes, Melissa	-	-	50.00	Shah, Sweny	-	-	132.00
Hernandez, Maria	6.00	30.00	174.00	Shan, Kheyati	6.00	24.00	69.00
Hilleweart, Heather	6.00	24.00	102.00	Skimizu, Ken	12.00	48.00	493.00
Holmes, Nancy	6.00	24.00	24.00	Smith, Allie	6.00	24.00	24.00
Howell, Anne	-	18.00	102.00	Smith, Annie	6.00	24.00	24.00
Hsieh, Lambert	6.00	24.00	24.00	Speakman, Sarah	6.00	21.00	102.00
Hsu, Iris	6.00	24.00	24.00	Stutts, Lisa	-	18.00	67.00
Humple, Phyllis	-	12.00	186.00	Stuvert, Judith	-	60.00	60.00

Literacy Hours continued

REGULAR	FY04/05 October	FY04/05 YTD	Cumulative
Tan, Hannah	6.00	22.00	22.00
Tat, Trung	6.00	24.00	35.00
Thomas, Peggy	6.00	24.00	143.00
Thong, Din	20.00	60.00	60.00
Todker, Reka	6.00	24.00	36.00
Todker, Vanita	6.00	24.00	64.00
Ton, Sothavy	16.00	52.00	52.00
Trotter, Cynthia	6.00	24.00	171.00
Truong, Christine	-	-	123.00
Valenzuela, Sarah	6.00	24.00	24.00
Veltre, Robin	6.00	21.00	43.00
Vukovick, Kathy	6.00	24.00	240.00
Weimer, MacKenzie	6.00	24.00	67.00
White, Debi	6.00	9.00	9.00
Wright, Sydney	6.00	24.00	63.00
Yu, Lilian	6.00	24.00	30.00

REGULAR	FY04/05 October	FY04/05 YTD	Cumulative
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<b>Total</b>	<b>684.00</b>	<b>2,626.00</b>	<b>16,760.00</b>
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Placentia Library District  
Circulation Report  
November 22, 2004

Agenda Item 20

	FY04-05 YTD	FY03-04 YTD	% Change FY03 TO FY04	FY04-05 October	FY03-04 October
1st Time Checkouts	53,132	49,956	6.36%	14,045	11,362
Phone Renewals	6,357	6,689	-4.96%	1,034	2,017
In-Building Renewals	1,204	2,037	-40.89%	414	572
TOTAL RENEWALS	7,561	8,726	-13.35%	1,448	2,589
TOTAL CHECKOUTS	60,693	58,682	3.43%	15,493	13,951
On-Time Checkins	57,381	52,448	9.41%	15,018	12,128
Late Checkins	3,403	3,713	-8.35%	890	972
TOTAL CHECKINS	60,784	56,161	8.23%	15,908	13,100
Holds Placed	2,352	702	235.04%	549	159
Holds Cancelled	130	31	319.35%	50	8
Holds Filled	1,790	1,435	24.74%	426	302
Patrons Registered	1,376	1,470	-6.39%	370	658
Titles Added	1,004	829	21.11%	400	190
Volumes Added	1,156	887	30.33%	447	201
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	25,979	24,630	5.48%	6,216	6,192
Juvenile Print	27,223	26,856	1.37%	7,126	6,346
Total Print	53,202	51,486	3.33%	13,342	12,538
Audio	3,932	3,277	19.99%	974	872
Visual	6,873	4,291	60.17%	1,925	1,085
Total Audio Visual	10,805	7,568	42.77%	2,899	1,957
TOTAL CIRCULATION	64,007	59,054	8.39%	16,241	14,495
Placentia Circulation	38,919	37,568	3.60%	9,727	8,747
%Placentia Circulation	60.80%	63.62%		59.89%	60.34%
Anaheim/Yorba Linda Circulation	10,337	9,171	12.71%	2,763	2,719
%Anaheim/Yorba Linda Circulation	16%	15.53%		17%	18.76%
TYPES OF ACTIVE BORROWERS					
Adult	45,755	39,876	14.74%	11,698	10,069
Young Adult	1,070	1,009	6.05%	272	222
Juvenile	11,609	12,184	-4.72%	2,874	2,831
New Borrower	4,633	4,812	-3.72%	1,176	1,058
Non Resident	0	0	N/A	0	0
Other (staff)	899	1,148	-21.69%	249	339
TOTAL ACTIVE BORROWERS	63,966	59,029	8.36%	16,269	14,519
TOTAL REGISTERED BORROWERS	75,913	73,484	3.31%	19,488	18,781
ATTENDANCE	129,801	123,714	4.92%	39,621	37,567
Adult Reference-In Building	5,039	3,350	50.42%	1,630	1,026
Adult Reference-Telephone	753	629	19.71%	271	193
Children's Reference-In Building	3,737	1,699	119.95%	1,015	848
Children's Reference-Telephone	71	106	-33.02%	21	59
Total Adult Reference	5,792	3,979	45.56%	1,901	1,219
Total Children's Reference	3,808	1,805	110.97%	1,036	907
Total in Building Reference	8,776	5,049	73.82%	2,645	1,874
Total Telephone Reference	824	735	12.11%	292	252
TOTAL REFERENCE	9,600	5,784	65.98%	2,937	2,126



## PLACENTIA INVOICES

PERIOD COVERED FY2002-2003	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-02	07/10/20	5,200.62	1,638.37	650.63	0.00	0.00	8.18	7,497.80
Aug-02	08/16/02	5,961.61	1,178.68	651.87	107.50	0.00	8.20	7,907.86
Sep-02	09/17/02	5,200.62	1,638.37	650.63	0.00	0.00	0.00	7,489.62
Oct-02	10/11/02	0.00	1,195.57	650.63	0.00	0.00	8.17	1,854.37
Nov-02	11/15/02	0.00	1,461.17	650.61	107.50	0.00	16.35	2,235.63
Dec-02	12/13/03	0.00	1,150.57	650.63	537.50	0.00	0.00	2,338.70
Jan-03	01/16/03	0.00	1,632.69	650.63	0.00	0.00	8.15	2,291.47
Feb-03	02/11/03	0.00	1,269.07	762.39	0.00	0.00	0.00	2,031.46
Mar-03	03/17/03	0.00	1,177.30	762.39	107.50	0.00	10.55	2,057.74
Apr-03	04/07/03	35,884.16	1,263.68	762.39	269.45	0.00	7.17	38,186.85
May-03	06/05/03	3,712.49	1,150.57	650.77	107.50	0.00	7.20	5,628.53
Jun-03	07/24/03	4,522.91	1,150.57	650.77	207.50	0.00	7.20	6,538.95
<b>TOTAL</b>		<b>60,482.41</b>	<b>15,906.61</b>	<b>8,144.34</b>	<b>1,444.45</b>	<b>0.00</b>	<b>81.17</b>	<b>86,058.98</b>
<b>AVG</b>		<b>5,040.20</b>	<b>1,325.55</b>	<b>678.70</b>	<b>120.37</b>		<b>6.76</b>	<b>7,171.58</b>

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

PERIOD COVERED FY2004-2005	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-04	08/23/04	5,332.93	1,150.57	722.54	302.50	0.00	7.29	7,515.83
Aug-04	10/15/04	5,155.44	1,150.57	679.43	215.00	0.00	14.45	7,214.89
Sep-04	11/04/04	3,963.90	1,150.57	686.96	0.00	0.00	7.18	5,808.61
Oct-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec-04		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mar-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
May-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun-05		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>14,452.27</b>	<b>3,451.71</b>	<b>2,088.93</b>	<b>517.50</b>	<b>0.00</b>	<b>28.92</b>	<b>20,539.33</b>
<b>AVG</b>		<b>4,817.42</b>	<b>1,150.57</b>	<b>696.31</b>	<b>172.50</b>	<b>0.00</b>	<b>9.64</b>	<b>6,846.44</b>

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2004-2005	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,233.58	211.50	0.00	1,445.08	722.54
Aug-03	1,147.36	211.50	0.00	1,358.86	679.43
Sep-03	1,177.42	196.50	0.00	1,373.92	686.96
Oct-03	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00
TOTAL	3,558.36	619.50	0.00	4,177.86	2,088.93
AVG	1,186.12	206.50	0.00	1,392.62	696.31



DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2004-2005	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	270.54	60.56	0.00	617.76	1,233.58
Aug-03	284.72	240.48	60.56	0.00	561.60	1,147.36
Sep-03	284.72	270.54	60.56	0.00	561.60	1,177.42
Oct-03	0.00	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	854.16	781.56	181.68	0.00	1,740.96	3,558.36
AVG	284.72	260.52	60.56	0.00	580.32	1,186.12


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

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

FY2004-2005	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEeper	BLDG MAINT TRIMMER	MAINT WORK	
Jul-03	8.00	9.00	2.00	0.00	22.00	41.00
Aug-03	8.00	8.00	2.00	0.00	20.00	38.00
Sep-03	8.00	9.00	2.00	0.00	20.00	39.00
Oct-03	0.00	0.00	0.00	0.00	0.00	0.00
Nov-03	0.00	0.00	0.00	0.00	0.00	0.00
Dec-03	0.00	0.00	0.00	0.00	0.00	0.00
Jan-04	0.00	0.00	0.00	0.00	0.00	0.00
Feb-04	0.00	0.00	0.00	0.00	0.00	0.00
Mar-04	0.00	0.00	0.00	0.00	0.00	0.00
Apr-04	0.00	0.00	0.00	0.00	0.00	0.00
May-04	0.00	0.00	0.00	0.00	0.00	0.00
Jun-04	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	24.00	26.00	6.00	0.00	62.00	118.00
AVG	8.00	8.67	2.00	0.00	20.67	39.33

**Elizabeth Minter**

**From:** gneill@CSDA.NET  
**Sent:** Friday, October 22, 2004 4:27 PM  
**To:** eminter@placentialibrary.org  
**Subject:** CSDA Legislative Update for October 22, 2004

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CSDA Alliance Legislative Information

**Propositions 68 and 70**

CSDA joins Governor Schwarzenegger in continuing to actively fight Propositions 68 and 70. Catherine Smith, Executive Director of CSDA and co-chair of the "No on Propositions 68 and 70" committee, joined the Governor and other local government representatives on stage at the press conference Tuesday, October 19. CSDA decided on this "No" position because Propositions 68 and 70 are of special importance to special districts, as they do not require casino operators to negotiate with local governments, and contain no provisions to provide money to mitigate the impacts casinos would have on nearby local government services such as road maintenance, fire protection and police protection, among others.

CSDA will continue to engage in all public policy activities that impact local government and continue to be the voice for special districts on these propositions and others. To find out more about this and other ballot issues, visit [www.smartvoter.org](http://www.smartvoter.org), a service provided by the League of Women Voters.

**Richman to introduce local pension plan reform proposal**

In efforts to reform state and local pension plans to look more like defined contribution plans that are offered by most private employers, Assembly Member Keith Richman (R-Northridge), Assistant Republican Leader, is preparing to introduce a constitutional amendment on December 6. The goal of this amendment would be to allow for enhancements in the pension plans of safety employees, special district employees, state employees and local government employees.

According to Richman, this plan would protect current and future taxpayers, align public sector benefits with private sector benefits, help stabilize budgets, and recognize the special requirements of peace officers and firefighters. CSDA will be monitoring this issue closely, as it looks to make major changes to special district finances and employee and/or board benefits. The issue is a hot topic, in part due to the City of San Diego's current pension crisis, so this is definitely an item to keep your eye on in this coming year.

**CSDA plans poll to kick off joint communication campaign**

CSDA is adding a new element to our public education effort. The boards of CSDA and the Association of California Water Agencies (ACWA) adopted a joint plan this year that will effectively improve the public's knowledge and perception of special districts' important role in providing critical government services to families and communities throughout California. CSDA and ACWA have been working with Charlton Research Company, as well as Eckery Associates and KDS Communications, who provided communications advice to CSDA during the State budget negotiations this year, to devise a poll.

The purpose of the poll is to better understand Californians' views of special districts, and to figure out what messages resonate with people in the State. The information we gain from this poll will help us determine what messages we should use to further increase the stature and perception of special districts not just in the Capitol, but throughout the State. The communication campaign will be shared with other special district associations to ensure a shared message in all of our outreach efforts. We would like to extend a special thanks to those districts that have contributed to the outreach campaign. If your district has not contributed and would like to, please contact Geoffrey Neill at CSDA for more information (877/924-CSDA or [gneill@csda.net](mailto:gneill@csda.net)).

### **Community Services District enabling code rewrite scheduled**

The Senate Local Government Committee staff, headed by Peter Detwiler, is preparing to do a rewrite/streamlining of the Community Services District enabling code (Government Code Sections 61000 et seq.). This process will be similar to the recent rewriting of other special district code sections, including the public cemetery, fire protection, and mosquito and vector control enabling codes. The intent of the rewrite is not to implement policy decisions, but to achieve a consensus bill that streamlines, clarifies and updates the code section, which has been cobbled together over the years with numerous special exceptions. CSDA's Executive Director Catherine Smith, Legislative Advocate Ralph Heim and Public Affairs Specialist Geoffrey Neill will be taking an active role in the development of the new code, and have provided many suggestions to Peter as possible committee members. The working groups for the previous rewrites have on the whole been pleased with the process and the results, and we are looking forward to modernizing other districts' code sections in the future.

### **SDLF Ethics Curriculum**

In response to the legislation drafted by State Senator Debra Ortiz (D-Sacramento), CSDA has been working closely with the Special District Leadership Foundation (SDLF) on an ethics awareness program. SDLF is a collaborative effort of eight statewide special district organizations that will be considering various opportunities to increase special district accountability and visibility. Although the Ortiz legislation was defeated in committee this year, CSDA hopes to use the CSDA Governance Academy and SDLF's efforts as a preventative and proactive measure for future legislative endeavors.

### **California Performance Review**

September 20 was the final hearing date for the California Performance Review (CPR). The California Performance Review contains four volumes of recommendations to reorganize the state government. The purpose of the California Performance Review is to drastically change the state government structure by streamlining operations to improve accountability and productivity. Overall, the California performance review contains 279 government issues with over 1,200 recommendations that supposedly have the potential to save the state \$32 billion in five years. Certain aspects of the proposals have recently come under fire from diverse places, including some of those who were on the CPR Committee. The plan contains several proposals that have the potential to seriously affect special districts and the services they provide. CSDA will continue to review various recommendations made in the proposal, and will ensure that those responsible for making the final decisions are aware of the benefits and potential damages to local service providers. For more information about the report, visit <http://www.report.cpr.ca.gov/>.

### **The California Infrastructure Coalition**

CSDA is an active member on the Board of the California Infrastructure Coalition (CIC) (previously called the California Rebuild America Coalition, or CalRAC), which is a non-profit, broad-based

organization whose mission is to build support for dedicated and consistent sources of funding sufficient to sustain California's vital infrastructure facilities and systems. In addition to CSDA, CIC is composed of other statewide associations, such as the League of California Cities and the California State Association of Counties; several local governments, such as the City of Sacramento and Orange County Sanitation District; and various infrastructure professionals, like Willdan and RBF Consulting.

As California continues the trend away from big statewide infrastructure projects towards more local projects, CIC has taken an active support role on local ballot issues having to do with infrastructure. This trend also emphasizes the importance of CSDA and individual special districts getting involved with infrastructure issues on a local level, as it becomes increasingly clear that the State has no financial capacity to deal with our rapidly deteriorating facilities and systems. For more information, please visit CIC's website, <http://www.calinfrastructure.org>.

### **Questions, comments welcome**

If you have any questions, suggestions or other comments about these issues, or any of the other things CSDA does, we would love to hear from you. You can reach us either by calling our toll free phone number, 877/924-CSDA (2732), or by emailing Geoffrey Neill at [gneill@csda.net](mailto:gneill@csda.net).

### **Legislative Updates available by email for all member agencies' officials and employees**


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

CSDA keeping special districts informed!

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TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: November 22, 2004

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


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

- ♦ Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. Last school year, we had over 100 high school tutors participating in PRREP.
- ♦ Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes at Ruby Drive.
- ♦ Federal Work Study (FWS) is a partnership between Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has more than 30 FWS staff. Cal State Fullerton and PLLS have two partnerships: 1. the Department of Human Services Intern Program, and 2. Service Learning.
- ♦ Fullerton College has a Service Learning partnership where several instructors require 10-20 hours of community service. PLLS is a participating agency.
- ♦ *EVEN START* collaboration with Ruby Drive Elementary School began in FY 2003-04 and will continue this FY.
- ♦ Last year, PLLS had its first two interns from Troy Tech. We hope this is the beginning of many interns coming to the Library from Troy High School.
- ♦ \*PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs, and we are eligible this school year, 2004-05. Our first IB intern started in November.
- ♦ \*The Women's Transitional Learning Center (WTLC) in Fullerton has asked PLLS to start an ESL class at their center. We did testing there on November 10 and we will now assess starting a literacy program there.
- ♦ \*We tested 14 employees at Vita-Herb Nutraceuticals, Inc., a company in Placentia, on November 10. We are now assessing class levels.





TO: Elizabeth D. Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: November 22, 2004

**SUBJECT: Grant Status**

Source	Date		Submitted By	ELL	FLL	Adult Literacy		Spanish Literacy		Children's Room		Other
	Submitted					Literacy		Literacy		Room		
Mervyn's	05/06/04		PLLS		5,000							
Target	05/06/04		PLLS		5,000							
VERIZON	05/13/04		PLLS	25,000								
Mighty Ducks Care	05/13/04		PLLS	25,000								
Wells Fargo	05/04/04		PLLS				1,000					
CLLS *	06/08/04		PLLS			21,000						
Barbara Bush Foundation	09/01/04		M & A**			\$60,000						
George Hoag Family Foundation	09/27/04		M & A**	10,000								
<b>Estimated*</b>												
<b>Machoskie &amp; Ass.**</b>												
<b>TOTAL PENDING</b>					\$60,000	\$10,000	\$81,000	1,000				

Source	Amount	Date Submitted		Submitted By	ELLI	FLL	Adult Literacy		Spanish Literacy		Children's Room	History Room
		Submitted					Literacy		Literacy			
Grants Received												
CLLS	\$30,000		06/08/04	PLLS	X	X	X					
CLLS	\$29,191		06/08/04	PLLS			X					

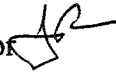
Target \$2,000 05/04/04 PLLS X  
TOTAL \$61,191

Source	Amount	Date Submitted	By	ELLI	FFL	Adult Literacy	Spanish Literacy	Children's	History Room	Other
--------	--------	----------------	----	------	-----	----------------	------------------	------------	--------------	-------

TOTAL DENIED/WITHDRAWN

Disneyland Resorts CSA	\$3,500	06/17/04	PLLS							X
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TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: November 22, 2004

**SUBJECT: Poet Laureate.**

The Program Committee met with Meredith Laskow, Poet Laureate of the Placentia Library District, on November 3.

The Library's Program Committee and Ms. Laskow brainstormed poetry programming for the upcoming school year. We plan to continue to outreach at local senior centers, and plan a possible event during National Poetry Month in April 2005. Other programming ideas that emerged were: poetry and translation; make friends with poetry; and adult poetry workshops.



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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:** **Certification to Receive Funds from the Public Library Fund, 2004-2005, submitted to the State Library of California on October 15, 2003.**

**DATE:** November 22, 2004

**BACKGROUND:**

Each year the District is required by Education Code Section 18025 to submit a certification of eligibility by for an allocation from the Public Library Fund. The certifications must be submitted by December 1.

Attachment A is the District's application for Fiscal Year 2004-2005. It was mailed to the State Library on November 15, 2004.

Attachment B is the worksheet showing the calculations used to certify the application.

The Education Code establishes the maintenance of effort requirements for eligibility to receive PLF funds at 100% of the amount appropriated in the prior fiscal year.

Placentia Library District is scheduled to receive \$21,146 (40¢ per capita) for Fiscal Year 2004-2005. The allocation, if PLF had been fully funded, would have been approximately \$126,456 (\$2.38 per capita).

**RECOMMENDATION:**

Receive and File



**ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND**  
 California State Education Code Part II  
 Chapter 1.5, Section 18010 et seq.  
 Fiscal Year 2004-05

**FILING DATE: December 1, 2004**

Placentia Library District

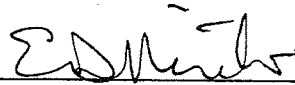
1. Library jurisdiction. \_\_\_\_\_
  
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian, will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 208, Statutes of 2004 item 6120-221-0001, Provision 1, "Notwithstanding any other provision of the law, for the 2004-05 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 2004."
  
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
  
4. Elements that **may be** included as local revenue are:
  - Local appropriation or allocation by jurisdiction to the library
  - Homeowner and business inventory exemption reimbursements for the state
  - Contract payment from another jurisdiction for which the library provides services
  - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
  - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation)
  - Fines, fees, gifts, other local income not included above
  
5. Elements that **may not** be included as local revenue are:
  - California Library Services Act (CLSA) funds
  - Public Library Fund Act (PLF) funds
  - Library Services and Technology Act (LSTA)
  - Library of California Act (LoC) funds
  - Appropriation or allocation for major capital improvements (see definition, Sec. 18015(b), p.2 below)

6. Certification. <b>Complete both entries.</b>	<u><b>FY 2003-04</b></u>	<u><b>FY 2004-05</b></u>
Local revenue appropriated (see paragraph 4 above)	<u>2,025,878</u>	<u>2,342,626</u>

100% maintenance of effort has been authorized for the 2004-05 year.

If your library jurisdiction fails to meet the 100% maintenance of effort requirement, please see the waiver provisions and forms included in this mailing.

I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant and the data provided is all true, correct and in accordance with law and that payment has not been received for fiscal year 2004-05.

Signature of Fiscal Officer:  Date November 16, 2004  
Print Name and Title: Elizabeth D. Minter, Library Director Telephone 714-528-1925 x 203  
Address: 411 E. Chapman Avenue  
Placentia CA 92870

**MAIL TO: PUBLIC LIBRARY FUND**  
**California State Library**  
**ATTN: Budget Office**  
**P.O. Box 942837**  
**Sacramento, CA 94237-0001**

**FOR FEDERAL EXPRESS/HAND DELIVERY: 1029 J Street, Suite 400, Sacramento, CA 95814. See Attachment B for postal information.**

**NOTE: Due to the strict guideline of the December 1 submission date, it is very important to prepare all correspondence and mailing labels with the address above. Failure to do so may jeopardize the timely receipt of your certification form by the State Library Budget Office.**

PUBLIC LIBRARY FINANCE  
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

- a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.
- b) "Foundation program" means those elements of library service, which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.
- (c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.



**RETURN THIS FORM WITH THE ANNUAL CERTIFICATION  
AND WAIVER FORMS BY DECEMBER 1, 2004**

**CALIFORNIA STATE LIBRARY  
Public Library Fund Act  
Signature Authorization Form**

The following individual(s) have signature authority for Certification of the Public Library Fund  
(see definitions of the law below)

LIBRARY JURISDICTION: Placentia Library District

NAME: Elizabeth D. Minter

TITLE: Library Director

SIGNATURE: 

TELEPHONE: 714-528-1925 x.203 Email: eminter@placentialibrary.org

ADDRESS: 411 E. Chapman Avenue  
Placentia CA 92870

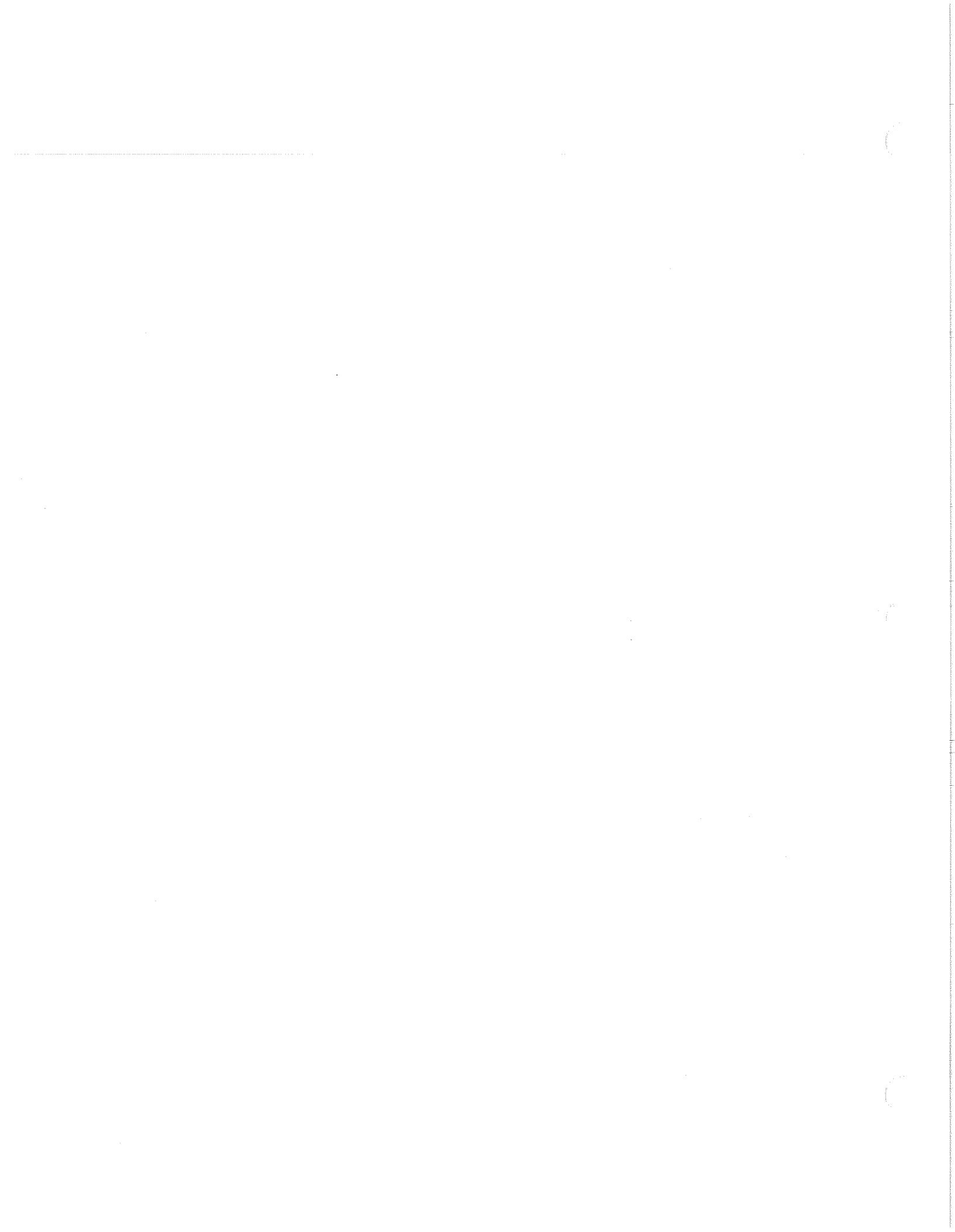
**PUBLIC LIBRARY FINANCE  
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)**

**ARTICLE 2. DEFINITIONS**

(c) "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

**Mail To: PUBLIC LIBRARY FUND  
California State Library  
P.O. Box 942837  
Sacramento, CA 94237-0001  
ATTN: Budget Office**

**NOTE: for FEDERAL EXPRESS/HAND DELIVERY use: 1029 J Street, Suite 400,  
Sacramento, CA 95814**



Placentia Library District  
 Public Library Fund Worksheet

	FY94-95	FY95-96	FY96-97	FY97-98	FY98-99	FY99-00	FY00-01	FY01-02	FY02-03	FY03-04	FY04-05
Total Adopted Appropriation Budget			1,003,500	1,110,696	1,408,736	1,449,344	1,606,599	1,840,847	1,911,312	2,077,878	2,431,890
State Funds			70,500	65,000	110,900	105,250	163,450	209,826	146,200	52,000	89,264
TOTAL ELIGIBLE	936,250	929,000	933,000	1,045,696	1,297,836	1,344,094	1,443,149	1,631,021	1,765,112	2,025,878	2,342,626
Funds included in calculation	707	707	all funds	all funds	all funds	707+702	707	707	707	707	707





1 **RESOLUTIONS**

2 President Kallenberg introduced "*Library of California Resolution 2003-07*" to honor  
3 Elizabeth E. Gibson for her distinguished leadership contributions to the library profession, to  
4 libraries, and to the people of California.

5 *It was moved, seconded (Lowenthal/Maghsoudi) and carried unanimously that the*  
6 *Library of California Board adopts "Library of California Board Resolution 2003-*  
7 *07" for Liz Gibson on the occasion of her retirement. (See Attachment A)*  
8

9 **ADOPTION OF THE CONSENT CALENDAR**

10 *It was moved, seconded (Lowenthal/Fong) and carried unanimously that the*  
11 *Library of California Board approves the Consent Calendar included with this*  
12 *agenda of October 16, 2003, as amended.*  
13

14 **Resource Sharing Committee**

15 *By consent, the Library of California Board approves the System Population and*  
16 *Membership figures for use in the allocation of CLSA System Reference Program*  
17 *funds for the fiscal year 2003/04.*  
18

19 *By consent, the Library of California Board approves the use of 2003/04 allocated*  
20 *SAB Program funds, where available within each approved SAB budget, and where*  
21 *requested, to reimburse one SAB member from each System for expenses incurred*  
22 *in attending the November 2003 California Library Association conference to be*  
23 *held in Ontario.*  
24

25 *By consent, the Library of California Board recognizes the Fullerton Public*  
26 *Library withdrawal from the Santiago Library System and that the resultant*  
27 *change in the System population and membership figures be made effective July 1,*  
28 *2003.*  
29

30 *By consent, the Library of California Board approves the allocation of 2003/04*  
31 *funds for payment of CLSA Statewide Data Base annual subsidies in the amounts*  
32 *of \$69, \$550, \$800 and \$5,500, and instruct its Chief Executive Officer to invite*  
33 *claims for such payments.*  
34

35 *By consent, the Library of California Board approves the allocation of any 2003/04*  
36 *CLSA Statewide Data Base funds not required for payment of annual subsidies, for*  
37 *competitive grants up to \$7,500 each to individual public libraries for Z39.50 server*  
38 *software acquisition and installation; and that the Board instruct its Chief*  
39 *Executive Officer to invite applications for such grants.*

1        *By consent, the Library of California Board approves the request for network*  
2        *affiliation for the member listed in Table A, with member services to begin*  
3        *immediately. (See Attachment B)*  
4

5        **Budget and Planning Committee**  
6

7        *By consent, the Library of California Board adopts the 2003/04 CLSA Budget as*  
8        *displayed in the chart entitled "Recommended 2003/04 CLSA Baseline Budget by*  
9        *Program" and that the aforementioned chart be included in the minutes of this*  
10       *meeting and that no other actions with respect to the 2003/04 CLSA Local*  
11       *Assistance Budget be taken at this time. (See Attachment C)*  
12

13       **REPORTS TO THE BOARD**

14       **Board President's Report**

15       President Kallenberg reported that letters concerning the State Library budget had recently  
16       been sent to Governor Davis, as well as national and state legislative officials. President  
17       Kallenberg stated that Board Officers have been communicating via conference calls to stay  
18       informed of the budget situation, including LSTA funding issues.

19       President Kallenberg announced that the LoC Board was unable to successfully change the  
20       language in the literacy statute, which would have incorporated the Board's continued role in  
21       literacy services.

22       President Kallenberg appreciates the willingness of members to serve as chair of committees  
23       and members of committees. He stated that if the Board had any changes to make in the  
24       committee structure for next year that they inform the new officers.

25       A lengthy discussion ensued regarding the number of Board meetings to be held in calendar  
26       year 2004. All Board Members were in agreement that there needs to be more communication  
27       with each other, either by conducting more Board meetings per year, or holding committee  
28       meetings between Board meetings to keep abreast of changes and critical issues.

29

30

1 **Board Vice-President's Report**

2 Vice President Gaines reported on his participation in regular conference calls with officers  
3 and staff to discuss issues for Board consideration. Vice President Gaines added that he has  
4 contacted a number of his local legislators to discuss issues of the LoC and resource sharing. He  
5 also commended the State Library on the outstanding job they are doing on the Office of Library  
6 Construction's Bond Act of 2000 (Proposition 14).

7 **Chief Executive Officer's Report**

8 Dr. Starr reported on the progress of the \$128 million *California Cultural and Historical*  
9 *Endowment*, which was developed to administer Proposition 40 funds. Dr. Starr indicated that  
10 overall, the State Library has suffered a 38% loss in support over the last two years and is  
11 currently working with the Department of Finance to submit plans for another 20% reduction for  
12 the next fiscal year, which will bring the total budget reduction to 58%. Dr. Starr further stated  
13 that the State Library has started to work with the Governor-Elect's transition team and a direct  
14 connection has been established with the State Library's California Research Bureau.

15 In response to a question by Member Levitin, a lengthy discussion occurred on Board  
16 member term of office.

17 **Director's Update**

18 Dr. Paque reported that the State Library has gone through a major revision of assignments in  
19 the Library Development Services Bureau because of the continuing state hiring freeze. Dr.  
20 Paque noted that the CLSA and LoC Act were included as information in the Board packet  
21 because both acts were revised because of the budget. The LoC Act includes the addition of  
22 Section 18866 that says the LoC will be funded when there is money appropriated. She stated  
23 that it keeps the LoC Act intact, without funds appropriated. The CLSA has been amended to  
24 reflect the elimination of the adult literacy services and family literacy services in the statute.



1 There is an additional article, chaptered as 4.6 that relates to literacy, which was not included in  
2 the Board packet because it is no longer under the purview of the Board.

3 Dr. Paque continued her report by referencing a document in the Board packet entitled  
4 “*Update on program development and fiscal health of each system/network,*” which summarizes  
5 information submitted by the CLSA systems and LoC regions.

6 Dr. Paque responded to a question from Member Steinhauser on the number of staff currently  
7 assigned to work on the LoC and CLSA programs. Dr. Paque indicated that including herself,  
8 Sandy Habbestad is primarily working on CLSA, Ira Bray and Rushton Brandis are working on  
9 technology elements, and Stacy Caves is working with LoC providing clerical support.

#### 10 **Election of Board Officers for 2004**

11 Member Kallenberg stated that the Nominating Committee appointed for the election of  
12 Board officers for 2004 was Member Kastanis and Member Fong.

13 Member Kastanis, Chair of the Nominating Committee, reported that two names have been  
14 submitted for nominations—Fred Gaines for President and Sally Tuttle for Vice-President.

15 *It was moved, seconded (Maghsoudi/Levitin) and carried unanimously that the*  
16 *Library of California Board elect Fred Gaines as President of the Library of*  
17 *California Board for the year 2004.*

18  
19 *It was moved, seconded (Kastanis/Levitin) and carried unanimously that the*  
20 *Library of California Board elect Sally Tuttle as Vice-President of the Library of*  
21 *California Board for the year 2004.*

22  
23 President Kallenberg noted that this was the first time that both officers of the Board have  
24 been appointees of the legislative branch.

#### 25 **Board Meeting Schedule**

26 A lengthy discussion ensued regarding upcoming Board meeting dates, locations, and  
27 frequency thereof. Dr. Paque indicated that the State Library has received instruction stating that  
28 advisory committees are allowed to schedule only one meeting per year—information that came

1 directly from a budget letter to the State Library. Also, a guideline was passed down from  
2 Cameron Robertson, Deputy State Librarian, that the legislature has considered the possibility of  
3 limiting the number of meetings of policy bodies to one per year, unless extenuating  
4 circumstances require additional meetings.

5 Staff looked at the number of actions the Board needed to take annually and suggested that  
6 there be a minimum of two meetings per year. Dr. Paque stated that one of the major concerns  
7 was the amount of staff time needed to put the support materials together, even for a one-day  
8 meeting, and the travel cost to bring Board members together. A suggestion was made to explore  
9 new methods to disseminate materials to the Board, possibly electronically, prior to the meeting.

10 Discussion occurred as to what part of the year to hold meetings of the Board. President  
11 Kallenberg concluded that one meeting needs to be in the fall and another in February, after the  
12 release of the Governor's proposed budget. On a request from Member Gaines, staff will look  
13 into the cost and issues related to holding committee meetings by conference call between  
14 regularly scheduled business meetings. President Kallenberg reminded staff to also look into  
15 scheduling meetings around political conventions and religious holidays so that they don't  
16 conflict with members' schedules.

### 17 **Legislative Committee Report**

18 Legislative Committee Chair Susan Steinhauser reported on the following:

#### 19 State legislative issues:

20 Member Steinhauser reported that CLSA money is in the budget at roughly \$15.2 million  
21 and PLF is roughly \$12.1 million. Assembly Member Fran Pavley carried a tax check-off  
22 bill which did not get out of committee. Deborah Bowen carried a bill that entitled  
23 community-based organizations to a percentage of the teleconnect fund under the CPUC,  
24 which schools and libraries are only entitled to use. AB 1095 was carried by State Assembly

1 Member Ellen Corbett. This bill would put a task force in place to investigate alternative  
2 funding for law libraries. It is a self-funded bill and the members of that commission will  
3 fund the cost. Member Steinhauser stated that the major issue before the Library of  
4 California Board is how to proceed on the library literacy issue, and whether or not the Board  
5 wants to go forth to resume jurisdiction over literacy.

6 Federal legislative issues:

7 Member Steinhauser stated that "ALA Washington Newslite" reported that the LSTA  
8 was reauthorized. The baseline amounts for states have been doubled, noting that California  
9 needs a larger amount of funding for its allocation to jump from \$16 million to \$19 million.  
10 Member Steinhauser thanked Member Lowenthal for making LSTA her cause on behalf of  
11 the Board by contacting California Members of Congress and pushing it forth. Member  
12 Steinhauser suggested that Board members who may have contacts working with individual  
13 legislators to let them know how critical it is that LSTA be authorized at \$232 million.

14 Legislative strategies:

15 Member Steinhauser stated that the committee agreed that the following strategies would  
16 be pursued for this year:

17 • Participation in the *Day in the District*. Diana Paque, working as CLA Legislative  
18 Committee liaison, will provide materials, "talking points," on CLSA, LSTA, PLF and  
19 the State Library. The *Day in the Capitol*, also known as *CLA Legislative Day*, is  
20 scheduled for May 2004. Board members that are able to participate are encouraged to do  
21 so.

22 • Continuing the Legislative Champions project. The list of Legislative Champions  
23 to-date includes Senator Dede Alpert, Assembly Members Joe Nation and Fran Pavley.

1 Steinhauser encouraged members to submit suggestions to her and Dr. Paque on names of  
2 legislators to speak and share their vision for resource sharing in libraries.

3 • Updating the annual Legislative Contact survey, asking that Board members list  
4 their assembly members and state senator, as well as congress member and any other  
5 federal, state, or local officials. In addition, Steinhauser asked members to list any friends  
6 of Governor-Elect Schwarzenegger, so that if needed, members may be called upon when  
7 there is targeted input that is needed. Member Steinhauser referred to the list of the  
8 Governor's Transition Team members stating that if any of the Board members and  
9 audience knows individuals on the Transition Team, to remind them the importance of  
10 libraries, resource sharing, Library of California, and LSTA.

11 • Encouraging Board members and members of the audience to work with contacts in  
12 their library community to get success stories about resource sharing to include in the  
13 packets of information, either for budgeting purposes or for *Day in the District*.

14 • Member Kallenberg agreed to prepare an article for distribution to dispel the myth  
15 that the LoC is defunct. Member Kastanis offered her assistance in getting the article into  
16 California School Libraries Association (CSLA) meeting materials.

17 • Member Steinhauser referred to the sample letter to Assembly members and  
18 Senators on how state CLSA and LoC funds were distributed in districts.

### 19 ACTION ITEMS/UPDATES

20 President Kallenberg reported that the first item for consideration is the CLSA loan  
21 reimbursement rates for 2003/04. He called on Resource Sharing Committee Chair Fong to  
22 present the following motions:

23 ***It was moved by the Resource Sharing Committee (Fong) and carried unanimously***  
24 ***that the Library of California Board adopts, subject to the concurrence of the State***  
25 ***Department of Finance, reimbursement rates for the 2003/04 fiscal year as follows:***

1 *for CLSA interlibrary loans, a reimbursement rate of \$4.91 per eligible transaction;*  
2 *for CLSA direct loans, a reimbursement rate of \$.84 per eligible transaction; and*  
3 *that the Chief Executive Officer inform all participants of the 2003/04*  
4 *reimbursement rates as soon as Department of Finance concurrence is obtained.*

5  
6 *It was moved by the Resource Sharing Committee (Fong) and carried unanimously*  
7 *that the Library of California Board directs its Chief Executive Officer to withhold*  
8 *40% of all CLSA ILL and Direct Loan Program reimbursement payments*  
9 *throughout the 2003/04 fiscal year and that, after determining the full State cost of*  
10 *the ILL and Direct Loan programs for 2003/04, direct its CEO to pay the full*  
11 *amount remaining due to each participating library if sufficient funds remain in*  
12 *the 2003/04 CLSA ILL and Direct Loan Program appropriation, or to prorate the*  
13 *final payment equitably if insufficient funds remain in the 2003/04 CLSA ILL and*  
14 *Direct Loan Program appropriation.*

15  
16 President Kallenberg called on Budget and Planning Committee Chair Fred Gaines to present

17 the following motion:

18 *It was moved by the Budget and Planning Committee (Gaines) and carried*  
19 *unanimously that the Library of California Board approves the System Plans of*  
20 *Service for each of the 15 CLSA Cooperative Library Systems submitted for fiscal*  
21 *year 2003/04.*

22  
23 President Kallenberg then called on Member Gaines to report on the issues addressed from  
24 the Budget and Planning Session and to give the Budget and Planning Committee report.

#### 25 **Budget and Planning Committee Report**

26 Member Gaines, Chair of the Budget and Planning Committee, reported on the issues related  
27 to LoC and the administrative, political and financial situation that is currently in place. He  
28 voiced his concern to keep the LoC moving towards transition during this time of no state  
29 funding.

30 Member Gaines introduced a motion to support the restoration of funding for the LoC  
31 program. The motion would allow the State Librarian, staff, Board Legislative Committee  
32 members and others to have Board approval to talk to legislative members about restoring  
33 funding in one way or another. It could be program-wide or for specific program elements.  
34 Member Gaines asked if there were ways in which the Board could do things on a "shoestring"

1 budget, like hold meetings or have a session at the annual CLA conference to talk about resource  
2 sharing and discuss the programs that are outstanding and worthy of expansion. Member Gaines  
3 moved the following motion:

4 *It was moved, seconded (Gaines/Lin) and carried unanimously that the Library of*  
5 *California Board support the restoration of funding for the Library of California.*  
6

7 Dr. Paque responded to a question from Dr. Starr that the process for getting the LoC funds  
8 restored can be accomplished two ways as Cameron Robertson indicated at the previous day's  
9 meeting: 1) by going through the budgetary process with a BCP; or 2) to use the motion as a  
10 mechanism for going through the political process and approaching legislators with a statement  
11 from the Board that is on record supporting funding for LoC. Paque stated that Robertson felt  
12 that the political process is one in which the Board would get more notice.

13 Dr. Starr stated that the Board should take satisfaction in the fact that the Library of  
14 California was not disestablished, unlike some other state entities that were sunsetted. He further  
15 stated that individuals in the Governor's Office, the Legislature, and the Department of Finance  
16 still use the term Library of California. Dr. Starr stated that the LoC entity is not "dead" and the  
17 motion can be used as a point of argument for not being put out of business. Secondly, Dr. Starr  
18 stated that we need to brand as many Library of California programs as possible. Dr. Starr  
19 responded to Member Kastanis's question on whether the motion was needed, by stating that the  
20 motion is needed and that it shows "attitude," saying we want the funding restored.

21 As the Board looked at planning, many suggestions were made as where to raise interest with  
22 the LoC, one being the CLA conference and other statewide conferences to share information.

### 23 **Resource Sharing Committee Report**

24 Committee Chair Victoria Fong reported that the Resource Sharing Committee is a new  
25 committee that is a combination of the former Access and Support Services Committees.

1 Member Fong stated that Committee Members will be working on a mission statement for this  
2 committee.

3 Member Fong stated that Rush Brandis, Library Development Service, reported on Phase I,  
4 the design phase, of the Interlibrary Loan and Direct Loan cost study. A concern the committee  
5 had regarding the report entitled, *Introduction and Overview to the California Cost Finding*  
6 *Manual* and the draft of the *California Cost Finding Manual*, was the apparent lack of the cost  
7 finding method for the electronic loans in the report. Fong stated that the committee would like  
8 to see more on the various types of libraries in the cost study report, which seemed to focus more  
9 on public libraries. Staff will work with the consultant group, who was contracted to do Phase I  
10 of the study, and report back to the Board at its next meeting.

11 Member Fong stated that there was discussion in committee regarding a concern that the  
12 withdrawal of Fullerton Public Library from System membership may become a trend in  
13 libraries because of the threat of the TBR budget being reduced in the state budget and libraries  
14 opting to charging fees to non-resident borrowers.

15 Member Fong stated that the Board is continuing to accept LoC membership applications to  
16 Regional Library Networks as long as the Region is able to provide the services.

17 **PUBLIC COMMENT**

18 Gerry Maginnity, System Coordinator, Mountain Valley Library System (MVLS),  
19 commented on the amount of hard work and effort that was put into a regional resource sharing  
20 network and now they are faced with its elimination. He explained that the amount of materials  
21 being delivered within the system is enormous and they are dealing with the rising cost of these  
22 deliveries. He stated that it is CLSA money that gets the deliveries back and forth, and since  
23 there is not enough money to handle the entire system, the system members are now contributing  
24 from their budgets. He also indicated that the amount used from web-based users could evolve

1 into a new concept of second level reference that was not considered in 1978 when the CLSA  
2 was written. Further, he noted, out of 10-15 schools in the Sierra Valley Library Network  
3 (SVLN), only two are currently connected. He reported that there is no staff to follow through  
4 on the connectivity with the schools. He indicated that starting in 2004, there will be some major  
5 studies done within MVLS—via focus groups, brainstorming, and taking another look at the  
6 membership formula for fees.

7 Karen Bosch-Cobb, Library Director, Fresno County Public Library, commented on the  
8 tremendous population growth in the San Joaquin Valley, which will result in a larger need for  
9 services, buildings, and staff. She stated that census data for one of the communities in the San  
10 Joaquin Valley indicated that 80% of the population speaks another language other than English.  
11 She further reported that a needs assessment survey was sent to 1,000 Fresno County residents  
12 over the age of 18, and one of the most pressing items they expressed was the need for additional  
13 homework assistance and remote access was extremely important for after-hours homework  
14 studies. She pointed out that the 24/7 services are extremely important to their community as  
15 well.

16 Vincent Schmidt, Executive Director, Black Gold Cooperative Library System, suggested  
17 making a stronger case to communities on why libraries are just as important as the fire fighters,  
18 police officers, and other public services.

19 Marian Milling, System Coordinator, North State Cooperative Library System, commented  
20 on how Cascade Pacific Library Network is losing school members because the schools are  
21 losing their librarians as a result of budget cuts.



1 **BOARD COMMENTS**

2 Member Kastanis commented on LoC funding concerns. She invited audience members to  
3 give the Board feedback on what issues they are facing today and how the Board can address  
4 specific needs for the future.

5 Member Lin expressed concern regarding the regional resource center attempting to send out  
6 resources with there being no receiver on the school library's end. Member Lin stated that she  
7 and Member Kastanis will be taking the issue of the importance of school libraries to the  
8 Department of Education. She said it's meaningless if we don't serve the younger generation, the  
9 children and young adults. She stated that she and Member Kastanis plan on being more active to  
10 provide funding for the school libraries so that we have more collaboration and support. She also  
11 thanked staff for their continued efforts on the Board materials.

12 Member Fong congratulated the newly elected Board officers, President Fred Gaines and  
13 Vice-President Sally Tuttle. She thanked the outgoing President, John Kallenberg for excellent  
14 leadership during his term as President, thanked the LDS staff for their continuing hard work,  
15 and thanked the audience members for their contribution to the meeting. She reported that the  
16 LoC concept is working even though some people may not know about it. Speaking from  
17 experience within Belvedere-Tiburon, the library district has always invited the local school  
18 librarian to attend their meetings and/or planning sessions; the local school superintendent has  
19 also been contacted to attend their foundation meetings. Moreover, she encourages the local  
20 School Library Association to reach out to their trustees and let them know the importance of  
21 library services to our local communities.

22 Member Levitin expressed appreciation for the impressive work that was done on the Board  
23 documentation. She commented on the amazing quality and amount of work that the staff has  
24 done for these meetings.

1 Member Maghsoudi thanked the staff for the wonderful job they do. She indicated that the  
2 Whittier Public Library has applied for a special grant from a local foundation that will provide a  
3 “librarian on loan” program and the librarians are working with six elementary schools thus far.

4 Member Tuttle expressed appreciation to the staff for their work in preparing an excellent  
5 meeting. She also thanked outgoing Board President Kallenberg for his work over the year, and  
6 she thanked Board members for their support by electing her their Vice President for 2004.

7 Member Gaines was honored to have been elected LoC Board President for year 2004 and  
8 will serve in the best interest of the people of California. He indicated that prior to this  
9 presidency, he was president of a City Library Commission, a County Library Commission, and  
10 now the State Library Commission, which is a great honor to him. He thanked outgoing Board  
11 President Kallenberg for his service and indicated that he was looking forward to working with  
12 incoming Vice President, Sally Tuttle, as well as the State Library staff and the Library of  
13 California Board Members. Member Gaines stated that he felt that the Library of California will  
14 survive. He reported that he would like to maintain the committee structure that is in place  
15 currently. He invited Board Members to contact him if they are interested in a particular  
16 committee or chairing a committee for year 2004.

17 Member Lowenthal thanked staff for their wonderful work, as well as the field for the work  
18 they continue to do.

19 President Kallenberg thanked everyone for their support during this difficult year for the LoC  
20 Board. He reported that he is involved with local communities, chairing a campaign committee  
21 for the *Measure B* renewal. He indicated that he would continue to follow through with  
22 assignments he has been given through the end of the 2003 calendar year. He will work with  
23 President-Elect Gaines and Vice President-Elect Tuttle during this transition period.

1 Dr. Kevin Starr, CEO, commented on the future of the LoC. He suggested that the public, as  
2 free political agents, could also help with the future of the Board.

3 **AGENDA BUILDING**

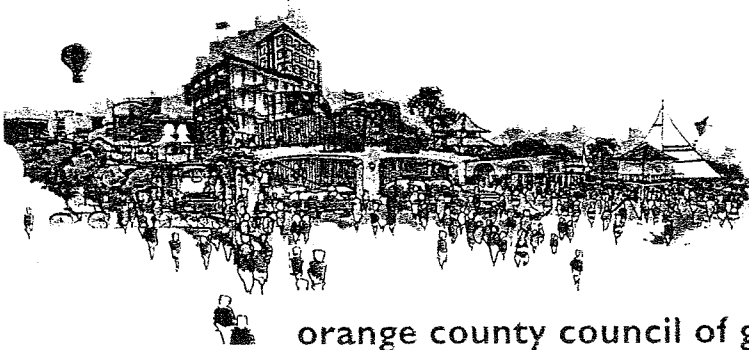
- 4 1. Planning Issues
- 5 2. LSTA Funding
- 6 3. Alternative Options for Communication
- 7 4. Restoration of the LoC Programs

8  
9 **ADJOURNMENT**

10  
11 With there being no further business to come before the Board, President Kallenberg  
12 adjourned the meeting at 2:55 p.m. on Thursday, October 16, 2003.

13 ///





orange county council of governments  
**Regular Meeting of the**  
**BOARD OF DIRECTORS**

Meeting Date / Location

Thursday, October 28, 2004  
9:00 a.m. – 11:00 a.m.  
Orange County Sanitation District  
10844 Ellis Avenue  
Fountain Valley, California

- 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

AGENDA ITEM

STAFF

PAGE

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

**PLEDGE OF ALLEGIANCE**

**I. CALL TO ORDER / ROLL CALL**

(Chair Lou Bone)

- Lou Bone, Chair, District 17
- Richard Dixon, Vice-Chair, District 13
- Cathryn DeYoung, District 12
- Tod Ridgeway, District 14
- Gus Ayers, District 15
- Vacant*, District 16
- Alta Duke, District 18
- Richard Chavez, District 19
- Marilyn Poe, District 20
- Art Brown, District 21
- Bev Perry, District 22
- Debbie Cook, District 64

- Tim Keenan, Cities At-Large
- Bill Campbell, County At-Large
- Phil Anthony, ISDOC
- Peter Herzog, OCD, LOCC
- Shirley McCracken, OCSD
- Denis Bilodeau, OCTA
- Chris Norby, SCAG-County Rep. (*not activated*)
- Bill Craycraft, SCAQMD – Cities Representative
- Jim Silva, SCAQMD–County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Al Hollinden, Private Sector

County of Orange

**agencies**

- Costa Mesa Sanitary District
- East Orange Water District
- El Toro Water District
- Emerald Bay Service District
- Irvine Ranch Water District
- Mesa Consolidated Water District
- Moulton Niguel Water District
- OC Fire Authority
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Placentia Library District
- Rossmoor/Los Alamitos Area Sewer District
- Serrano Water District
- Silverado-Modjeska Parks & Recreation District
- South Coast Water District
- Trabuco Canyon Water District
- Transportation Corridor Agencies

## II. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

## III. CONSENT CALENDAR

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed from the Consent Calendar for separate action or discussion.

- A. Minutes from June 24, 2004, and August 26, 2004, Board Meetings (Clerk of the Board) 05

Recommended Action: Approve minutes.

- B. Report on the OCCOG TAC (Tracy Sato, OCCOG TAC Chair) 15

Recommended Action: Receive report.

- C. Air Quality Report (Annabel Cook) 19

Recommended Action: Receive report.

## IV. ACTION ITEMS

- A. Approve OCCOG Bylaws Amendment (Fred Galante, Legal Counsel) 23

Recommended Action: Approve OCCOG Bylaws Amendment as recommended by the OCCOG General Assembly

## V. REPORTS

- A. California Air Resources Board's Draft Air Quality Handbook on Land Use (Annabel Cook) 27

Recommended Action: Receive and file.

- B. Report on Federal Advocacy (Vice-Chair Richard Dixon and Board Member Debbie Cook) 39

Recommended Action: Receive and file.

- C. Rivers and Mountain Conservancy Outreach (Matt Henkes) 41

Recommended Action: Receive and file.

- D. Reduce Orange County Congestion Program (Matt Henkes) 43

Recommended Action: Receive and file.

- E. Report from OCCOG Chair (Chair Bone) 45

Recommended Action: Receive and file.

VI. MATTERS FROM BOARD MEMBERS (Chair Bone)

VII. MATTERS FROM MEMBER AGENCIES (Chair Bone)

VIII. MATTERS FROM STAFF (Chair Bone)

IX. ADJOURNMENT

Next Meeting: Thursday, November 18, 2004







ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM III. A.

STAFF REPORT

**Subject:** Minutes from the June 24, 2004, and August 26, 2004, OCCOG Board of Directors Meetings

**Summary:** Attached are the minutes from the June 24, 2004, and August 26, 2004, OCCOG Board of Directors meetings.

**Recommendation:** Approve minutes.

**Attachment:** Minutes from the June 24, 2004, and August 26, 2004, OCCOG Board of Directors Meetings.

**Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844

000005





ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

MINUTES OF A REGULAR MEETING OF THE  
ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS

HELD

June 24, 2004

A regular meeting of the Orange County Council of Governments was called to order at 9:08 a.m. by Chair Lou Bone at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Perry.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Clerk of the Board.

PRESENT:

Lou Bone, Chair, District 17  
Richard Dixon, Vice-Chair, District 13  
Cathryn DeYoung, District 12  
*(arrived at 9:23 a.m.)*  
Tod Ridgeway, District 14  
Gus Ayer, District 15  
Alta Duke, District 18  
Marilynn Poe, District 20  
Art Brown, District 21  
Bev Perry, District 22  
Debbie Cook, District 64  
Phil Anthony, ISDOC  
Peter Herzog, OCD, LOCC  
Shirley McCracken, OCSD  
Denis Bilodeau, OCTA  
Dave Swerdlin, TCAs  
Owen Holmes, University Representative  
Al Hollinden, Private Sector

ABSENT:

Richard Chavez, District 19  
Tim Keenan, Cities At-Large  
Bill Campbell, County At-Large  
Chris Norby, SCAG – County Rep.  
Bill Craycraft, SCAQMD – County Rep.  
Jim Silva, SCAQMD – County Rep.

VACANT:

District 16

000007

## II. OATH OF OFFICE

The Clerk of the Board administered the Oath of Office to Gus Ayer, City of Fountain Valley, District 15.

## III. PUBLIC COMMENTS

There were no public comments.

## IV. CONSENT CALENDAR

It was moved by Board Member Perry and seconded by Board Member Brown, to approve Consent Calendar Items A-C. The motion carried unanimously, with Board Members Chavez, Keenan, Campbell, Norby, Craycraft, and Silva absent from the meeting.

### A. Minutes from May 27, 2004, Board Meeting

Action: Approved minutes, with Board Members Ridgeway, Poe, Perry, and Bilodeau abstaining due to their absence from the meeting.

### B. Report on the OCCOG TAC

Action: Received report.

### C. Air Quality Report

Action: Received report.

## V. ACTION

### A. Approve Resolution Setting Time, Date and Location for the OCCOG 2004 General Assembly.

Annabel Cook provided background information on this item. The date, time, and place for the 2004 meeting of the General Assembly shall be held on Thursday, August 26, 2004, at 9:00 a.m. at the Tustin Community Center, 300 Centennial Way, Tustin, CA 92780.

Action: Board Member Brown moved, Board Member Swerdlin seconded, and the motion carried unanimously, that the Board adopt Resolution No. 04 – 1, Setting the Date, Time, and Place for the 2004 Meeting of the General Assembly.

### RESOLUTION NO. 04-1

A Resolution of the Board of Directors of the  
Orange County Council of Governments ("OCCOG"),  
A Joint Powers Authority, Setting the Date, Time, and Place  
For the 2004 Meeting of the General Assembly.

000008

## VI. PRESENTATIONS

### A. Groundwater Replenishing System Program

Board Member Bilodeau gave a presentation on the Groundwater Replenishing System Program, which is scheduled to go on line in 2007.

Action: Receive report.

### B. Inter-Regional Partnership

Board Member Perry, Susan DeSantis, IRP Project Director, and Dr. Bill Gayk, Center for Demographic Research, gave a presentation on the Inter-Regional Partnership formed in 2001 by the Western Riverside Council of Governments (WRCOG) and OCCOG to address the imbalance of jobs and housing that has developed between Western Riverside County and Orange County over the last five to twenty years. Ms. DeSantis presented a video entitled, "Inter-Regional Partnerships for Infill and Mixed Use Development," and presented a PowerPoint presentation outlining state policy directions, a review of the IRP Final Report, and an overview of the four initiatives: Land Supply, New Housing Products, Housing Supply, and Job Creation.

Dr. Gayk discussed the IRP Policy Committee's development of an implementation plan for the initiatives, and a monitoring program to ensure that the efforts of the Inter-Regional Partnership will continue.

The Board members involved in the Inter-Regional Partnership were identified as follows:

Board Member Perry  
Board Member Duke  
Board Member Poe  
Board Member Dixon  
Board Member DeYoung  
Board Member Cook

Action: Receive and file.

## VII. REPORTS

### A. Potential OCCOG Bylaws Amendments

Annabel Cook provided background information on this item, and discussed proposed Bylaws amendments regarding the OCCOG Board of Directors Attendance Policy and OCCOG Board Member Alternates.

Action: Board Member DeYoung moved, Board Member Ridgeway seconded, and the motion carried unanimously, that the Board receive and file the report, and table the proposed amendments to the OCCOG Board of Directors Attendance Policy for further review, discussion, and action.

**B. Rivers and Mountain Conservancy Outreach**

Matt Henkes provided background information on this item, reporting that in July, 2004, OCCOG will coordinate the first of two workshops that will be held to educate eligible Orange County cities and agencies regarding available open space and watershed related grants from the Rivers and Mountains Conservancy Outreach Proposition 40 grant program.

Action: Receive and file.

**C. Reduce Orange County Congestion Program**

Matt Henkes provided background information on this item, and reported that five project proposals have been received as of today.

Action: Receive and file.

Chair Bone adjourned the meeting at 11:10 a.m., due to lack of a quorum at that point, to the next regular meeting, to be held on Thursday, August 26, 2004 – General Assembly. Following adjournment, those OCCOG members remaining in attendance informally discussed the following items:

**D. Report from OCCOG Chair**

Chair Bone reported that there are two (2) openings on the SCAG Policy Committee.

Chair Bone reported that a letter regarding the swearing-in today of Gus Ayer, City of Fountain Valley, District 15, will be sent out to member agencies.

Chair Bone reported that Marilyn Poe, City of Los Alamitos, will be representing District 20.

**VIII. MATTERS FROM BOARD MEMBERS**

1. Board Member McCracken reported that the new Chair of the Orange County Sanitation District is Steve Anderson, City of La Habra.

**IX. MATTERS FROM MEMBER AGENCIES**

No matters were discussed.

**X. MATTERS FROM STAFF**

1. Michael Gold recognized Heather Dion and John Keisler for all of their dedication and tremendous amount of hard work on the IRP Policy Committee.
2. Annabel Cook reported that there is a new database system for OCCOG, and requested that Board members contact staff for any address changes.

3. Annabel Cook reported that there are no SCAG meetings in July.
4. Annabel Cook introduced Eileen Takata, Watershed Planner, County of Orange, who is working on an on-going watershed study.

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CHAIR OF THE ORANGE COUNTY COUNCIL OF  
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

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CLERK OF THE BOARD







ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

MINUTES OF A SPECIAL MEETING OF THE  
ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS

HELD

August 26, 2004

A special meeting of the Orange County Council of Governments was called to order at 1:30 p.m. by Chair Lou Bone at the Tustin Community Center, 300 Centennial Way, Tustin, California.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Deputy Clerk of the Board.

PRESENT:

Lou Bone, Chair, District 17  
Richard Dixon, Vice-Chair, District 13  
Cathryn DeYoung, District 12  
Gus Ayer, District 15  
Alta Duke, District 18  
Marilynn Poe, District 20  
Art Brown, District 21  
Bev Perry, District 22  
Debbie Cook, District 64  
Phil Anthony, ISDOC  
Peter Herzog, OCD, LOCC  
Shirley McCracken, OCSD

ABSENT:

Tod Ridgeway, District 14  
Richard Chavez, District 19  
Tim Keenan, Cities At-Large  
Bill Campbell, County At-Large  
Chris Norby, SCAG – County Rep.  
Denis Bilodeau, OCTA  
Bill Craycraft, SCAQMD – County Rep.  
Jim Silva, SCAQMD – County Rep.  
Dave Swerdlin, TCAs  
Owen Holmes, University Representative  
Al Hollinden, Private Sector

VACANT:

District 16

II. PUBLIC COMMENTS

There were no public comments.

III. CONSENT CALENDAR

There were no Consent Calendar items.

000013

IV. ACTION

- A. Approve Fiscal Year 2004-2005 Overall Work Program Agreement with the Southern California Association of Governments

Michael Gold provided information regarding SCAG's Overall Work Program and the funding that has been approved by SCAG for OCCOG.

Action: Board Member Perry moved, Board Member DeYoung seconded, and the motion carried unanimously, that the Board approve the agreement with SCAG and authorize the Executive Director to execute the agreement with SCAG for funding for OCCOG from the SCAG 2004-2005 OWP.

- B. Approve Reduce Orange County Congestion Program Projects for Fiscal Year 2004-2005

Dr. Jim Hart, Chair of the ROCC Technical Advisory Committee provided background on this item, which includes the funding of five proposals submitted under the OCCOG ROCC calls of projects.

Recommended Action: Board Member DeYoung moved, Board Member Perry seconded, and the motion carried unanimously, that the Board approve the ROCC Technical Advisory Committee's recommended projects for funding.

IV. MATTERS FROM BOARD MEMBERS

No matters were discussed.

V. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

VI. MATTERS FROM STAFF

No matters were discussed.

VII. ADJOURNMENT

Chair Bone adjourned the meeting at 1:48 p.m. to the next regular meeting, to be held on Thursday, September 23, 2004, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

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CHAIR OF THE ORANGE COUNTY COUNCIL OF  
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

---

CLERK OF THE BOARD

000014



ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM III. B.

STAFF REPORT

**Subject:** Report on the October 5, 2004, OCCOG TAC Meeting

**Summary:** The OCCOG Technical Advisory Committee (TAC) Chair Tracy Sato and OCCOG staff has provided the OCCOG Board with the most recent OCCOG TAC minutes for review.

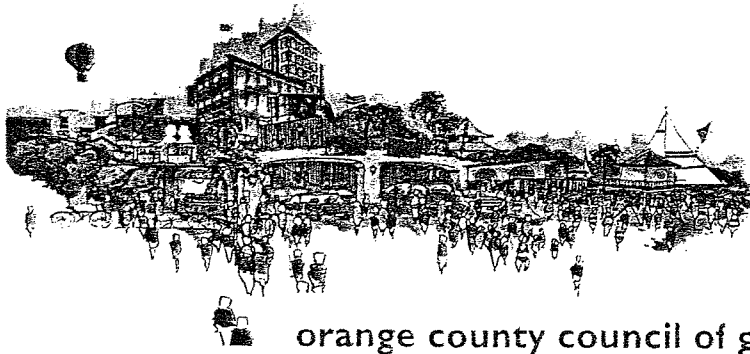
**Recommendation:** Receive report.

**Attachment:** Agenda from the October 5, 2004, OCCOG TAC meeting.

**Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844

000015





orange county council of governments

ORANGE COUNTY COUNCIL OF GOVERNMENTS

TECHNICAL ADVISORY COMMITTEE

Meeting Date / Location

[www.occities.org/occg](http://www.occities.org/occg)

Tuesday, October 5, 2004  
10:00 a.m.  
City of Orange  
300 Chapman Avenue,  
Conference Room C  
Orange, California

Agenda Item

Staff

I. INTRODUCTIONS

(Chair Tracy Sato)

II. PUBLIC COMMENTS

(Chair)

At this time members of the public may address the TAC regarding any items within the subject matter jurisdiction, which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the TAC on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the TAC Chair prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the TAC in writing and only pertinent points presented orally.

III. CENSUS UPDATE

(County of Orange)

IV. REDUCE ORANGE COUNTY CONGESTION PROGRAM

(Matt Henkes)

Recommended Action: Receive report

- cities**  
Aliso Viejo  
Anaheim  
Brea  
Buena Park  
Costa Mesa  
Cypress  
Dana Point  
Fountain Valley  
Fullerton  
Garden Grove  
Huntington Beach  
Irvine  
La Habra  
La Palma  
Laguna Beach  
Laguna Hills  
Laguna Niguel  
Laguna Woods  
Lake Forest  
Los Alamitos  
Mission Viejo  
Newport Beach  
Orange  
Placentia  
Rancho Santa Margarita  
San Clemente  
San Juan Capistrano  
Santa Ana  
Seal Beach  
Stanton  
Tustin  
Villa Park  
Westminster  
Yorba Linda

County of Orange

- agencies**  
Costa Mesa Sanitary District  
East Orange Water District  
El Toro Water District  
Emerald Bay Service District  
Irvine Ranch Water District  
Mesa Consolidated Water District  
Moulton Niguel Water District  
OC Fire Authority  
OC Sanitation District  
OC Transportation Authority  
OC Water District  
Placentia Library District  
Rossmoor/Los Alamitos Area Sewer District  
Serrano Water District  
Silverado-Modjeska Parks & Recreation District  
South Coast Water District  
Trabuco Canyon Water District  
Transportation Corridor Agencies

000017

- V. ORANGE COUNTY PROJECTIONS UPDATE (Bill Gayk)  
*Recommended Action:* Receive report.
- VI. INTER-REGIONAL PARTNERSHIP REPORT (John Keisler &  
Annabel Cook)  
*Recommended Action:* Receive report.
- VII. RIVERS AND MOUNTAINS CONSERVANCY UPDATE (Matthew Henkes)  
*Recommended Action:* Receive report.
- VIII. AIR QUALITY UPDATE (Annabel Cook)  
*Recommended Action:* Receive report.
- X. OTHER BUSINESS / ITEMS FOR NEXT MEETING
- XI. SET NEXT MEETING: Tuesday, November 2, at 10:00 a.m., at the City of  
Orange's Water Department
- XII. ADJOURNMENT

000018



ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM III. C.

STAFF REPORT

**Subject:** Air Quality Report

**Summary:** An update on air quality issues of importance to OCCOG and the region is provided.

**Recommendation:** Receive report.

**Attachment:** October 2004 Report

**Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844

000019







**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**AIR QUALITY UPDATE  
October 2004**

**SCAQMD Announced Project to Reduce Truck Idling**

The SCAQMD, along with federal air quality officials, has announced the region's first project to reduce toxic diesel emissions from idling big-rig trucks by providing "plug-in" power at a truck stop along Interstate 5. The United States EPA is supporting the project by providing \$100,000 to the SCAQMD, which is requesting Board provide \$100,000 in matching funds. The combined funding will be used to install plug-in power devices in 20 spaces at a truck stop on I-5 in Los Angeles County.

The initiative is part of the U.S. EPA's I-5 Truck Idle Reduction Project, a voluntary, cooperative effort between government agencies to create an idle-free corridor along the west coast. The truck project is part of the umbrella West Coast Diesel Emissions Reductions Collaborative, a voluntary effort led by EPA to reduce diesel pollution from ports, railroads, trucks and agricultural sources. In the SCAQMD region, truck stops generate approximately 750 tons of NOx and 11 tons of PM emissions annually. By providing plug-in power, this project is expected to reduce a total of 105 tons of NOx emissions and 2.7 tons of PM over a 10-year period.

**SCAQMD Opens First Hydrogen Highway Network Fueling Station in Southern California**

The SCAQMD opened one of the first hydrogen fueling stations accessible to the public at its headquarters of the South Coast Air Quality Management District (AQMD). This station is among the first of 13 hydrogen-fueling stations co-funded by the SCAQMD and slated for construction in Los Angeles, Orange, Riverside and San Bernardino counties. These stations will provide fuel for hydrogen-powered fuel cell and internal-combustion engine vehicles used in fleet demonstrations throughout the region.

**OCCOG's Subregional Work Program Sponsored by the SCAQMD**

OCCOG continues its work with the SCAQMD, a partnership started in 2002 that provides OCCOG with funding to develop a model air quality element and to provide outreach assistance to local governments in the subregion. Through this funding the following has occurred:

- A draft model air quality element (MAQE) was developed by OCCOG and Western Riverside COG. The MAQE has been distributed to cities and other interested parties for review and comment, and a final MAQE will be distributed to local governments. The MAQE can be considered by cities and counties as a tool to assist local communities address air quality issues. Adoption of MAQEs by local governments is **entirely voluntary**. OCCOG will host a workshop to present the MAQE.
- The OCCOG Alternative Fuel Vehicle and Infrastructure Program is continuing, with a recent workshop being provided on Moyer Funding. Any OCCOG member agency may request support and assistance under this program

For additional information on air quality issues, please contact Annabel Cook at (714) 571-5844.



ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM IV. A.

STAFF REPORT

**Subject:** Approve OCCOG Bylaws Amendment

**Summary:** At the August 26, 2004, OCCOG General Assembly, OCCOG staff brought forward one potential OCCOG Bylaws amendment for consideration by the OCCOG General Assembly Delegates. This potential amendment provides technical "clean-up" language for the Bylaws' section pertaining to OCCOG Board Member alternates. Specifically, the amendment would occur within Article V, Section 5.1.D, and would eliminate the word "city" from line three, allowing any Board Member to select an alternate from his or her Selection Pool. Although this has been the practice of OCCOG Board Members, this technical language "clean-up" will provide greater clarity.

This recommended Bylaws amendment was considered by the General Assembly with no objections raised and is now forwarded as a formal Bylaws amendment recommendation to the OCCOG Board, which can adopt the amendment by a majority vote.

**Recommendation:** Approve the OCCOG Bylaws amendment as recommended by the OCCOG General Assembly.

**Attachment:** Pertinent Section of the OCCOG Bylaws Recommended by the 2004 OCCOG General Assembly for Amendment

**Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844





## ORANGE COUNTY COUNCIL OF GOVERNMENTS

### Pertinent Section of the OCCOG Bylaws Recommended by the 2004 OCCOG General Assembly for Amendment

#### Article V. Board of Directors

##### 5.1 Representation.

A. The Members shall exercise the powers and functions of OCCOG through its representatives on the Board of Directors. Concurrent with membership on the OCCOG Board, each voting Member of the Board shall be an Elected Official of a Member Agency. Voting Members of the OCCOG Board shall serve the OCCOG Members as a whole, and shall represent no special group or interest.

B. Members of the OCCOG within each Selection Pool designated under Section 4 of the Agreement shall appoint representatives to the OCCOG Board of Directors from the respective Selection Pool. Members of the OCCOG within each Selection Pool shall designate a Chairperson to coordinate the selection of the OCCOG Board Members pursuant to the process described in this Article. No Member of the Board may serve as the appointee of more than one Selection Pool simultaneously. Selection Pools include the following:

- (1) Members of the Orange County Division, League of California Cities
- (2) County of Orange
- (3) Orange County Transportation Authority
- (4) Members of the Orange County Transportation Corridor Agencies
- (5) Members of the County Sanitation Districts of Orange County
- (6) Members of Orange County ISDOC/Water Agencies
- (7) Orange County Cities Representative to AQMD
- (8) County of Orange Representative to AQMD
- (9) Twelve Pools of Cities in SCAG District Nos. 12-22 and 64
- (10) County of Orange Representative to SCAG
- (11) At-large Orange County Cities Member
- (12) Private Sector (non-voting representative)
- (13) Universities (non-voting representative)

C. Each Board seat becomes activated when the Selection Pool as described includes one or more active Members of the OCCOG. A non-activated Board seat shall not count toward the total voting membership of the Board.

D. Each Board Member may also appoint one Alternate to serve on the OCCOG Board in the absence of the appointed Board Member, provided that the Alternate Member is an Elected Official from a Member City within the same Selection Pool. The Alternate shall be designated | within ten (10) days of the appointment of the Board Member. Designated Alternates shall receive all notices and written material as do Board members.

E. Names of Board Members shall be communicated to the Board in writing by the Chair of the Selection Pool. Board Members shall provide the name of their designated Alternate to the Board in writing within ten (10) days of the appointment of the Board Member.

F. Board Members and Alternate Board Members shall serve until a successor is appointed.

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ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM V. A.

STAFF REPORT

**Subject:** California Air Resources Board's Draft Air Quality Handbook on Land Use

**Summary:** The California Air Resources Board (CARB) has been working for the past 18 months to develop a Draft Air Quality Handbook on Land Use that will offer local governments guidance on evaluating and reducing air pollution impacts associated with new projects. CARB's concern is focused on the siting of projects that have incompatible land uses and, therefore, may expose people to high levels of air pollution, including toxic and cancer-causing contaminants. An example of this in the extreme is the siting of a highly-polluting oil refinery within several hundred yards of a senior center or elementary school. Please see the attached CARB fact sheet.

Although CARB has been developing this draft Handbook for almost two years, very few local governments have been invited to participate or involved in the process. Many local governments are concerned that the draft Handbook, although only guidance, may impact mixed-use programs or housing development efforts. Please see the attached paper by Ken Farfsing, City Manager of Signal Hill, who was one of the few local government representatives invited to participate in the review of the earlier drafts of the Handbook.

Recently, CARB has scheduled a series of workshops to solicit comments on the draft Handbook itself and the issues it addresses. OCCOG representatives have attended the workshops and have asserted OCCOG into the Handbook development process. At this time, CARB has indicated that, due to the concerns that local governments have raised, the draft Handbook will require a major re-write and that local governments will play a major role in future efforts.

The OCCOG Air Quality Working Group will be more thoroughly reviewing the draft Handbook and its edits over the next few months and may make recommendations to the OCCOG Technical Advisory Committee and, ultimately, the OCCOG Board regarding potential OCCOG comments on the draft Handbook.

**Recommendation:** Receive and file.

**Attachment:** 1. CARB Fact Sheet on the Draft Air Quality Handbook on Land Use  
2. Paper by Ken Farfsing, City Manager of Signal Hill

**Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844

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# Fact Sheet

California Environmental Protection Agency

Air Resources Board

## Air Quality Handbook on Land Use

As part of the Air Resources Board's (ARB) Community Health Program, the ARB is developing a draft Air Quality Handbook on Land Use (draft Handbook). The draft Handbook is intended to serve as a general reference guide for evaluating and reducing air pollution impacts associated with new projects that go through the land use decision-making process. The ARB is also developing related information and technical evaluation tools for addressing cumulative impacts in a community. They will be available through the ARB's Internet site or in the form of future supplements.

The draft Handbook is an informational document with recommendations that are not requirements or mandates for land use agencies or local air districts. It describes tools that can be used to support land use decision-makers in addressing the potential for cumulative emissions, exposure, and health risk.

The draft Handbook builds upon California's General Plan Guidelines that are being revised and updated by the Governor's Office of Planning and Research (OPR). The OPR Guidelines inform local governments on the land use planning process and explain California's legal requirements for General Plans.

The draft Handbook is being developed with the help of a group of interested stakeholders convened by the ARB. The stakeholder group is comprised of representatives from local land use and air agencies, community interest groups, and business.

The draft Handbook describes the air quality-land use relationship, and the roles and responsibilities of State and local agencies in the land use decision-making process, including the role of school districts. It discusses concepts and possible approaches for evaluating and addressing site-specific and cumulative air pollution impacts. It also identifies evaluation and mapping tools that the ARB is developing and actions that it is taking to reduce cumulative air pollution impacts within its authority. Finally, the draft Handbook provides a menu of approaches that are geared to elicit more public involvement in the decision-making process as well as options to consider in making all of California's communities a healthier place to live.

### Next Steps

ARB staff intends to present the draft Handbook to its Board in December. In order to meet this deadline, a final draft Handbook will be available for public review and comment in November. However, the ARB is interested in getting your perspective on the draft Handbook and invites you to take this early opportunity to comment. In order to be reflected in the November final draft, we encourage you to submit your comments by October 14, 2003. However, all comments received prior to the December 11-12, 2003 Board meeting will be considered.

### For More Information

The draft Handbook is available on ARB's website at: <http://www.arb.ca.gov/ch/ch.htm>. You may also call the ARB's Public Information Office at (916) 322-2990. You may also obtain this document in an alternative format by contacting ARB's ADA Coordinator at (916) 322-4505 (voice); (916) 324-9531 (TDD, Sacramento area only); or (800) 700-8326 (TDD, outside Sacramento).

For more information regarding the draft Handbook, please contact Dr. Linda Murchison, Assistant Division Chief of ARB's Planning and Technical Support Division, at (916) 322-5350. You may also contact Ms. Lucille van Ommerring at (916) 323-0296, or e-mail her with your comments at [lvanomme@arb.ca.gov](mailto:lvanomme@arb.ca.gov).



## Local Government Issues to Consider When Developing Site Criteria for Localized Air Pollution Sources

By  
Ken Farfsing  
City Manager, Signal Hill  
October 4, 2004

The Gateway Cities region (Southeast Los Angeles County) suffers from some of the worst air pollution in the State, primarily a result of the unprecedented growth of the twin ports of Los Angeles and Long Beach. Diesel particulate pollution is a major concern, with the major sources being rail service to the ports, trucks on the region's freeways and highways, large warehouse complexes, intermodal terminals and other trade related operations, including air pollution from bunker fuels used by the ships.

The cities appreciate the efforts of the Air Resources Board (ARB) in recognizing the importance of the cumulative effects of air pollution from both mobile and stationary sources. The Gateway cities have struggled with major regional air pollution issues, including the development of a regional air quality element. We have also educated and engaged our communities in strategies to improve air quality – including implementing the Diesel Toxins Reduction Program, which is removing older diesel trucks from our local highways. Several of our State legislators are extremely active in dealing with the impacts of this air pollution.

Localized air pollution sources are intertwined with housing and other sensitive sites, reflecting the historic development patterns of our region since the 1920's. The Gateway Cities is an appropriate "case study" for the difficulty of regulating localized air quality in the existing urban areas statewide.

### Summary

California's cities face a variety of competing priorities and policies – some set at the State level. Many of these mirror local government priorities and policies. Reducing localized air quality impacts is one of many priorities and policies. Cities struggle to balance goals for Brownfield development, mixed use and

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transit-oriented development and smart growth. The following statement attempts to summarize the challenges faced by local government:

*"How do cities balance the goals of creating affordable housing and employment opportunities close to home, revitalizing abandoned and neglected former industrial and strip-commercial sites, reducing traffic congestion and improving the over-all quality of life, including the goal of eliminating community exposure to source-specific and cumulative air impacts."*

Local Government Issues

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The following suggestions are offered to assist the ARB in providing the balance necessary to achieve multiple State and local goals:

- It will be easier to develop planning guidelines for new development on the outskirts of urban areas. The ARB may want to consider guidelines for "new" and "infill" development.
- It will be difficult to develop guidelines for "infill" development in California's major urban areas. Past planning and development practices are difficult to correct. Sensitive sites are intertwined with localized sources of air pollution. Cities are crisscrossed by freeways, rail lines and highways, constructed before the recognition of the health impacts of these facilities. Flexibility, time and incentives will be required to improve localized air quality.
- There is a housing crisis in California. The ARB will have to balance the costs and practicality of the new guidelines, with the need to construct housing.
- Sites for new urban housing are difficult to find. They are most often located in marginal industrial, brownfield and strip-commercial areas. These areas may also contain historic air pollution sources. If properly planned, these sites represent a major opportunity for urban revitalization and improved air quality.
- The ARB will have to balance the cost and practicality of the guidelines on jobs and the local economy.

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- Cities want to work with the ARB to reduce and eliminate the major sources of air pollution in the region, including local sources. Local programs, like the Diesel Toxins Reduction Program, should be financially supported by ARB.
- The ARB should not adopt policies designed to reduce localized air quality impacts, which work against more important regional goals.

### Past Planning Practices Are Difficult to Correct

Urban areas have grown up around the rail lines and highways. Rail lines have crisscrossed California since the 1870's. Planning for the State's major highways and arterial streets began in the 1920's, with the popularity of the automobile. Miles of streets were zoned for "strip commercial" – before the advent of the shopping mall.

Large areas for manufacturing of cars, airplanes and consumer products were planned during World War II and in the post-war years. Rail lines and highways were extended

### Local Government Issues

#### Page 3

to serve these areas. Residential neighborhoods followed industry, providing much needed housing for workers and returning GI's. In the 1950's, cities like Lakewood or Downey (100,000 population) seemed to sprout overnight from agricultural areas.

The Interstate Highway System came into being in the 1950's, as State planners cut freeways through residential neighborhoods, schools, parks and business areas. The freeway was constructed with no environmental review – since NEPA and CEQA did not yet exist – there was little cities could do to appropriately mitigate freeway impacts. The 1970's saw the growth of the shopping malls, adversely impacting miles of strip-commercial properties.

Other large economic factors were underway as well. A silent economic transformation has been unfolding in Los Angeles County, speeding up in the 1990's – as the are transformed from manufacturing to a "trade" based economy.

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Large factories have been vacated, no longer economically viable. Local cities are faced with the pressures of converting manufacturing areas to warehousing and distribution terminals, serving the worldwide economy. A full one-third of nation's trade moves through the twin ports of Los Angeles and Long Beach. As a result, site with sensitive individuals are intertwined with local air pollution sources in large areas of our communities.

### The Housing Crisis in California – Housing Mandates

California's housing crisis is well documented. The State is in the 12<sup>th</sup> consecutive year of under-producing housing units, moving further away from the healthy jobs/housing balance that is critically needed. Underlying this housing crisis is a series of complex socio-economic factors that have worked together to produce an annual shortage of 100,000 housing units statewide. The California Department of Finance estimates that the State needs to add 250,000 units annually to keep up with demand.

Cities are required by State housing law to provide an adequate number of sites for the development of all types of new housing, including housing for low and very-low income families. These housing requirements are carried out through the Regional Housing Needs Assessment. For example, the cities in Southeast Los Angeles County are mandated to construct 15,839 new units from 1998-2005. Over 6,550 of these units must be for low or very-low income households. It appears that the region will only construct about ½ of the requirement, even despite some healthy housing unit production in several of the Gateway Cities.

### Difficulty in Finding Suitable Sites

Since California's major urban areas were developed by the 1970's, they are now in the difficult process of redevelopment, reinvention and revitalization. More is know about the health effects of major urban sources of air pollution – like freeways and rail lines.

### Local Government Issues

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However, health effects are only one of many competing priorities that cities must balance.

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Land acquisition costs are a major component driving housing affordability. Since much of the urban area is already developed, finding vacant sites is akin to finding the "needle in the haystack." Residential developers (and school districts) are forced to review former factory sites, industrial brownfields and strip commercial properties, no longer economically viable. Many of these sites have residual land values, existing buildings to purchase, tenants to relocate and higher environmental "clean up" costs. For example, \$2 per square foot in costs can be added to properties for clean up in former industrial or brownfield sites. These areas often contain adjacent local sources of air pollution, which have existed there.

### Jobs-Housing Balance

The difficulty in finding suitable housing sites in urban areas, combined with the high costs of land and housing construction, have made residential development on the urban fringes more economically viable for developers and home purchasers. Job creation in the urban fringes has lagged far behind housing production. Traffic congestion, increased air pollution and long commute times are only three of the impacts of the jobs/housing imbalance.

### Localized Sources of Air Pollution Are Diverse and Widespread Over the Urban Landscape

The ARB lists hundreds of uses as having the potential to create localized air pollution impacts. Shopping centers, schools and universities, employment centers, sports areas, airports, ports, transportation corridors, freeways, rail yards, intermodal facilities, truck stops and warehouses are listed for their potential to generate mobile sources of localized air pollution. Urban uses are equally as numerous. ARB lists hundreds of commercial and industrial uses – such as dry cleaners, gas stations, auto body shops, furniture repair, film processing, printing shops, manufacturers, metal platers, welders, metal spray, chemical producers, furniture manufacturing, assembly plants and industrial machinery manufacturing. Other diverse uses, such as rock crushing and cement plants, recycling stations and research and development facilities are listed as well. All of these uses generate jobs for Californians.

### Sensitive Sites – Frequented by Sensitive Individuals – Are Equally Diverse and Widespread Over the Urban Landscape – Recommended Distance Separation Will Be Difficult to Achieve

The ARB lists schools, all types of housing, day care centers, playgrounds, hospitals, youth centers and elder care centers as sensitive sites. All of these contain individuals

Local Government Issues  
Page 5

who may be sensitive to localized air pollution impacts. These sites are equally diverse and widespread over the urban areas.

The ARB has listed the following distance separation recommendations in draft documents for local planning agencies to consider when making development decision on sensitive sites and localized sources of air pollution. Development projects would be reviewed and additional mitigation measures developed or project potentially would be denied. The following is a partial list.

<u>Local Source of Air Pollution Receptor</u>	<u>Distance to Sensitive</u>
Rail Yards	1 mile
Intermodal Facilities	1 mile
Ports	1 mile
Roadways with over 20,000 ADT/ Diesel trucks	1000 feet
Truck Stop (150 ADT)	1000 feet
Cold Storage Distribution Center (100 Trucks)	1000 feet
Chrome platers	500 feet
Freeways	500 feet
Dry Cleaner	300 feet
Gas Station	50 feet

The Practicality and Costs of Mitigation Measures Must Be Weighed



Cities have limited mitigation measures to deal with these pre-existing transportation corridors and other major localized sources of air pollution – such as rail yards and industrial complexes. Some mitigation measures suggested by the ARB in draft publications have been historically used by cities. For example, cities require dust control during project grading operations. Cities have historically relied on project walls to separate out incompatible uses. Other mitigations and options are the following:

Deny Projects: One option is to deny projects – residential, commercial and industrial – desiring to locate within the distance separation criteria. How practical is this option, when weighed against other State and local policies that encourage housing and job creation? What would be the overall costs and

Local Government Issues  
Page 6

benefits of this approach? Would this approach worsen the jobs/housing problems in California?

Develop Mitigation Measures for New Development in Newly Developing Communities: The ARB could pursue mitigations in new developing areas – where green belts and distance separation standards can be more reasonably accommodated. Developing separate truck routes away from sensitive uses makes more sense in newly developing areas. Prohibiting the location of residential uses “downwind” of future industrial areas makes sense when considering the general planning for a newly developing community.

Develop Mitigation Measures and Incentives for Existing Urban Areas: The ARB could pursue project mitigation measures in urbanized areas. The mitigation measures will have to be carefully proposed, to balance other housing and job creation policies. For example, prohibiting residential uses “downwind” from existing industrial areas might require the ARB to fund a land grant program, since this policy might adversely affect the reuse of property and property values.

Limiting “Mixed Use Housing” and “Transit Oriented Development”: Cities are concerned that ARB guidelines would restrict combined housing and commercial projects, as well as transit oriented development

projects. ARB policies are better directed to the sources of air pollution – such as providing clean diesel engines in trucks and locomotives – instead of driving housing development further from transportation corridors. The same approach would apply to mixed-use developments, as the ARB should continue its efforts to regulate vehicular exhaust.

Impractical, Difficult to Enforce and Illegal Mitigation Measures: The ARB should carefully consider the practicality of suggested mitigation measures, including their ease of enforcement. For example, how practical is it to install project landscaping prior to project grading? How easily can a police officer enforce a “reduction in truck idling” in a supermarket’s parking lot? How will cities be able to limit the amount of gasoline sold in a gas station adjacent to a residential use? Cities may not be able to impose certain mitigation measures based on their legality. Can cities require project developers to purchase low emission vehicles? Uniform building codes may be a better solution for improving ventilation and filtering systems in buildings for sensitive uses – like senior centers. These questions and issues point to the importance of understanding the impacts of ARB’s proposed development project mitigation measures.



ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM V. B.

STAFF REPORT

**Subject:** Report on Federal Advocacy

**Summary:** In September 2004, several representatives of OCCOG traveled to Washington D.C. to continue OCCOG's advocacy for federal funding of projects important to OCCOG members. Specifically, OCCOG is seeking funding for water quality education programs and for a continuation of the Reduce Orange County Congestion Program.

Vice Chair Richard Dixon and Board Member Debbie Cook, along with OCCOG staff, will provide an update on OCCOG's federal advocacy efforts and next steps.

**Recommendation:** Receive report.

**Attachment:** None

**Staff Contact:** Michael Gold, Deputy Director, (714)972-0077

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ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM V. C.

STAFF REPORT

**Subject:** Rivers and Mountains Conservancy Outreach

**Summary:** OCCOG held its first of two workshops regarding Proposition 40 funds that are available through the Rivers and Mountains Conservancy for cities and county areas within the RMC watershed. The first workshop, held on October 13, 2004, at Boisseranc Park in the City of Buena Park, was targeted at city representatives and was well attended with over 30 attendees including staff from nine of the 10 cities in the watershed, the County of Orange and three elected officials – Council Member Bev Perry, Council Member Norm Eckenrode and Council Member Marilyn Poe. The second workshop, scheduled for November 2004, will include local government representatives as well as other RMC stakeholders, including state agencies and non-profit organizations.

**Recommendation:** Receive report.

**Attachment:** None

**Staff Contact:** Matthew Henkes, Policy Analyst, (714) 972-0077

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ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM V. D.

STAFF REPORT

- Subject:** Reduce Orange County Congestion Program
- Summary:** Staff has been working with representatives from the Federal Highway Administration to expedite the process of receiving authorization to begin work on the five ROCC Program projects that have been selected for this funding cycle. The Federal Highway Administration representatives have agreed to consider OCCOG's request and attempt to give OCCOG special status/consideration. The next steps in the process include: working with FHWA to allocate the funds; working with CalTrans to obligate the funds; executing contracts with the five sponsoring agencies; and providing Notices to Proceed to project managers.
- Recommendation:** Receive report.
- Attachment:** None
- Staff Contact:** Matthew Henkes, Policy Analyst, (714) 972-0077

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ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM V. E.

STAFF REPORT

**Subject:** OCCOG Chair Update

**Summary:** The OCCOG Chair will provide a report to the OCCOG Board of Directors.

**Recommendation:** Receive Report.

**Attachment:** None

**Staff Contact:** Annabel Cook, Regional Issues Consultant, (714)972-0077



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

**DATE:** November 22, 2004

**BACKGROUND**

The recent Legislative Alert from the California Special Districts Association is contained in Agenda Item 22.

The State Library notified Placentia Library District that the matching grant portion of the Literacy allocation will be \$29,191.

If the Board wishes to meet with legislators before the beginning of the legislative session in January the appointments should be scheduled as soon as possible.

**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:** **Travel Authorization Amendment for California Special Districts Association Workshop, Staying in Compliance, San Diego, December 15, 2004.**

**DATE:** November 22, 2004

**BACKGROUND**

At its meeting on October 25, 2004 the Library Board approved transportation arrangements for the Staying in Compliance, CSDA Workshop in San Diego on December 15, 2004. At this point Trustees Escobosa and DeVecchio and staff members Minter and Goodson are approved to be registered.

Jean Turner has been elected to serve as a Library Trustee effective December 3, 2004 and is available to attend the Workshop on December 15. Staff is recommending that Trustee Turner be added to the list of attendees for this Workshop at a cost of \$170 plus meal expenses.

Trustee Wood was not included in the original authorization because she was not present for the discussion of that Agenda Item. At the October Library Board Meeting Trustee Wood volunteered to be the driver and provide a vehicle.

President Shkoler was approved for participation at the August Board Meeting and requested at the October Board Meeting that his registration be canceled.

**RECOMMENDATION**

Amend the Travel Authorization from August 23, 2004 to include Trustees Turner and Wood for attending the Staying in Compliance (Brown Act & Conflict of Interest Training) Workshop in San Diego on December 15, 2004.



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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:** **Final Adoption of Revision of Job Description for Library Aide to add provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.**

**DATE:** November 22, 2004

**BACKGROUND:**

At its meeting on October 25, 2004 the Library Board approved as a first reading the amendment of Placentia Library District Policy 2325, Job Description — Library Aide, to add a provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.

The Circulation Supervisor met with the Library Aides on November 17, 2004 and reviewed the changes to the Job Description. No amendments were requested.

**RECOMMENDATION:**

Final adoption of the amendment of Placentia Library District Policy 2325, Job Description — Library Aide, to add a provision for working at the Check-Out Desk under the direct supervision of a Library Clerk.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Job Description – Library Aide  
**POLICY NUMBER:** 2325

**2325.1** A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Shelves library materials and performs basic-level clerical library work in the reference, circulation, technical services, literacy or administration departments.

**2325.1.1** Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

**2325.1.2** Prepares library materials for public use.

**2325.1.3** Works at the Circulation Desk checking-out library materials, collecting fines and fees, registering new patrons, renewing patron registrations and assisting patrons with the use of the photocopy machines. These activities will be performed on in the presence of, and under the direct supervision of, a Library Clerk.

**2325.1.3** He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

**2325.1.4** He/she seeks to carry into effect the expressed policies of the Board of Trustees.

### **2325.2** Typical Tasks

**2325.2.1** Checks-in library materials on the computer.

**2325.2.2** Empties the book drop.

**2325.2.3** Sorts and shelves incoming books, audio-visual materials and periodicals.

**2325.2.4** Processes new and gift library materials for public use.

**2325.2.5** Repairs damaged library materials.



- 2325.2.6** Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.
  - 2325.6.7** Searches for library materials on the shelves as assigned by Library staff.
  - 2325.2.8** Runs errands for Library staff.
  - 2325.2.9** Retrieves newspapers and magazines from storage areas.
  - 2325.2.10** Assists public with unloading gift books and magazines from their cars.
  - 2325.2.11** Re-stocks the vending machines.
  - 2325.2.12** Sets up and breaks down tables and chairs in the Meeting Room.
  - 2325.2.13** Works in Technical Services in support of professional staff.
  - 2325.2.14** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
  - 2325.2.15** Assists the Friends of Placentia Library volunteers with book store and sorting room activities.
- 2325.3** Required Qualifications. He/she will possess a high school diploma or the equivalent.
- 2325.4** Knowledge and abilities:
- 2325.4.1** Ability to file accurately according to library filing rules.
  - 2325.4.2** Ability to meet the public with tact and courtesy.
  - 2325.4.3** Ability to follow oral and written instructions.
  - 2325.4.4** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
  - 2325.4.5** Ability to follow Library policies and procedures.
  - 2325.4.6** Ability to organize and manage work flow for self.
  - 2325.4.7** Manual dexterity to do book repair and physical processing of new library materials.



## **2325.5 Physical Demands**

**2325.5.1** The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2325.5.1.1** Must possess mobility to work in a standard office setting.

**2325.5.1.2** Must possess hearing and speech to communicate in person and over the telephone.

**2325.5.1.3** The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

**2325.5.1.4** The employee is required to stand; walk; and stoop, kneel, or crouch.

**2325.5.1.5** The employee must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

**2325.5.1.6** The employee must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **2325.6 Work Environment**

**2325.6.1** The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

**2625.6.2** Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



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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:** Determine whether to offer an incentive program for selected staff to become certified as Notary Publics, determine what that program will be and set the amendment to the Fines & Fees Policy for Fiscal Year 2004-2005 for public hearing.

**DATE:** November 22, 2004

**BACKGROUND:**

At its meeting on October 25, 2004 the Library Board of Trustees authorized the addition of Notary Public Services at a cost of \$10.00 per signature and Passport Photographs at a cost of \$10.00 per person. These changes to the Fines & Fees Schedule need to be set for public hearing.

The Board carried forward the discussion of compensation for staff serving as Notary Publics to the November Board Meeting.

Based on the fact that the Notary Public service is an entrepreneurial activity outside the scope of the Library's Mission Statement (copy included on page 1 of the Agenda), and that staff serving as Notary Publics would need to sit an examination conducted by the State of California and purchase special supplies and equipment, the Library Director recommended that the Board establish a "bonus" for those staff willing to take on the extra responsibility of a 5% addition to their hourly rate of pay, and that the number of authorized staff be limited to four. The estimated personnel cost for the first twelve months, including Social Security/Medicare, if the individuals selected were both passport clerks (one full-time and one half-time), one additional library clerk and one library assistant would be approximately \$5,843. If the training, exam and supply costs were \$300 per person the total first year cost would be approximately \$7,043. This would take 705 notary fees to offset. In the second year it would take approximately 600 notary fees to offset (assuming one change in staff).

In the last fiscal year the staff processed 6,413 passports. It is reasonable to plan for a notary service that would grow to be equally busy. Because of the potential for this type of growth I am recommending a "fixed" rather than a "floating" bonus system.

Other methods for determining the bonus are possible. A fixed rate could be used, such as \$100 per month, payable at the second pay period each month – this would cost \$5,168.

If the Board wants to use a "piece rate", such as \$2.00, the Social Security/Medicare will need to be added to that. This will be very labor intensive for the Administrative Assistant because the statistics will need to be collected and certified every two weeks as part of the payroll preparation. If usage turns out to be high then the amount paid will be far in excess of the fixed rates.

Regardless of the payment process used I recommend that it include a provision that if a Notary stays certified and active for thirty-six (36) months or more that they will not be responsible for reimbursing the District for their training, exam(s), equipment and supplies. For those leaving or stopping the service in less than thirty-six (36) months the pro-rated balance of their training, exam(s), equipment and supplies will be deducted from their final paycheck.

According to the provisions of Placentia Library District Policy 1010, amendments must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted. This policy may be waived by a 4/5 vote of the Board.

**RECOMMENDATIONS:**

1. Determine whether to offer an incentive program for staff to become certified as Notary Publics.
2. Determine the structure of the incentive program for staff becoming Notary Publics and adopt as a first reading the amendment of Placentia Library District Policy 2150, Compensation.
3. Authorize the publication of the Notice of Public Hearing for the amendment of the Fines & Fees Schedule to be held at the Library Board Meeting on December 20, 2004 at 6:30 P.M.



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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:** **Revise Placentia Library District Policy 3030, Fixed-Asset Accounting, to change the applicable purchase for inclusion for equipment and tools from *more than \$500* to *more than \$5,000* per item.**

**DATE:** November 22, 2004

**BACKGROUND:**

Placentia Library District is in the process of preparing its Fixed Asset Inventory as required by Placentia Library District Policy 3030 and the new government accounting/audit rules (GASBY).

The Library Director is requesting that the Library Board change the threshold level for adding equipment and tools to the Fixed Asset Inventory from *more than \$500* to *more than \$5,000*.

The proposed change to Policy 3030 is Attachment A.

The \$5,000 threshold for equipment and tools is currently being used by both the County of Orange and the Buena Park Library District.

This change will significantly simplify the establishment of the Fixed-Asset Inventory and thus reduce the cost of the conversion and maintenance of the system.

**RECOMMENDATIONS:**

1. In compliance with Placentia Library District Policy 1010.3, Adoption/Amendment/Review of Policies, the Board of Trustees declares the revision of Placentia Library District Policy 3030, Fixed-Asset Accounting, to be an urgent item and it waives the requirement that the revision must be discussed at the Regular Board Meeting prior to the Regular Board Meeting at which it is adopted.
2. Revise Placentia Library District Policy 3030.3.1, Fixed-Asset Accounting, to change the applicable purchase for inclusion in the Fixed-Asset Accounting Schedule for equipment and tools from more than \$500 to more than \$5,000 per item.



# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fixed-Asset Accounting  
**POLICY NUMBER:** 3030

**3030.1** The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

**3030.2** An accounting, or inventory, of all fixed assets will be conducted on an annual basis. After the conclusion of said inventory, the Library Director will certify its completeness and report the results thereof to the Board of Directors at its regular meeting in August.

**3030.3** Applicable purchases for inclusion in said accounting will be the following:

**3030.3.1** Equipment and tools that individually have an original total cost of more than \$5,000;

Deleted: \$500

**3030.3.2** All land and building acquisitions regardless of price; and,

**3030.3.3** Additions or major improvements to the District's service infrastructure.

**3030.4** When any item defined in Section 3030.3.1 above is received, a tag with a unique identification number will be affixed to said item, and the number recorded in the permanent inventory records.

**3030.5** Permanent inventory records will be maintained in either a paper file or electronic (computer data base) format. Said records will be updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.).

**3030.6** Information to be maintained in said inventory records will include at least the following:

**3030.6.1** Asset number;

**3030.6.2** Description;

**3030.6.3** Manufacturer's serial number;



**3030.6.4** Storage location;

**3030.6.5** Original cost;

**3030.6.6** Acquisition date;

**3030.6.7** Life expectancy; and,

**3030.6.8** Classification code (e.g., office equipment, electronic, etc.).



**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Elizabeth D. Minter, Library Director

**FROM:** Wendy Goodson, Administrative Assistant *WGS*

**SUBJECT:** Telephone System RFP Review

**DATE:** November 22, 2004

**BACKGROUND**

Upon approval from the Board to solicit bids for the replacement of the telephone system, the request for proposal was disseminated to eleven vendors throughout North Orange County and as referred by buyerszone.com. Six of the eleven vendors responded with proposals as summarized below:

Vendor	Cost (incl.tax)
E.A.R. Teleconsulting	\$11,332.46
Southern California Teleco	\$13,195.00
Keysolve	\$15,528.80
Inter-Tel	\$19,585.00
TeleExpress	\$21,295.00
Merrill & Associates	\$25,742.67

<b>System Specifications Met:</b>	<b>EARtel</b>		<b>SoCalTel</b>	
	<b>Y</b>	<b>N</b>	<b>Y</b>	<b>N</b>
Accommodate up to 8 outside lines	X		X	
Accommodate up to 30 telephones	X		X	
Capacity to auto forward to cell phones	X		X	
Ability to maximize storage of numbers and speed dialing on individual phones	X		X	
Headsets and other accessories to maximize staff functionality and ease	X		X	
Wireless capability throughout the library	X		X	
Capability of dedicated lines to specified extensions	X		X	
Ability to access software through Administrative Assistant's computer, not a separate computer	X		X	
Ability to manage changes in timing for public service hours and announcements	X		X	
Ability of prerecorded information/messages to default to times	X		X	
Ease of changing administrative messages	X		X	
Reactivate/reconnect ceiling speakers so that announcements can be heard even if someone is on the phone at the Reference or Circulation Desks	X		X	
Ability to play music from CD on the announcement system	X		X	

<b>System Specifications Met:</b>	<b>Y</b>	<b>N</b>	<b>Y</b>	<b>N</b>
Vendor shall ensure that the hardware and software and all of its parts and components are new and unused and deliver, unpack and install the hardware and software at the Placentia Library District.	X		X	
Vendor shall provide all implementation services including, without limitation, initializing programs, establishing necessary databases, creating tables, and determining the initial assignment of all station equipment applications, administration levels, and features as required in collaboration with the Placentia Library Administration to include the Library Director, Technical Services Manager and the library's data, voice, and internet vendors to implement fully all features and aspects of the system.	X		X	
Vendor shall conduct site visits and inspections as necessary of the Placentia Library District and acknowledge in writing that the installation site is suitable for effective installation and operation of the hardware and software or notify the Placentia Library District, in writing, in what respect the library does not comply with such requirements	X		X	
Vendor shall provide all applicable administration and end-user and operator training of new features and provide periodic refresher classes.	X		X	
Vendor shall provide all reference manuals, booklets, pamphlets, and other training materials specific to Placentia Library District.	X		X	
Vendor shall provide the ability to remotely administer system from a centralized location.	X		X	
Vendor shall demo all old telecommunications hardware and related debris to include wiring and cable from the telephone/electrical workroom at project completion.	X		X	
Vendor shall provide emergency service at a preferred labor rate once warranty has expired.	X		X	
Vendor shall provide maintenance for a period of 24 months once warranty has expired.	X		X	
Vendor shall perform all work to include installation on Fridays with a completion date of no later than December 22, 2004.	X		X	

**EVALUATION**

References were checked for both prospective vendors. Both vendors were praised for their technical expertise and professional customer service.

**RECOMMENDATION:**

Award contract to E.A.R. Teleconsulting, Inc., Wilmington, CA.



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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:** Library Director's Report  
**DATE:** November 22, 2004

I participated in the following activities during the current report period:

- Oct 20 Attended Chamber of Commerce Mixer.
- Oct 23 Saturday manager/passports.
- Oct 24 Attended reception honoring the presentation of the Jewish collection for children and young adults, honoring the Library Trustee service of Sandra Stark, and her gift of additional items for that collection.
- Oct 25 Represented Placentia Library Foundation Board of Directors at the Placentia Legacy (planned giving) brochure meeting with representatives from the Boys & Girls Club, HIS House and the Placentia Founders Society. Each agency has approved participation in the brochure at a cost not to exceed \$750 per agency, and has submitted its portion of the copy to the Boys & Girls Club.
- Library Board meeting.
- Oct 26 Met with Trustee Wood to discuss the Dinsmore dinner and reception.  
Met with the Foundation Donor Reception Committee.
- Oct 28 Chamber of Commerce Breakfast.
- Nov 1 Friends Board Meeting.
- Nov 3 Heard presentation at Placentia Round Table Women's Club by author Denise Hamilton, the speaker for the 2005 Friends Annual Meeting.
- Nov 4 Attended Planned Giving Round Table breakfast meeting in Newport Beach with Jean Lasley. Program featured a lecture on new Federal regulations for the design of different types of gift products, presented by a nationally recognized trust attorney.
- Attended the Santiago Library System Council Meeting in Orange. The Directors discussed refunding some money that belongs to the Orange Public Library; participating in the b logistics program to selling discarded books through various internet services; and future plans for the summer reading program.

Attended a retirement luncheon in Orange honoring Library Director CarolAnn Tassios, Yorba Linda Public Library.

Dinsmore retirement dinner. Laranne and Wendy set-up and coordinated the event. Jim and Katie made presentations. Twelve non-management staff members were able to attend through a matching grant provided by the Friends of Placentia Library.

Nov 5-12 Vacation

Nov 13 Visited Los Angeles Flower Market to purchase items for Dinsmore reception.

Saturday manager/passports.

Purchased and made 10 dozen deviled eggs for Dinsmore reception.

Nov 14 Dinsmore reception. Jim, Wendy, Mary and Toby managed the set-up and program. Literacy presented to tutors paperweights honoring the 20<sup>th</sup> anniversary of the California Library Literacy Program in Placentia.

Nov 16 Called by to the library at 6:30 P.M. to work on a problem with the public printer system.

The following staff meetings were held:

Nov 3 Determined the embroidery design for the new staff shirts. Laranne led a discussion on supervising volunteers.

Nov 17 Reviewed ongoing projects for improving signage and helping users find their way through the building. Received the pricing information for new staff shirts and asked the Safety Committee to develop an incentive program for earning credits toward shirt purchases. Discussed the installation of the new telephone system.

Lunches with staff members:

Oct 21 Wendy Goodson


Oct 28 Toby Silberfarb

Staff/Volunteer welfare issues:

Volunteer Lillian Bart fell in the Friends Bookstore and was taken to the emergency room for several stitches in the back of her head and treatment for a broken thumb. The Bookstore floor tiles have been replaced. The appropriate Workers' Compensation forms were filed.

Librarian (part time) Phyllis Humple was absent for an extended period because of a broken kneecap she received on a vacation. She returned to work on November 17.

Laranne Millonzi and Beatrice Quintanar were absent for medical procedures.

TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager   
 DATE: November 22, 2004

**SUBJECT: Program Committee Report for the month of October.**

<b>DEPARTMENT</b>	<b>NUMBER OF PROGRAMS</b>	<b>NUMBER OF ATTENDEES</b>
<i>ADULT SERVICES</i>	1	18
<b><u>TYD Total</u></b>	<b>3</b>	<b>48</b>
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	0	0
Thurs. AM Story Times	4	172
3-4 year-old music times	4	143
5-6 year-old music times	4	99
Lapsits	4	230
Class Visits	0	0
School Visits	0	0
After School Face Painting	1	9
After School Scary Stories	1	13
 <b>TOTAL FOR SEPTEMBER</b>	 <b><u>18</u></b>	 <b><u>666</u></b>
<b>YTD TOTAL</b>	<b><u>87</u></b>	<b><u>3,672</u></b>

<b>LITERACY SERVICES</b>	<b>Oct 2004-05</b>	<b>FY 2004-05 YTD</b>
Total Tutors	135	218
Total Students	199	210
Total Hours	1,091	5,216j

For more detailed literacy statistics, see Agenda Item 35, pages 2 of 3 and 3 of 3.



Agenda Item 36

To: Elizabeth Minter, Library Director  
From: Caroline Gurkweitz, Children's Librarian  
Date: for Board Meeting November 22, 2004  
Subject: **October Activities in the Children's Department**



<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lapsits 2 years and under	4	230
Story Time (a.m.) 3 - 6 year olds	4	172
Music Time 3 - 4 year olds	4	143
Music Time 5 - 6 year olds	4	99
Class Visits	0	0
School Visits	0	0
After School Scary Stories	1	13
After School Face Painting	1	9
<b>Total</b>	<b>18</b>	<b>666</b>



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: November 22, 2004

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

**Tutor Training.** The Literacy Coordinator conducted one regular workshop and in October and eighteen tutors were trained, eight teens and eight adults. All new tutors are presently matched or are being matched. The next tutor training is scheduled November 7, 2004.

**Families for Literacy (FFL) Program Status.** There was no FFL programming in October.

**Placentia Rotary Reading Enrichment Program (PRREP).** Recruitment for PRREP continued in October. The Literacy Coordinator conducted PRREP orientations at both El Dorado High School and Valencia High School in October and 61 PRREP volunteers were trained. We are presently matching PRREP tutors with grade school students..

**Reach Out and Read On Hold.** PLLS's partnership St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program, is on hold. Our long time volunteer for this outreach, Diane Martlaro, had to stop earlier this year, and our other volunteer, Pettey Peterson, has had to stop. We want to thank both of these volunteers for there many volunteer hours. We will try to recruit volunteers next school year to continue this partnership.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI got started again this year in late September. We now have ELLI active this school year at five elementary schools: Glenview, Melrose, Rio Vista, Ruby Drive, and Tynes. We are staffing all five sites with Federal Work Study staff and volunteers, and we have a total of 15 ELLI staff assigned to the schools.

**Grant Update.** Our grant writers, Machoskie & Associates submitted several letters of inquiry to possible grantors in October.

**Literacy statistics.** See Agenda Item 37, Pages 2 of 3, and 3 of 3.

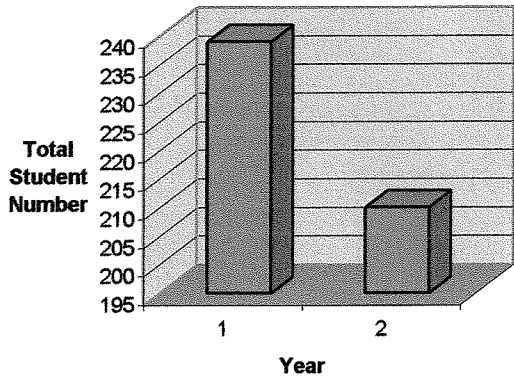
## Placenta Library Literacy Services

Report of Growth and Progress

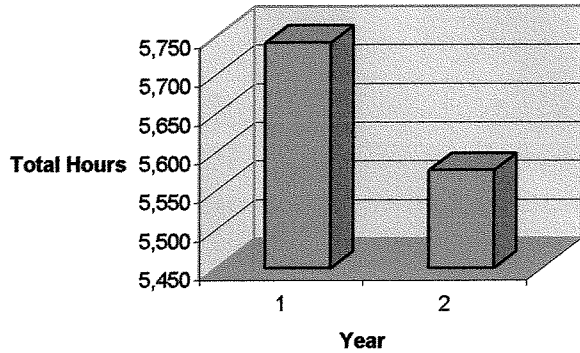
	OCT 03-04	OCT 04-05	YTD 03-04	YTD 04-05
<b>Tutors</b>				
Adult	105	67	119	124
Teen	65	68	71	94
Hours Instruction	1,602	1,091	5,741	5,216
Other Volunteer Hours	48	120	440	360
<b>Total Hours</b>	<b>1,650</b>	<b>1,211</b>	<b>5,933</b>	<b>5,576</b>
<b>Training Workshops</b>				
Workshops Held	2	5	9	13
Tutors Trained	22	79	71	118
<b>Students</b>				
With Adult Tutors	118	10	156	118
With Teen Tutors	64	98	82	92
In Groups	4	0	8	0
<b>Total Active Students</b>	<b>186</b>	<b>199</b>	<b>246</b>	<b>210</b>
<b>Families for Literacy</b>				
Family Students	6	6	16	6
Family Tutors	6	6	16	6
Hours of Instruction	36	80	204	160
<b>ELLI Program</b>				
K-6th Grade Students	308	45	305	45
Tutors for K-6th Grade	12	15	12	15
Hours of Instruction	588	1,410	588	1,410
<b>Total Tutors</b>	<b>170</b>	<b>135</b>	<b>182</b>	<b>218</b>
<b>Total Students</b>	<b>186</b>	<b>199</b>	<b>239</b>	<b>210</b>
<b>Total Instruction Hours</b>	<b>1,602</b>	<b>1,091</b>	<b>5,741</b>	<b>5,576</b>



**Change In Total Students**



**Increase in Instruction Hours**



0.011 (1/90.9)

0.011 (1/90.9)

0.011 (1/90.9)

0.011 (1/90.9)

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0.011 (1/90.9)

TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian *MES*

DATE: November 15, 2004

**SUBJECT: Reference and Adult Services report for October**

- We held two adult programs in October: “Crete and Rhodes” with Charles Frazee, Ph.D., and “Re-Parenting” with Myra Mycena, Ph.D.
- Patrons could access library displays about re-parenting and voting.
- Substitute training continued for three people. We used substitutes eleven times during the month.
- There were two Program Committee meetings.
- Statistics for the month included 264 telephoned reference questions, 1630 in-person Reference Desk questions, 7 e-mailed reference questions, 51 uses of ready reference materials, 86 instances of instructions, 2259 uses of computers, 18 reference books used in the library in addition to those documented by pages, and 223 new computer database signups.



TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: November 17, 2004  
SUBJECT: **History Room report for September**

- Prepared presentation for Coordinating Council meeting: A.S. Bradford's reminiscences of life in Placentia in the 1890s and Patricia Adler's poem, "The House of Bernardo Yorba."
- Added a new local authors manuscript to the local authors display, the novel Brethren Rock by Charles White.
- Sorted through receipts of Samuel Kraemer, which were donated to the History Room with various other miscellaneous papers, to be kept in deposit in history area.
- Attended Passport Seminar in Claremont.
- Added "Orange County Past and Present" to local history collection



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: November 22, 2004

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

We did not receive the Web stats in time to include in the October 2004 Web Report. We will report both October and November Web stats in the November Web Report.

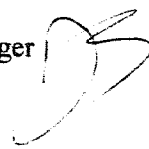
Pages Visited	July 04	Aug 04	Sep 04			
Borrowers	215	248	258			
Friends	147	129	133			
District	156	214	162			
Kids	230	220	657			
Foundation	118	170	123			
History Room	192	232	215			
Literacy/CLC Logo	180	182	192			
Passports	484	350	559			
Poet Laureate	498	456	528			
Total Views Most Hits	2,220	2,201	2,827			

Total Most Hits YTD 7,248

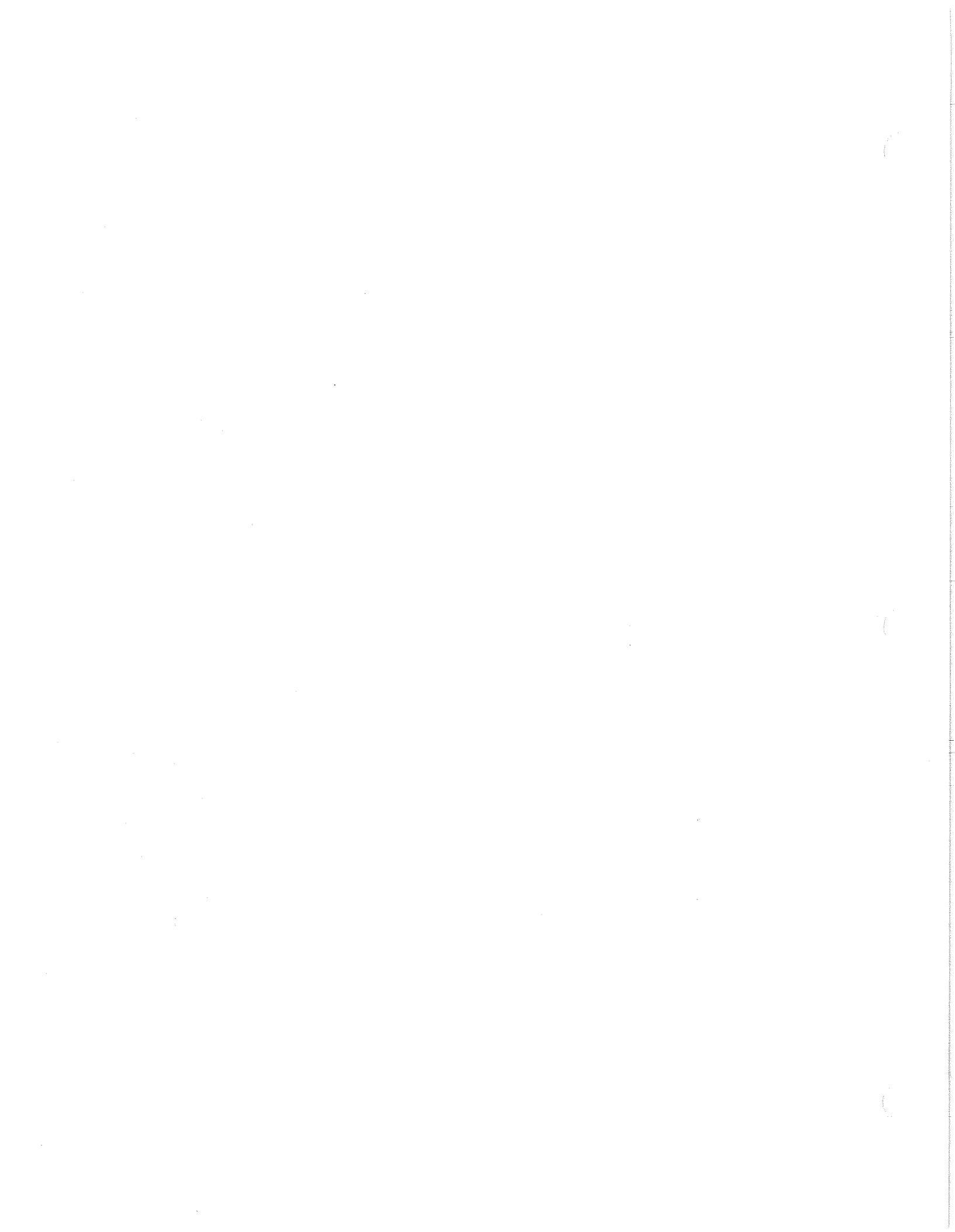





TO: Elizabeth Minter, Library Director  
FROM: Julie Shook, Technical Services Manager  
DATE: November 22, 2004  
SUBJECT: **Technology Report for October 2004**



Two new databases were added to our online resources: Daily Life Online and Oxford Reference Online.



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: November 22, 2004

**SUBJECT: Publicity materials produced for October 2004**

**Information on the Placentia Library cable channel #24, updated October 2004:**

*Note: Animation added to slides*

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. Veteran's Day Closure
6. Library Departments
7. Friends of Placentia Library Used Bookstore
8. Bookstore Volunteers Needed
9. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
10. Friends Membership Drive
11. Library Hours
12. Veteran's Day Closure
13. Drop-in Homework Help
14. "Reparenting" with Myra Mycena
15. Literacy Services Logo
16. Literacy Program Tutors Needed
17. Healthy Foods for Healthy Kids Program
18. Library Hours
19. Veteran's Day Closure
20. Telephone Renewal Instructions
21. Wi Fi Here Now
22. Apply for your passport at Placentia Library
23. Passport Hours
24. Placentia Historical Afghan Sale
25. Library Hours
26. Veteran's Day Closure
27. Placentia's Newest Local History For Children & Adults
28. Lapsit Storyhours
29. Story Times, ages 3-6
30. Bilingual Story Times
31. Music Times, ages 3-4
32. Music Times, ages 5-6
33. Story Time at Home, *Tumblebook Library*
34. Library Hours
35. Veteran's Day Closure
36. [www.placentialibrary.org](http://www.placentialibrary.org), 24/7 Reference, the Library Catalog
37. [www.placentialibrary.org](http://www.placentialibrary.org), Online Resources
38. Placentia History Room Hours
39. Placentia History Room Displays
40. Placentia History Room Collections
41. Placentia History Room Archival Resources
42. Veteran's Day Closure

**General Newspaper articles published:**

1. Newport Archeologist Receives Library Award
2. Oak-root Fungus is Found Throughout Region
3. Revitalization Ideas
4. Heritage Festival
5. Silva Abandons Plans to Rename Park
6. DA Officers Visit City of Placentia
7. Airport Days Disaster
8. Corrections
9. A Gravy Train Through Placentia Library
10. Rotary Pancake Breakfast
11. Rail Project Drives Race for Council
12. Council Slate Takes Aim at Placentia Rail Fix
13. Rail: City's Costs Rising, but Revenue Growth Stymies
14. Council Candidates
15. Placentia to Hush Train Horns
16. Placentia Readies Quiet Zone
17. Troubled History for Placentia Railroad Project
18. Candidates Report Campaign Finances


**Library Newspaper articles published:**

1. Parenting Talk
2. Placentia Library Seeking Volunteers (4)
3. Turning the Page – Placentia Authors
4. Trustees Riding in the Heritage Day Parade
5. Thursday Story Time (2)
6. Tuesday Music Time
7. Re-parent Yourself and Nurture Your Adult Life
8. Library Writes New Chapter Out Local Authors
9. Five Candidates Seek Three Seats on Library Board

**Flyers and Notices:**

1. Foundation Annual Giving Campaign Solicitations (2)
2. Foundation thank you cards, new hours & save the date inserts, and ID cards are sent out
3. Friends membership thank you letters are sent out with membership cards
4. Second Sunday Book Sale Flyer
5. Upcoming Events Bulletin Board
6. Labor Day Closure
7. Healthy Foods for Healthy Kids Flyers
8. Santa Flyers
9. Peggy Dinsmore/Literacy Library Celebration Invitations
10. *Notations* Newsletter

Welcome to Placentia Library District



411 East Chapman Avenue  
Placentia, CA 92870-6198  
714-528-1906 Ext. 210  
[www.placentialibrary.org](http://www.placentialibrary.org)

Placentia Library  
Board of Trustees

Al Shkoler, President  
Margaret "Peggy" Dinsmore  
Betty Escobosa  
Gaeten Wood  
Richard DeVecchio, Ed.D.

Placentia Library  
Board of Trustees

Upcoming Meeting Schedule:

Monday, Oct 18 at 6:30 P.M.  
Monday, Nov 22 at 6:30 P.M.  
Monday, Dec 20 at 6:30 P.M.  
Monday, Jan 17 at 6:30 P.M.


Placentia Library Hours

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

**The Library Will Be CLOSED**

**Thursday, Nov 11<sup>th</sup>**

for




**VETERAN'S DAY**

Placentia Library  
528-1906


Renewals Ext.# 6  
Adult Services Ext.# 209  
Children Services Ext.# 212  
Literacy Ext.# 213  
Passport Information Ext.# 265  
Volunteer Information Ext.# 201  
[www.placentialibrary.org](http://www.placentialibrary.org)

**USED BOOKSTORE**



☐ Staffed entirely by Volunteers  
☐ Located in the Library lobby

**GREAT BARGAINS!!**



**Bookstore Volunteers Needed!**


Sundays 3:00 - 5:00 P.M.  
Mondays 6:00 - 8:00 P.M.  
Tuesdays 4:00 - 6:00 P.M.  
Saturdays 11:00 A.M. - 6:00 P.M.  
Substitutes needed for additional hours

*Please call Laranne at 528-1925, Ext. 201 for information*


**SPECIAL BACKROOM SALE**  
**BARGAINS! BARGAINS! BARGAINS!**

**When:** Second Sunday of each month  
1:00 - 4:00 P.M.  
Upcoming Sales: Oct 10, Nov 14, Dec 12, Jan 9

**Where:** BACKROOM where Friends sort and price donations - ENTER through delivery entrance from parking lot

**What:** Everything in stock 

**Why:** To provide money to support Library needs while providing quality reading materials at low cost



**November**

**Friends Membership Drive**

Individual - \$5      Family - \$10  
Sustaining - \$25      Life - \$50

*For more information, please stop by the Library or call Laranne at 528-1925, Ext. 201*


**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
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Thursday	9:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 5:00 P.M.


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**Thursday, Nov 11<sup>th</sup>**

for



**VETERAN'S DAY**




**Drop-In Homework Help  
@ Placentia Library!**

**P.A.S.S.  
Placentia Achieves School Success**

- ❑ for students in the 1st through 12th grade,
- ❑ a place to get personal assistance with homework,
- ❑ Mondays & Tuesdays from 4:00 to 6:00 P.M.,
- ❑ sign in sheet in the literacy area,
- ❑ students must bring homework, including textbooks.
- ❑ Limited to 20 students each evening.

For more information, please contact Toby at 714-928-8408 ext. 213 or Jim at ext. 212.




**Myra Mycena  
Presents**

**"Reparenting"**

"Reparenting" is the idea of adults making new rules for themselves and no longer following the old ones that were probably set up by their own parents years ago. In other words, it's okay to change things!

Tuesday, October 19, from 7:00 - 8:30 P.M.  
Placentia Library meeting room  
We will have refreshments!



Call Literacy Coordinator Jim Roberts  
if you or someone you know  
needs help in reading or speaking English.

☎ 524- 8408 Ext. 213

**Placentia Library Literacy Services**

- Volunteer tutors needed!
- Attend one 3 hour training workshop
- Training workshops are held at the Library on the first Sunday of the month 1:30 - 4:30 P.M.
- The next scheduled workshops are:  
Nov 7<sup>th</sup> & Dec 5<sup>th</sup> & Jan 9<sup>th</sup>

For more information and to sign up call 524-8408, Ext 213

**Healthy Foods for  
Healthy Kids**

Tuesday, October 19, from 7:00 - 8:30 P.M.  
Placentia Library meeting room


Christie Castiglione of the County of Orange Health Care Agency will suggest foods children need for good health and energy to learn, play, and work while they grow up.

Christie will show slides and have handouts. The library will supply snacks.

For more information, call 258-1906, ext. 209


**Placentia Library Hours**

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

**The Library Will Be CLOSED**  
**Thursday, Nov 11<sup>th</sup>**  
for  
  
**VETERAN'S DAY**

Renew your books  
by phone  
Using TeleCirc  
**714-765-1775**  
*24 hours a day / 7 days a week*

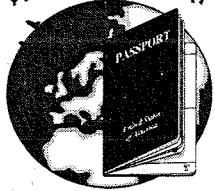
*"Please enter your library card number, followed by the # sign"*



- Renew books
- Find out which titles you have checked out
- Find out which items you have on hold
- Find out which titles you have overdue
- Find out if you have any fines


**WiFi Here Now!**  
**Bring Your Laptop!**

**PLACENTIA LIBRARY**



Passport Application  
Acceptance Agency

*Passport Services Available at the Library*




**Passport hours at the Library are:**

Sunday	1:00 - 4:30 P.M.
Monday	9:00 A.M. - 8:30 P.M.
Tuesday	9:00 A.M. - 8:30 P.M.
Wednesday	9:00 A.M. - 8:30 P.M.
Thursday	9:00 A.M. - 5:30 P.M.
Friday	CLOSED
Saturday	9:00 A.M. - 4:30 P.M.

Placentia Library is an official U.S. Department of State  
Passport Acceptance Agency.  
For Passport information,  
call 528-1906 Ext. 265 or visit the Library Website [www.placentialibrary.org](http://www.placentialibrary.org)

**Placentia Historical Afghans**




Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$55.00 plus tax


*Proceeds support the Placentia History Room*

**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	9:00 A.M. - 9:00 P.M.
Tuesday	9:00 A.M. - 9:00 P.M.
Wednesday	9:00 A.M. - 9:00 P.M.
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**The Library Will Be CLOSED**  
**Thursday, Nov 11<sup>th</sup>**  
for  
  
**VETERAN'S DAY**

**Placentia's Newest Local History  
For Children & Adults**





Available At The  
Library Circulation Desk  
\$12.93 (including tax)

*Great Gift Idea  
For Young & Old*



**Lapsit Story Times**  
*Presented by Lin Baesler*  
Ages newborn to 2 years  
**Thursday Mornings**  
10:00 – 10:20 A.M.  
in the  
Childrens Area  
Sponsored by the  
Gordon & Dixie Shaw Endowment  
*No pre-registration required – no charge*






**Story Times  
For Children  
Ages 3 - 6**  
**Thursday Mornings**  
10:30 – 11:00 A.M.  
*Presented by Lin Baesler*  
*No pre-registration required – no charge*

**Music Times  
For Children  
Ages 3 - 4**  
**Tuesday Evenings**  
6:00 – 6:30 P.M.  
*Featuring Lin Baesler*  
*No pre-registration required – no charge*


**Music Times  
For Children  
Ages 5 - 6**  
**Tuesday Evenings**  
6:30 – 7:00 P.M.  
*Featuring Lin Baesler*  
*No pre-registration required – no charge*

**Story Time at Home**  
Use the *Tumblebook Library*  
at  
[www.placentialibrary.org](http://www.placentialibrary.org)  
Click on: Just for Kids  
Click on the Tumblebooks icon  
An on-line collection of animated, talking picture books

**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
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Tuesday	9:00 A.M. - 9:00 P.M.
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Saturday	9:00 A.M. - 5:00 P.M.

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for  
  
**VETERAN'S DAY**

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

**24/7 Reference**  
There are times you need help, but can't make it to the library. Live, real-time help from a librarian is available, 24 hours a day. *(no library card number needed)*

**The Library Catalog**  
You can look up what books are available at the Placentia Library, as well as Yorba Linda Library, and all of the Anaheim Library branches. *(no library card number needed)*

Additionally, you can reserve books, check on your library account, and renew your books. *(library card number needed)*


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

**Online Resources**  
*(To access, you must have your library card number available)*

- LearnATest
- Newspapers
- Facts On File
- NoveList
- General Reference Center/Magazine Index
- Business & Company Resource Center
- Health & Wellness Resource Center



**Placentia History Room**







Staffed and Managed  
by Volunteers

Hours  
Monday & Tuesday &  
Wednesday  
1:00 – 3:00 P.M.  
*Other hours by special arrangement*

**Placentia History Room**








Displays currently featuring

-  Local school  
annuals
-  Traveling historical  
photographs of local  
schools
-  Books by local  
authors












**Placentia History Room**

Historical Collections Include

-  Bancroft's historical  
series
-  Local oral histories
-  California historical  
fiction
-  Complete collection  
of Women's Round  
table Scrapbooks
-  Local citrus label  
collection
-  Spanish made  
cannonball –  
possibly from the  
1769 Portola  
Expedition
-  Adobe brick from  
Ontiveras adobe  
built in 1832

**Placentia History Room**


Archival Resources Include

-  West Atwood Yacht Club  
memorabilia
-  Assorted Samuel/Louis  
Kraemer maps and papers
-  Articles on international  
student visit to Placentia,  
Italy
-  West Placentia Little  
League
-  International Kiwanis  
papers and scrapbook  
(1965-1974)
-  Virginia Carpenter  
photograph collection
-  Placentia Courier negative  
collection
-  Historic photograph  
collection
-  Newspaper clippings,  
brochures, newsletters,  
maps of local historic  
interest

**The Library Will Be CLOSED**

**Thursday, Nov 11<sup>th</sup>**

for



**VETERAN'S DAY**

**pacific clippings**

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

The Register  
Daily OCT 19 2004

<sup>332</sup>  
**PLACENTIA**

**Parenting talk:** Placentia News-Times columnist Myra Mycena will pre-

sent a free discussion titled "Adults Can Re-parent Their Lives" at 7 p.m. today at the Placentia Library, 411 E. Chapman Ave. Mycena is a clinical psychologist and family therapist. Information: (714) 985-1500 or e-mail [drmycena@ya-100.com](mailto:drmycena@ya-100.com).

- Afsha Bawany  
(714) 704-3796  
[abawany@ocregister.com](mailto:abawany@ocregister.com)

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Placentia News  
Weekly OCT - 7 2004

**COMMUNITY HAPPENINGS**

<sup>332</sup>  
**TODAY**

Story times for ages 3 to 6 are free from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave.

Call (714) 528-1906, Ext. 212.

Agenda Item 42  
Page 8 of 22

**pacific clippings**

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santa ana, calif. 92711

Daily Pilot <sup>A3</sup>  
Daily OCT 08 2004

**Newport archeologist receives library award**

<sup>332</sup>  
Rob Masters, Newport Beach's city archeologist, received an award for \$3,000 from the American Library Assn. He is the vice president of the Orange County chapter of the American Research Center in Egypt, and made a significant effort to partner this center and the library system to provide a series of lectures to the public on Egyptian archeology.

The honor is the John Cotton Dana Library Public Relations Award from the American Library Assn., and was jointly accepted by the Orange County Library system.

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Placentia News  
Weekly OCT - 7 2004

**Placentia Library**

<sup>332</sup>  
The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1905, Ext. 201.

To add or change items in this listing, call (714) 704-3792, fax (714) 704-3714 or e-mail to [placentianewstimes@ocregister.com](mailto:placentianewstimes@ocregister.com).

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The Register  
Daily OCT - 2 2004



GARDEN TALK

**SUSCEPTIBLE TO OAK-ROOT FUNGUS:** While in Placentia, Calif., and the area, some of the state's oaks such as this one at Santiago Oaks Regional Park in Orange, some plants can resist the fungus. A good guide to resistant plants is the Sunset Western Garden book.

# Oak-root fungus is found throughout region

**DWARD A. SHAW**  
UCCE MASTER GARDENER

Hundreds of species of broadleaf trees, conifers and shrubs are affected by oak-root fungus. Though found throughout Southern California, it is rarely problematic in the mountains and desert regions.

It is especially prevalent in forests and former riverbeds, but it also occurs in orchards, city parks and urban garden landscapes. Indeed, it can be introduced through contaminated nursery stock that may have been watered too frequently.

Oak-root fungus goes by various names: Armillaria root rot, shoestring root rot, bootlace fungus and honey fungus. Armillaria refers to the fungus that causes the disease, while shoestring or bootlace derives from the rhizomorphs, which are dark (purple, brown, black) root-like strings of fungal mycelia that spread the disease.

erm honey fungus refer to the mushroom caps, often golden yellow, that appear around the base of infected trees during the wet fall and winter months.

Originally, oak-root fungus was attributed to a single species, Armillaria mellea, but research has shown that as many as 40 species of the Armillaria genus can cause it. These pathogens are known as white-rot fungi because their attack on the major wood components - cellulose, hemicellulose, lignin - progressively weakens the wood, but it remains white throughout the decay process.

A prime indicator of oak-root rot is the whitish, fan-shaped mycelial plaques in the cambium that are exposed when bark is removed from

roots and areas of the lower trunk that have been infected. Typically, the fungus becomes well-established in the roots before signs of disease appear above ground.

Trees that have been weakened by drought, overwatering, injury, infestations or other conditions are most susceptible to oak-root fungus.

The initial symptoms are often a gradual decline in tree vigor, yellowing leaves that are

infection diminishes the host's uptake of water and nutrients, causing branches and foliage to die.

Trees may die quickly, or can linger for a long time and even seem to recover, though this almost always is a temporary circumstance. Death is almost inevitable, since there are no chemical treatments available.

Exposing infected portions of the root system or root col-

lar to the air may stop the disease progression for a while, but this usually is a stopgap measure that only slows the infected tree's decline.

Management of oak-root fungus is best accomplished through measures aimed at preventing infection of new hosts. Most important, avoid planting if at all possible in locations likely to have been infested with Armillaria, since these fungi can persist for years or even decades in roots.

Preplant fumigation with methyl bromide and air drying of the soil can be employed on suspect sites, though complete eradication is rare.

Apparently healthy trees may have to be removed if they are adjacent to sites where there were infected trees, since their root systems may already be diseased.

In addition to these measures, maintaining trees in a vigorous, stress-free condition is important, since they will be far less likely to succumb to oak-root fungus. Fertilize and irrigate appropriate to season and weather conditions, and do not water the trunk or the base of a tree. Try to keep it free of insects and other diseases. And take care not to injure the tree or its root system, since this increases its vulnerability to infection.

The University of California Cooperative Extension Master Gardeners ([www.uccemg.com](http://www.uccemg.com)) are certified horticultural volunteers dedicated to relating gardening information to the public. For answers to your horticultural questions, call our hot line at (714) 708-1646 or send e-mail to [ucmastergardeners@yahoo.com](mailto:ucmastergardeners@yahoo.com).

**Exposing infected portions of the root system or root collar to the air may stop the disease progression for a while, but this usually is a stopgap measure that only slows the infected tree's decline.**

smaller than normal and reduced twig growth.

These signs at first may appear in a localized portion of the crown or in a single limb but will spread and become more apparent with time. Branches in the tops of deciduous trees and in the lower part of conifers start to die. Conifers respond by producing a copious amount of resin; shortly before dying, they yield a larger-than-usual crop of cones, called stress cones.

Another visible indicator is the aforementioned growth of mushrooms at the base of infected trees. These constitute the reproductive stage of Armillaria, but the white spores they shed seem to be of limited importance in spreading the disease. Oak-root fungus spreads via contact with infected wood, such as a root fragment.

The disease results when rhizomorphs, growing short distances through the soil, penetrate susceptible plant roots. After decaying the roots, the disease moves to the lower trunk and girdles it. The

and coarse wood material.

and coarse wood material.

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Placentia News  
Weekly OCT 14 2004

**Placentia Library**

The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1925, Ext. 201.

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The Register  
Daily OCT - 7 2004

**PLACENTIA**

**Revitalization ideas:** The Revitalization Committee will meet for the first time in a year to discuss proposals made by three business/property owners for redevelopment of their sites in the Old Town area. The meeting is open to the community at 5:30 tonight in the Backs Community Building, 201 N. Bradford Ave. (714) 993-6347

- Afsha Bawany  
(714) 704-3796  
[abawany@ocregister.com](mailto:abawany@ocregister.com)

**pacific clipping**  
p m b 1 1 7 8  
santa ana, calif. 927

The Register  
Daily OCT - 6 201

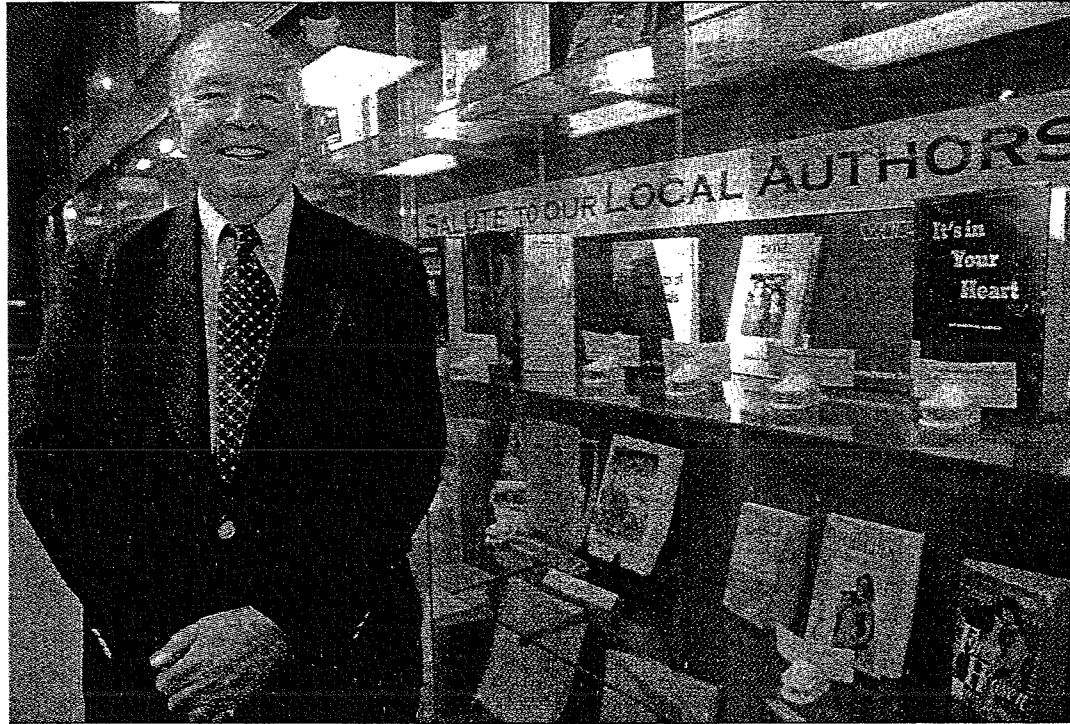
**PLACENTIA**

**Heritage Festival:** Placentia will celebrate its 40th annual Heritage Festival on Saturday with a pancake breakfast, parade and other activities. Pancakes will be served

from 7 to 10 a.m. by the Placentia Chamber of Commerce at Tri-City Park. Cost is \$5 but free for children under 5. The annual parade winds from Morse Avenue to Kramer Boulevard from 9:30 a.m. to noon. The festival begins at 10 a.m. at Tri-City Park on Golden Avenue. Information: (714) 528-1873 or (714) 524-8535.

- Afsha Bawany  
(714) 704-3796  
[abawany@ocregister.com](mailto:abawany@ocregister.com)

32



CHRISTOPHER WAGNER / FOR THE PLACENTIA NEWS-TIMES

# TURNING THE PAGE

**PLACENTIA AUTHOR** Charles Frazee is among writers whose books are on display in the history room in the Placentia Library. Frazee spoke Monday night at the library about his travels to Athens and throughout Greece >>

## pacific clippings

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Placentia News  
Weekly **OCT 2 8 2004**

**TUESDAY 332**  
Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

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The Register  
Daily **OCT 0 8 2004**

### GOVERNMENT

## DA officers visit city of Placentia

Orange County district attorney's investigators were at Placentia City Hall on Thursday to copy computer files and e-mails as part of an ongoing investigation.

They are looking at whether conflict-of-interest laws were broken when Chris Becker, then the public works director, recommended the hiring of his consulting firm to manage On-Trac, which is handling the city's railroad projects.

The visit was agreed to and pre-arranged, city spokesman Matt Reynolds said. He said an investigator has been regularly visiting City Hall for a month.

District attorney spokesman Mark McCauley said he could not comment.

- Heather McRea  
(714) 704-3774

# Silva abandons plans to rename park

By JEFF OVERLEY  
The Fountain Valley View

Supervisor Jim Silva on Monday said he had abandoned a proposal to rename Fountain Valley's Mile Square Regional Park after Ronald Reagan.

"Reading the newspaper articles it seems like there's a lot of people against it. The people I've talked to favor it," Silva said. "It just seems like, according to the articles, a lot of people are not happy with it."

"It shouldn't be a personal issue," he continued. "If a majority of the people don't want it, it won't happen."

Silva proposed the name change in September as a way of honoring the late former president. Silva wanted a place "the average person would visit," he said.

But the idea raised the ire of several local business owners and fellow Board of Supervisor members who labeled the proposal costly and excessively political. Frank Michelena, a consultant for Mile Square Golf Course, said replacing signage and other materials to conform with the name change could cost the course \$100,000. He said Monday that the course would have resisted any pressure to change its name.

Supervisor Charles Smith said in a September letter to the board that the move was "extremely partisan" and "could be interpreted as divisive to approximately half of the people" in the county.

When Silva first proposed the idea he wrote that "Orange County, with its strong ties to the Republican Party, has always been Reagan country."

Reagan kicked off his 1984 presidential re-election campaign at the park.

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Fountain Valley View  
Weekly **OCT - 7 2004**

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post office box 11789  
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Placentia News  
Weekly OCT 28 2004

## Corrections

- City Council candidate Scott Nelson is a former member and past president of his homeowner association. Because of a reporting error, information was incorrect in an Oct. 21 article in the Placentia News-Times.

- City Council candidate Joseph Aguirre has participated in Neighborhood Watch and other activities that spread his community knowledge beyond Old Town, in addition to his involvement as a student and coach at St. Joseph Catholic School. This information was not clear in an Oct. 21 article in the Placentia News-Times.

- A temporary ban on train whistles could be sought by the city in August 2005 as part of its Quiet Zone project. Because of a reporting error, the time period was incorrect in an Oct. 21 article in the Placentia News-Times.

- Placentia Library District candidate Robert Gorman submitted the appropriate finance forms on time to the Orange County Registrar's Office, indicating that he would not collect more than \$1,000 in campaign contributions or form a political action committee. Because of incorrect information provided to the Placentia News-Times, his filing status was incorrect in an Oct. 14 article.

- A garage fire on Avenida Alvarado was caused by a failed battery charger, a county Fire Authority spokesman said. Incorrect information was provided by a fire official for a photo caption in the Sept. 30 Placentia News-Times.



Above: A small plane missed the tower but crashed into a car traveling down Commonwealth around 1pm ending the Airport Days festivities.

# Airport Days Disaster

by Tracy Wilson Photos by Ted Randall Mann

A vintage tri-engine plane crashed onto a car traveling down Commonwealth Ave near the Airport around 1pm on September 25th, bringing an abrupt end to Fullerton Airport Day's festival and landing the two pilots in the hospital. Passengers of the car walked away.

The flight was originally scheduled to take off at noon but was delayed by some last minute maintenance, according to reports in the audience waiting to see the wood and aluminum aircraft in action. Finally, just after 1pm, we heard engines approaching and looked up just as the aircraft banked hard to the left, missing the air-control tower by mere inches and missing us by less than 100 feet. As the plane crashed to the ground, both pilots were ejected and the aircraft released a tidal wave of fuel onto the street which went rushing down the gutter.

The pilot seemed to know he was going to crash and attempted to choose the safest place to land. He managed to miss the awestruck audience of 400 Festival goers, and the many businesses but ended up crashing into the car. Incredibly the three passengers and the driver of the car seemed uninjured.

Luckily police and paramedics were on-duty at the Festival and they went right to work. The emergency teams could not have responded quicker and were attending to both pilot and co-pilot, within two minutes.

"This was our first time attending the Festival. I waited around for a little over an hour with my 74-year-old father, a retiree from Rockwell International and a airplane fan, especially to see the flight of the vintage aircraft. It turned out to be a more traumatic event than any of us had bargained for," said Ted Mann.



Above: Paramedics on the scene stabilize one of the pilots. Both pilots were rushed to the hospital severely injured.

**pacific clippings**  
Fullerton Observer  
Weekly OCT 01 2004  
Placentia News  
Santa Ana, Calif. 92711





# A gravy train through Placentia

## Consultants rode off with big money from the city's OnTrac rail-trench project

<sup>332</sup> It's not often that a public works project becomes so controversial that it could impact a City Council election, but efforts in Placentia to build what's called the OnTrac system to deal with noisy trains have been a potent source of debate as Nov. 2 approaches.

There's no question that Placentia has a problem with the 11 rail crossings that crisscross the city and with the steady stream of trains that rumble through. One editorial writer experienced what residents have long complained about as he sat at a backyard barbecue near the

rail line, when an engineer blasted the horn. The sound was enough to separate the sauce from the ribs.

It was an unsettling experience, to say the least. And noise and disturbances are expected to get worse, as train traffic is likely to double in the next 15 years, according to a Register report on Wednesday.

The City Council studied the issue in 1997, and decided in 1999 to put the trains in a trench. It later created the OnTrac joint-powers authority to manage the project. The \$543 million project would depend on state and federal funds, but troubles mounted when those funds didn't come through as planned, leaving the city deeply in debt.

Problems continue, and the Register's analysis found that the city overspent \$500,000 to \$1.1 million on consulting fees related to the project. Some of the payments seemed ludicrous. Former public works director Chris Becker was hired as executive director of OnTrac, and his firm received \$1.6

million in fees in little more than four years.

Another consultant, Cliff Lampman, was paid \$105,000 in fees for three months after he died, according to the report. Comparisons with other projects suggested that the 15 percent fee paid to Lampman's company was significantly higher than what is paid on similar projects in other places.

The city delegated most of the operations to the OnTrac board, which included the city administrator and two council members. Council members say that the pro-

ject was too loosely managed in the past, and that now they are paying much closer attention. On Tuesday, officials announced a \$7 million, short-term project to improve at-grade train crossings, which would then allow them to gain federal approval for banning the annoying train whistles.

In hindsight, that looks like it would have been a better approach from the start - improving safety and silencing

the whistles, while the city took the time to understand the scope and dimensions of a long-term fix in a more fiscally sensible manner. Spending money based on uncertain state and federal funds, and lavishing fees on consultants, was an irresponsible way to do business, even though the proposed project is a sensible idea.

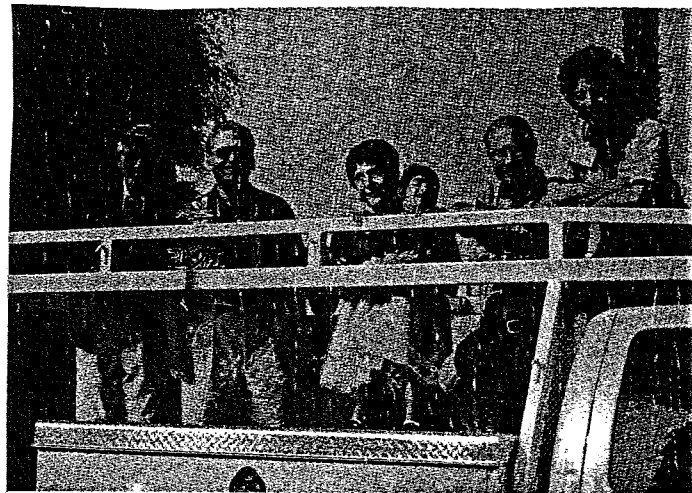
Whether it's your household or your city, you're kidding yourself if you think you can "hire experience," "leave it to the experts" and not bother to learn all about an endeavor yourself, no matter how complicated it may be. That's the expensive lesson of Placentia and OnTrac.

**Spending money based on uncertain state and federal funds, and lavishing fees on consultants, was an irresponsible way to do business, even though the proposed project is a sensible idea.**

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Daily



Board member Glenn Baldwin enjoys his pancake breakfast with the Rotary Foreign Exchange student, Sirena Chang from Tipae, Tiawan.



Riding in the Heritage Day Parade were Jim Dinsmore, Library Board President Al Shkoler, Trustee Betty Escobosa with her granddaughter Trustees Richard DeVeccio and Gae Wood.

Photos by Al Shkoler and Carol Gallo.

PLACENTIA ELECTIONS

# Rail Project Drives Race for Council

Debate over the future  
of OnTrac dominates  
the campaign as 8  
candidates seek 3 seats.

By WEIKEL  
Times Staff Writer

City Council elections in Placentia next week could determine the fate of a \$450-million rail project that has plunged the city deeply into debt and triggered an investigation by the Orange County district attorney's office.

Eight candidates, including incumbents holding the three seats open this year, have entered the race, which, all sides say, is one of the hottest elections in Placentia history.

"This is as important to us as the national election. The city's whole future is on the line," said Councilwoman Constance Underhill, the only incumbent critical of the project. "Do we want to elect people who want to bring us out of this, or those who have kept OnTrac going and brought us to this point?"

But the two other incumbents, Mayor Judy A. Dickinson and Councilman Scott P. Brady, say the city's financial situation has improved and state and federal funding will arrive eventually to pay for OnTrac.

"We have turned the corner and are doing fine," Dickinson said. "We've balanced our budget and stabilized the situation. People want to blame OnTrac. I don't believe that is the truth. We will get back on our feet."

Governed by a board of Placentia city officials, OnTrac is an ambitious effort to build 11 overpasses and lower five miles of railroad tracks into a concrete trench. The project is designed to help revitalize downtown Placentia and accommodate the growth of rail traffic to and from the ports of Los Angeles and Long Beach.

The project now faces a \$12-million shortfall in state funds and considerable uncertainty over whether it will receive \$225 million in federal assistance — money that city officials have been banking on.

To keep OnTrac afloat, Placentia leaders have cut city programs, sold parkland, issued bonds and even considered replacing the Police Department with the Orange County Sheriff's Department.

Today, Placentia is at least \$31 million in debt and owes an additional \$5 million to \$6 million to the Burlington Northern Santa Fe Railway Corp. for OnTrac-related work.

After a recent audit, Ray Griest, Placentia's interim city administrator, said the city probably would have to cut more city services, projects and personnel within the year. He warned that Placentia might run out of money in late 2005 if federal and state funds don't materialize for OnTrac and major steps aren't taken to solve the city's financial problems.

Heated public debate over the project and its problems has fueled an unusually contentious council election.

sett that OnTrac, which has cost about \$36 million so far, must be stopped, as now planned, or seriously reevaluated before more money is spent. All agree that independent oversight of the project is necessary.

A slate of candidates — incumbent Underhill, former Placentia Police Chief Russell Rice and activist Joe Aguirre — wants to overhaul OnTrac and fire the project's team of highly paid consultants, including Christopher Becker, the executive director.

"Money is the dominant issue, and OnTrac is the dominant money consumer," said Rice, who retired in August after 30 years with the Police Department. The project has "run the city to near bankruptcy on the promise that money was going to come someday."

OnTrac has been managed exclusively by private consultants. More than \$9.2 million has been spent on grant writers, financial advisors, administrators, lobbyists, political strategists, studies and public relations.

Becker is under investigation by the district attorney's office, which is investigating the project's expenditures.

Authorities are looking into allegations made by a former city attorney that Becker, when he was Placentia's public works director, illegally used his influence to get hired by the city to manage OnTrac as a private consultant.

His original contract — since scaled back — guaranteed him \$450,000 a year for 10 years, making him at the time one of the highest-paid transportation officials in the nation.

Becker has denied any wrongdoing. He says his professional reputation has been attacked as part of election-year politics by Citizens for a Better Placentia, a group of activists that questions OnTrac's management.

Aguirre, Rice and Underhill say they want to reevaluate OnTrac and assign management responsibilities to the public works department as a cost-cutting move.

Slate members say they would concentrate on finishing the Melrose Street underpass and the long-awaited "quiet zone" project to stop trains from blowing their horns at grade crossings in town. After that, they say, a more gradual effort to build overpasses and underpasses along the rail corridor might be possible.

"We need to pay off our debts and get spending under control," said Aguirre, a founder of Citizens for a Better Placentia, which is backing the slate. "Many of the things OnTrac officials assured us just have not happened."

Similar views are held by three of the slate's challengers, Ron Moskowitz, an information security officer for Orange County; businessman Scott Nelson; and John Hoervers, a business owner.

They support the idea of improving the rail corridor through town but say the current OnTrac project costs too much and is plagued by mismanagement.

Nelson and Moskowitz described the trench as "pie in the sky." Hoervers says he still favors a trench for the rail line because it would reduce the need to acquire rights-of-way by condemning private property. But he said he would be prepared to go along with any evaluation that recommended against the trench.

If elected, Nelson, Moskowitz and Hoervers said, they would be more independent than slate members, who have been backed by two city police associations, and the two incumbents whose political futures are vested in OnTrac.

They also said Underhill might be vulnerable as an incumbent because she regularly supported OnTrac during her eight years on the City Council. Underhill says she changed her mind about the project after OnTrac's problems came to light.

Dickinson and Brady remain staunch OnTrac supporters. They said they would not consider firing Becker unless he were found guilty of criminal or civil charges related to the project.

Unlike the challengers, they want to keep OnTrac's current management because they do not think the city's public works department could handle such a complicated project.

Though he has supported the trench idea, Brady said there have been discussions about scaling back the project to a series of underpasses and overpasses. He noted that the City Council has revised Becker's contract, reducing his salary to about \$300,000 a year.

Within the last few months, Becker and nine consultants also have agreed to forgo their pay until state and federal funds are obtained.

# Council slate takes aim at Placentia rail fix

## But incumbents defend expensive project to put tracks under street level.

BY MARTIN WISCKOL and HEATHER MCRI  
THE ORANGE COUNTY REGISTER

PLACENTIA - Train tracks put Placentia the map nearly a century ago, and soon boast of the glory they'll bring the bedroom community once more, with plans for a new passenger depot surrounded by a blend of revitalized old-town charm and new urbanism.

But first, there is the threat of scandal and financial insolvency, a crisis at the center of next month's city elections. A crisis brought on by that same railroad. The troubles begin with the ever-

SEE RAIL • PAGE 4

# RAIL: City's costs rising, but revenue growth

FROM PAGE 1

creasing rail traffic through the heart of town, which stops traffic at 11 intersections and rattles windows with its screaming whistle warnings. A train every half-hour now, increasing to as much as one every 15 minutes by 2020.

Then comes the solution, which many say has spiraled out of control: a plan to drop 8 miles of track below street level, pursued despite the lack of hoped-for state and federal funding.

"It's a huge project for a city the size of Placentia to take on," said county Supervisor Chris Norby, who represents the area and is among the project's critics. "There are so many questions about who's been paid and why they've been paid. It's one thing to get federal funding for something like this, but it's another to spend city money like they have just to keep the project alive."

The city has depleted its reserves, borrowed millions more, cut community programs, postponed other public works projects - and could abandon the \$543 million train-track trench altogether to pursue cheaper alternatives.

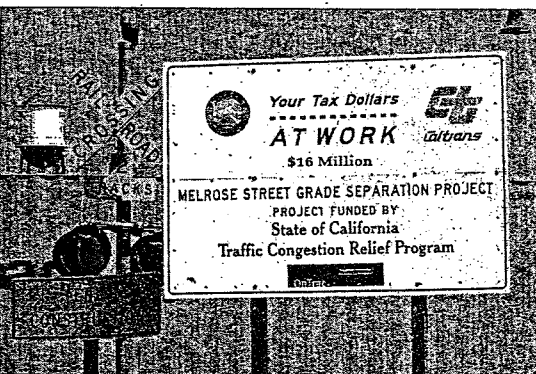
Along the way, a consultant's company was paid his retainer for three months after he died and the project's executive director was paid \$400,000 a year. Of the \$44.8 million spent so far, \$9.9 million has gone to lobbyists, administrators and public relations experts. Money from the sale of a park went to the project, as did nearly \$1 million in developers' fees earmarked for parks - until the misappropriation was caught and the money returned.

The district attorney is investigating possible wrongdoing.



PHOTOS: BRUCE CHAMBERS, THE REGISTER

**NOISY:** Placentia Councilman Chris Lowe, a member of the OnTrac board, holds his son, R.J., 14 months, as a freight train roars by Tuesday, blowing its horn. Troubles with the city's railroad project are being felt in City Council races this year.



**SLOW GOING:** A sign promotes the reconstruction of Placentia rail crossings as a freight train rolls through downtown.

### Placentia issues

**Wednesday:** Financial problems have dogged Placentia's ambitious rail road project, including a contract administration fee triple that paid by other publicly managed railroad projects. By itself, the fee-inflated project costs between \$500,000 and \$1 million.

**Today:** The city's railroad project and downtown redevelopment plans are primary issues in the Nov. 2 City Council race, in which three incumbents face five challengers.



(City leaders) didn't want drive-thrus and liquor stores," said Brady, a real estate agent. "One of the failures of Placentia is that if you're going out at night, you're not staying in here."

With no room for new development and relatively few retailers to generate sales tax, the city also is in a situation where costs are increasing with little potential for revenue growth.

That's where redevelopment of downtown enters the picture.

The plan is to put a Metrolink depot downtown, which would help increase traffic through the area. A developer is already on board and buying up some of those packing plants for a new urbanism project - a blend of housing, retail and office space that emphasizes pedestrian traffic. Finally, Old Town would be

SOME PROGRESS MADE

Nonetheless, the current approach continues to have supporters, including four of the five sitting council members.

They say many of the problems could not have been foreseen, that some funding was promised but not delivered, and that the council has made the necessary adjustments along the way.

"I think everybody's done as well as they could," said Mayor Judy Dickinson, who is up for re-election to the council next month. "Sure, there have been some bumps in the road, but we've done well."

Dickinson proudly points to her project to run Melrose Street beneath the railroad racks and to a second plan that will force cars to stop farther from the tracks. Combined, the two projects will allow trains to pass through town without using their horns. Both projects are funded and have completion dates on the horizon but are far from the dream trench, which would deal with eight other intersections.

Dickinson is confident that hundreds of millions of dollars in federal and state grants will materialize and bring a happy ending to the drama. That in-

cludes \$15.1 million in state funding that didn't arrive as expected - money the city had counted on for land and construction of a second underpass. The city had committed to buy part of that land, home to an Office Depot, when it became clear the money wasn't coming.

The council ended up borrowing the money for the land, mortgaging two city parks as collateral. Office Depot took its store and sales-tax revenue to neighboring Fullerton, and the underpass project is now on hold.

"The city's gotten in over its head," said council candidate Russ Rice, who resigned as Placentia police chief in August after 30 years with the force. "We all make mistakes, but there comes a time when you have to say so. . . . When the money ran out, we should have said, 'Time out.'"

'LEAVE-IT-TO-BEAVERSVILLE'

Greg Sowards and neighbor Craig Green had never before been engaged with civic activities but kept an eye on community news. So, when a suggestion arose to examine police costs, the two were among more than 1,000 residents who filled City Hall and the surrounding area in March 2003, persuading the

City Council to abandon any money-saving notions that could lead to disbanding the city department and farming out services.

But Sowards and Green didn't leave it at that, pulled in further by other concerns. Though the department was saved, it was tightened from 60 officers to 53 - a cut of more than 10 percent. Ten other city jobs were eliminated as part of \$2 million in cuts for the 2003-04 fiscal year. The loss of city funding to the Cinco de Mayo celebration and the Taste of Placentia forced those popular events to be canceled.

Sowards and Green weren't satisfied with the explanation that state budget cuts were causing the difficulties.

"We started looking through documents and found a lot of things about OnTrac raised questions," Sowards said. "This is Leave-it-to-Beaverville. Nobody pays any attention to what happens, and as a result, the City Council runs amok."

OnTrac is the public entity formed in 2000 by the city to oversee the rail-lowering project. The city was hoping that the three other cities that border on the 5-mile stretch of track running through Placentia would help share the cost. OnTrac established the

cleaned up and spruced up. With completion of the Melrose Street underpass, that project can move forward. Progress, however, is expected to come slowly. Already ready movie theaters and hotels have been stripped from the concept, and the only plan in the pipeline is a townhouse project of about 50 units.

Critics - including the Better Placentia candidate slate - worry that the current council may enact eminent domain rights to take broad swaths of land from unwilling sellers, and that the Old Town charm could be bulldozed. But the main complaint is the mismanagement of OnTrac.

Brady, who was elected in 2000, agrees there have been some problems with the rail project. But he points out that Becker's salary was cut nearly in half and that he stepped down as public-works director while Brady was OnTrac chairman in 2003 - and that Becker now is receiving no money unless

READER POLL ON LOCAL 3

state or federal grants come through. He says eminent domain will be used only in small, isolated instances, if absolutely necessary. Further spending on the rail project will come only if those grants come through. In other words, the only difference now between the current council's position and that of the Better Placentia slate is whether to fire Becker and disband OnTrac.

Brady paints the Better Placentia slate as an effort by the Police Department to take over the council - the police union is campaigning for the slate. He says OnTrac is now under control and defends the difficult road to get to where the city is now.

"There has been absolute return on our investment," he said. "It's a long-term investment, and it's not done yet."

CONTACT THE WRITER: (714) 285-2667 or nwtskolo@ocregister.com



BRUCE CHAMBERS, THE REGISTER

**MOVED AWAY:** Placentia bought out an Office Depot building as part of its railroad improvement project. Office Depot moved out of the city, taking away tax revenue.

ing fruit from the area's burgeoning citrus farms lined the tracks, and a downtown sprung up.

Today, the depot is long gone, the packing plants have been torn down or converted to warehouses, and the downtown - now better known as Old Town - is showing its decades of wear and neglect. Compared to neighboring cities, the emphasis has long been on homes, with little commercial development outside of downtown.

SEE RAIL • PAGE 5

joint-powers agreement in which those cities - Fullerton, Yorba Linda and Anaheim - could participate.

Except none of the other cities joined. Indeed, the Orange County Transportation Authority in 1996 had recommended against the costly trench, saying instead that the streets be run either under or over the 11 railroad intersections. Current plans call for two underpasses and then trenching for a stretch including eight intersections, an approach now supported by OCTA.

Sowards and Green also discovered that millions of dollars that could have gone to other city operations - \$11 million as of last March - had been poured into the project. They found that Chris Becker, the public works director, was the one who recommended that the council award him a \$400,000-a-year contract to serve as executive director of OnTrac - which he then received.

Concerns continued to pile up as the pair - a vitamin sales manager and a mortgage broker - examined the \$29 million budget of the city and the \$543 million rail-lowering project.

"We started asking why a little city like Placentia would undertake such a massive project," Sowards said. The pair formed Citizens for a Better Placentia to help shine light on the issue.

The group is now backing a slate to run for the three seats on the City Council: Rice, incumbent Connie Underhill, an original supporter of the project who is now the sole OnTrac dissident on the council; and Joe Aguirre, a Disneyland

public relations veteran whose family has a long history in the predominantly Hispanic south side of town.

Other challengers include former planning commissioner Scott Nelson, former council candidate Johannes Hoevers and political newcomer Ron Moskowitz. Underhill and all five challengers want Becker fired, the OnTrac group dissolved and the project brought under direct council oversight. All agree the trench idea would be nice, but that pursuing OCTA's original - and more affordable - recommendation is more realistic.

Sowards himself is running to fill the open treasurer's seat, largely a figurehead position he wants to use to more closely scrutinize city spending. He is running against a well-known downtown businessman, Lee Castner, who has his own criticisms of the way things have been handled and is supporting Rice's candidacy. But he also shares Dickinson's optimism that the money will come and everything will be worked out. He'll be voting for her as well.

His third vote will be cast for incumbent Scott Brady, who along with Dickinson is a foe of the Better Placentia slate and supports the current direction of the council.

DREAMS OF A DOWNTOWN

Brady is among those who see Placentia's future glory along the train tracks.

The area was a collection of small farmers until 1910, when Santa Fe Railway rerouted its railroad through the area as a shortcut to Los Angeles. A depot was built, plants for pack-

# Re-parent yourselves and nurture your adult life

**T**oday I'm talking to you. Yes, you - the person reading my column. You may be a mom, dad, grandma or granddad, aunt or an uncle to your family.

But you are first and foremost a person, a real person - an individual.

So don your "hat of self-realization" and get ready for today's message.

The parenting discussed here is about how you can be a better parent to yourself. And since you are an adult, let's just call it "re-parenting."

Yes, you got through your first round of being parented in your early childhood. And I hope your parents gave you their very best.

But now, as adults, you can

re-parent yourself in new and improved ways.

You might ask: "Why do I need any more parenting - I've already been around the block many times."

Well, here are some ways to know if you need to update your "self-parenting" skills.

Ask yourself: Do I still use the same old rules from my babyhood? Such as, "I need to hug and kiss strangers even when I don't want to."

• Do I treat myself in the old ways that I once resented?

As in, "I have to eat all the

food on my plate, even when I'm not hungry or I don't even like what's served."

• Can I trust my decision-making process? "I was always told my ideas were stupid. So I always ask somebody else before thinking for myself."

The list could go on. Surprisingly, many adults activate outdated rules.

So now you have the opportunity, as a grown adult, to update your "musings and shoulds" in your "book of rules and regulations."

Think of re-parenting skills as mature, preferable choices to help you nurture the creative you.

• Give yourself a chance. If you've never painted a picture or written a poem be-

cause your dad once said you didn't have an artistic bone in your body - do it now.

As a child your parents may have felt uncomfortable with their own creativity and didn't encourage you to enjoy any arts, theater - or sports, or whatever. "Go for it!"

• Be true to yourself. If you only received parental approval by conforming, then try being a bit unusual. Or, if you rebelled to prove your strength, you can now relax.

• Listen to your inner science. As kids, we often take things quite literally. So when Mom or Dad would say: "Always listen to me." We might still be listening to those habituated regulations in our heads.

Do old rules hold you back

from fully living your life today?

Keep the helpful rules that still apply as you re-parent yourself to live in the "now." The new, adult system seeks direction from the "inner self" - your conscience.

And, oh, what a fun time that can be!

P.S. Parents, please join me for a free public talk/discussion on this very topic at the Placentia Library, 411 E. Chapman Ave., at 7 p.m. Oct. 19. I hope to meet you there.

Myra Mycena is a longtime Placentia clinical psychologist and family therapist. Reach her at (714) 985-1500 or e-mail [myramycena@yahoo.com](mailto:myramycena@yahoo.com)



**MYRA MYCENA**  
PLACENTIA PARENTING

## Council candidates

**Joe Aguirre**  
Age: 49  
Education: B.A., anthropology, CSU Fullerton  
Occupation: Disneyland publicist  
Quote: "OnTrac has drained our funds and sapped services needed by our citizens."

**Scott Brady\***  
Age: 41  
Education: MBA, CSU Fullerton  
Occupation: Real estate business owner  
Quote: "Our investment in OnTrac - there has been an absolute return. It's a long-term investment and it's not done yet."

**Judy Dickinson\***  
Age: 58  
Education: B.A., business administration, California Coast University  
Occupation: Director, volunteer services, Alzheimer's Association of Orange County  
Quote: "I think the (OnTrac) project has gone well. ... The (state and federal) money is there. We just have to wait for it to come."

**John Hoeyers**  
Age: 44  
Education: Attended Pepperdine University, no degree  
Occupation: Elevator controller manager  
Quote: "I don't know how anybody could think this current council is worthy of re-election."

**Ron Moskowitz**  
Age: 35  
Education: MBA, University of Phoenix  
Occupation: Information security  
Quote: "OnTrac could be a good and noble project ... but the problems that have come up are just ridiculous."

**Scott Nelson**  
Age: 47  
Education: Attended Fullerton College, no degree  
Occupation: Insurance broker  
Quote: "I know people have bold visions but that doesn't mean it's proper to pursue those visions."

**Russ Rice**  
Age: 53  
Education: M.A., management, University of Phoenix; M.S., management, California State Polytechnic University, Pomona  
Occupation: Retired Placentia police chief

Quote: "The incumbents are good people. Unfortunately, they've made the wrong decisions."

**Connie Underhill\***  
Age: 62  
Education: B.S., sociology, University of Oregon  
Occupation: Associate professor  
Quote: "OnTrac has been totally out of control. The money did not go for what it was supposed to go for."

\* Incumbent  
For more information on the candidates, see the Voters Guide at [www.ocregister.com/voterguide](http://www.ocregister.com/voterguide)

# Library writes new chapter out local authors

BY AFSHA BAWANY  
PLACENTIA NEWS-TIMES

If you're an author and live in or near Placentia, the city's library is looking for you.

Area authors are getting star treatment in the library's Placentia History room, where about two dozen books and manuscripts are on display. And library staff members say they want more authors to come forward.

"It's a part of our heritage," said Pat Irot, a volunteer for the history room.

The librarians began seeking authors seven years ago and since then writers have begun dropping off their works, Irot said.

One author on display is Jessamyn West, who lived in Yorba Linda and was a cousin of Richard M. Nixon, who wrote the famous novel "The Friendly Persuasion" which later became a movie starring Gary Cooper, Dorothy

McGuire and Anthony Perkins. West died in 1984.

There are a variety of genres on hand, including romance novels and several academic works by many Cal State Fullerton professors.

Byron Klassen, who teaches American history part time at the university, wrote "The Emergence of Provincial New Hampshire," chronicling the creation of the society between 1628 and 1741. The book was published in 1976 and, at the time, Klassen said no serious work was written about the colony - so it was a great opportunity for him to research the subject.

In addition, Klassen has published 20 articles about New Hampshire; but he isn't planning on doing new research anytime soon. Right now, he said, he's focusing on family and traveling.

Klassen has lived in Placentia for 34 years, with his wife, Elaine.

Leland Bellot has been a

professor at Cal State Fullerton for 40 years and teaches courses in British history, world civilization and World War II part-time.

He wrote a biography titled "William Knox: The Life and Thought of an 18th Century Imperialist." It was published in 1977 and will be reprinted this fall by Oxford University Press in the Oxford Dictionary of National Biography, a 60 volume set with 50,000 biographies compiled by 10,000 scholars around the world.

Klassen is writing another biography for the collection, focusing on the 18th century English aristocrat Earl Temple. He plans to finish a manuscript and submit for publication soon. His research has taken him from the Huntington Library to Great Britain.

He and his wife Marlita have lived in Placentia for 39 years.

Although he is "buried in grading papers" these days, Klassen said he is continuing

## AUTHORS

FROM PAGE 15

tory, the Ottoman and Greek empires and plans to publish a book about Greek history next fall.

Fraze, a Placentia resident

for 34 years, wanted to write about this subject because "nobody else had ever done it."

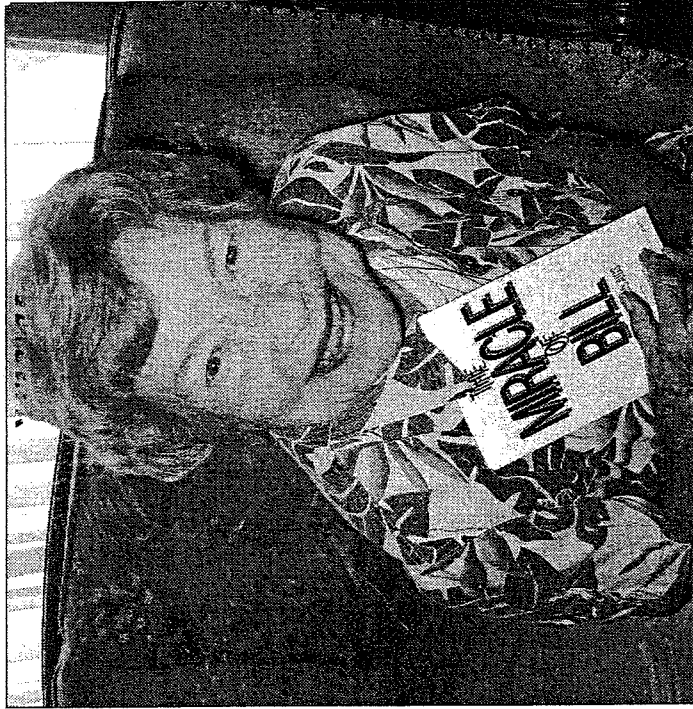
He has written 10 books and taught at CSF for 11 years. He has been married to his wife, Kathleen, for 33 years.

Of the library's display, Fraze said, "I think it's a great idea. I'm pleased to see how

many people in Placentia have written books. They're adding to the intellectual climate of the town."

The display of works by local authors is on indefinite exhibit at the Placentia Library, 411 E. Chapman Ave. For more information, call (714) 528-1906,

Ext. 224.



COURTESY OF CORINNE GRIFFITHS

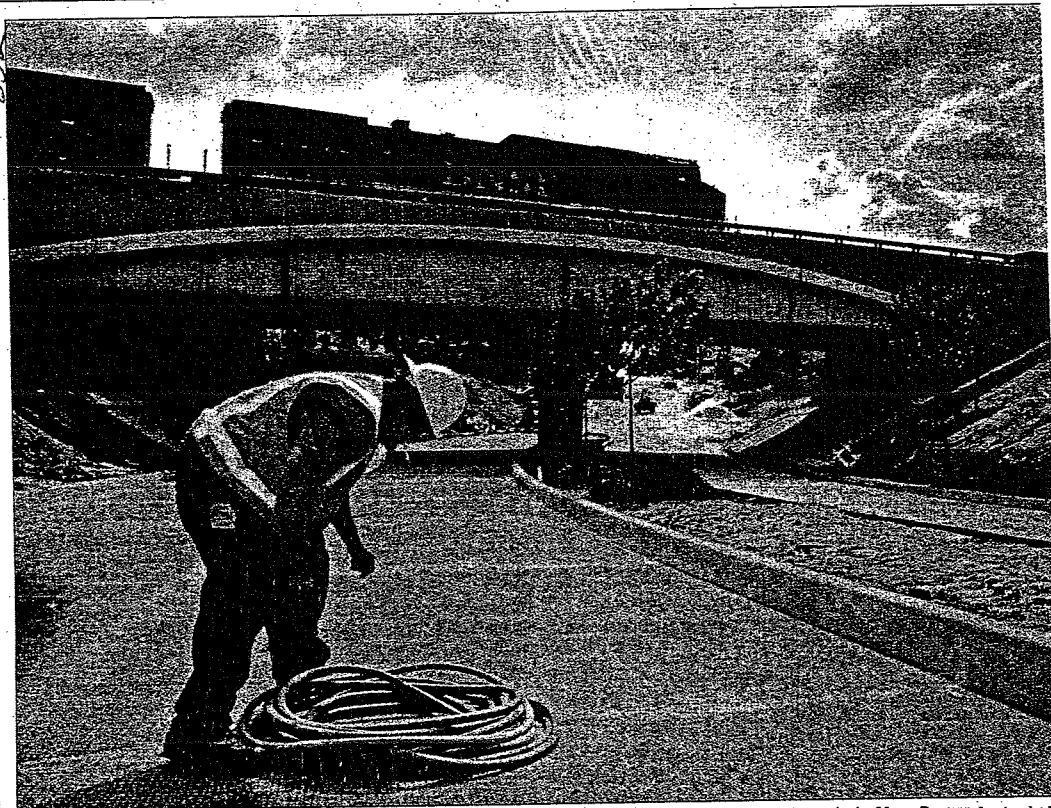
**A BOOK** by Clairee Tynes of Placentia, titled "The Miracle of Bill," is included in Placentia Library display.

to write and wants to start on World War II next. He said he was "very pleased" with the library's dedication to bringing attention to local authors.

Charles Fraze, who teaches church history at Claremont College, wrote a

SEE AUTHORS • PAGE 16

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pacific clippings



Photographs by MARK BOSTER Los Angeles Times

**AT WORK:** Erik Quinonez helps with landscaping at the Melrose Street overcrossing. Project improvements include better signs, better signals, and so-called quad-gates, designed to prevent motorists from trying to cross the tracks and beat the train.

# Placentia to Hush Train Horns

'Quiet zone' will cost \$7 million and is separate from the larger OnTrac plan to sink rail lines below grade. Work could start in December.

By DAN WEIKEL  
Times Staff Writer

City officials in Placentia, where screaming train horns have been an irritant for years, announced Tuesday that work would begin soon on a \$7-million project to improve grade crossings and prohibit engineers from sounding their horns as they rumble through town.

Project officials said that several key developments have cleared the way for construction of Placentia's so-called quiet zone, one of the first plans in the nation to silence train horns along an urban rail line.

Work could begin in December at eight major streets in Placentia, Anaheim and on county land, making it unnecessary for engineers to sound a warning at railroad crossings. About 70 freight and passenger trains pass through the city daily.

The quiet zone calls for street improvements, medians and so-called quad-gates, designed to prevent motorists from trying to cross the tracks and beat the train.

The announcement marks a

bright spot in the city's contentious effort to eliminate the nuisance that residents and city leaders believe the rail lines have become.

The \$450-million OnTrac project, which would lower the rail lines into a trench, has lurched along slowly, draining city resources and leaving Placentia deeply in debt. Some doubt that the project will ever be completed.

The much smaller quiet-zone project got a boost in August when \$3.4 million in federal funds were approved for the work. Based on two bids received this month, the city is planning to select a contractor by late November.

Project officials said installation of some of the safest crossing gates available could be finished as early as March.

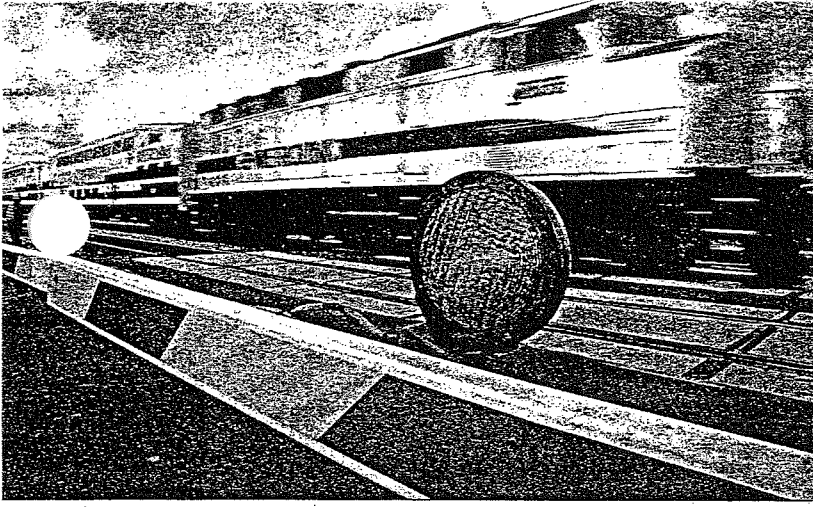
"This is the culmination of over three years of work," said Placentia Mayor Judy A. Dickenson. "Cities throughout the nation will be able to use this project as a model."

She appeared at a news conference and public ceremony to mark recent progress in the quiet zone project. Local, state [See 'Quiet Zone,' Page B5]



**OBSERVER:** Councilman Chris Lowe's son, R.J., gets a close look at a passing train at Tuesday's ceremony. Lowe said the plan was a short-term solution to a long-standing problem.





MARE BOSTER Los Angeles Times

**SPEDING BY:** A Metrolink train passes the rail crossing at Bradford Avenue in Placentia. About 10 freight and passenger trains pass through the city daily, and the number is expected to increase.

# Placentia Readies 'Quiet Zone'

'Quiet Zone,' from Page B1] and federal officials attended the event, including Assemblywoman Lynn Daucher (R-Brea) and Reps. Gary Miller (R-Diamond Bar) and Edward R. Royce (R-Fullerton).

The ceremony near the Craemer Boulevard grade crossing was marred by three passing freight trains that sounded off as they approached. Houses line one side of the tracks; an apartment complex is on the other.

"Every 10 or 20 minutes, they blast their horns," said Glenn Rice, a retired mail carrier who lives in a mobile home park near the tracks. "When I talk to my wife on the telephone, we have to raise our voices. I'm always sick of it."

The quiet zone is part of the city's OnTrac project to place five miles of railroad tracks into a concrete trench and build 11 overpasses for surface streets that cross it.

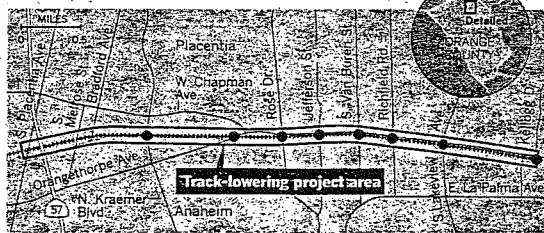
Planners say the project will improve rail safety, help revitalize downtown Placentia and accommodate the growth of train traffic to and from the ports of Los Angeles and Long Beach. Projections indicate that by 2010, 135 trains a day will use the north Orange County rail corridor.

The work will be done at Craemer Boulevard, Orangehorpe Avenue, Rose Drive, Jef-

## Silence on the tracks

Placentia officials want to make eight railroad crossing areas "quiet zones" where conductors are barred from sounding train whistles unless they see something on the track.

● Quiet-zone project area



Source: OnTrac

Los Angeles Times

Critics of the OnTrac project questioned whether the quiet zone was necessary, if the trench or overpasses and underpasses could be built at some or all the streets in the years ahead.

"If we build the trench or the overpasses, we won't need these quad gates and we could waste \$7 million," said activist Greg Sowards, who is running for city treasurer in Tuesday's election.

City Councilman Chris Lowe said the quiet zone was a short-term solution to a long-standing problem. Something needs to be done, he said, because OnTrac

"We need to have another solution for the time being."

Critics also were suspicious of the timing of the quiet zone ceremony, held a week before city elections. Community activists opposed to OnTrac are backing a slate of candidates to unseat Dickinson and Councilman Scott P. Brady, two staunch OnTrac supporters.

"They could have built the quiet zone two years ago, but OnTrac has spent the money on high-priced consultants," said Craig Green, a founder of Citizens for a Better Placentia, which has questioned the

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The Register  
Daily  
OCT 27 2004

### Placentia issues

**Today:** Financial problems have dogged Placentia's ambitious railroad project, including a contract administration fee triple the amount paid by other publicly managed railroad projects. By itself, the fee inflated project costs \$500,000 to \$1 million.  
**Thursday:** The city's railroad project and downtown redevelopment plans are primary issues in the Nov. 2 City Council race, in which three incumbents face five challengers.

properties needed to make room for the underpasses and start construction of the project at Melrose Street. The state eventually freezes the last \$118 million.  
**July 2, 2002:** Groundbreaking for Melrose Street underpass, the first construction project.  
**August 2004:** Orange County district attorney begins investigating whether Chris Becker, who was then-public works director, broke conflict-of-interest laws when he recommended in 2000 that his consulting company be hired to manage OnTrac.

days, the railroad agrees to halt whistles during the night but continues honking during the day.  
**October 2001:** Cliff Lampanan dies, but the city continues to pay his company a \$35,000-a-month retainer. Lampanan's wife, Gwen, takes over operations, and the company continues to oversee subcontractors for a 15 percent administration fee.  
**November 2001:** The state releases the first \$5.2 million of a \$28 million grant for the construction of the Melrose Street and Placentia Avenue underpasses. The city uses the money to buy



Becker

March 2003: During that time he deducts his city salary from his OnTrac fees. From July 2000 to September 2004, Becker's firm receives \$1.6 million.  
**April 1, 2001:** Burlington Northern Santa Fe Railroad ends its voluntary compliance with the city's 25-year ban on blowing train whistles at road crossings. The next City Council meeting is swamped with protesters. Within

subcontractors through Lampanan's company, which garnered almost \$1.5 million in administration fees.  
**April 6, 1999:** City Council approves the trench option.  
**April 2000:** The joint powers authority OnTrac is formed. Placentia is the only member. Anaheim, Fullerton and Yorba Linda all decline invitations to participate in the project.  
**April 25, 2000:** Chris Becker is hired as a consultant to be the executive director of OnTrac. Becker retains his position as

1996: Orange County Transportation Authority looks at whether it would be better to separate the tracks and streets by building overpasses and underpasses or to dig a trench for the railroad. It determines overpasses and underpasses are most affordable.  
**Dec. 2, 1997:** City hires Management Facilitators Inc. to perform a study on lowering the tracks. The company, run by Cliff Lampanan, later becomes Railroad Lowering Facilitators and then Lampanan Enterprises. A total of \$117 million has been paid to

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Placentia News  
Weekly OCT 28 2004

## Placentia Library

The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Match your skills and availability to library's needs. Call Laranne, (714) 528-1925, Ext. 201.

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Placentia News  
Weekly OCT 28 2004

## COMMUNITY HAPPENINGS

**332 TODAY**  
Story times for ages 3 to 6 are held from 10:30 to 11 a.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906, Ext. 211.

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Placentia News  
Weekly OCT 21 2004

## Placentia Library

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### Troubled history for Placentia railroad project

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Placentia News  
Weekly OCT 14 2004

# Candidates report campaign finances

332

City Council candidate Russ Rice has the most money left in his campaign war chest, according to the newest round of finance reports, released Oct. 5.

Rice has spent \$7,500 and has \$6,139 left to spend for the Nov. 2 City Council race, campaign statements covering July 1 to Sept. 30 show.

Rice is one of eight candidates seeking three seats in the election.

Councilwoman Connie Underhill, who is seeking re-election, comes next with \$3,727 remaining in her account.

Candidate Scott Nelson has collected the most contributions - \$14,750 - including \$13,000 in loans from Nelson

and Associates. He has \$2,366 left.

Councilman Scott Brady leads the candidates in spending: \$14,946, much of it money raised before the current period.

Candidates for treasurer and three political action committees also filed statements. Here are details from the city election reports:

## CITY COUNCIL

### Joe Aguirre

Contributors include: Peace Officers Research Association, \$1,000; Diversified Business, \$500; Joe V. Aguirre Sr., \$300; Mike Aguirre, \$245; Dolores Aguirre, \$200; Bargain Basket, \$150; Cory Aguirre,

\$100; newspaper ads and mailers received from Placentia Police Officers Association valued at \$2,509.

Total contributions, including non-monetary: \$3,920.

Expenses include mailers and postage.

Total spent: \$2,929.86. Cash left: \$3,421.14.

### Scott P. Brady

Contributors to the incumbent councilman include: TOD Chairman Rick Kreuzer, Dale Rincon, Alex Horowitz, and Bob Anson, \$1,000; Chris Becker, \$500; Placentia Citizens for Responsible Government, \$500; Steve and Denite Gilman, \$325; loan from Scott Brady, \$309.83; Janice Blackwood, Dane and Gayle Kaplan,

Ralph Munoz, Kevin Carver, Tom Vogt, Orange County Firefighters Association, \$250; Lee and Mary Castner, \$225; Anthony Schipsi, \$200; Jack Evans, \$175; George Ziegler, \$150; Sergei and Barbara Volkov, Cliff Johnson, Jim Osborne, David Keefe, Mike and Jeannette Gardner, Maria Boris and Thomas Martindale, \$125; Lynn Daucher, \$100;

Total contributions, including non-monetary: \$9,723.83. Brady had \$8,257.76 in his campaign fund already.

Expenses include: mailers, signs, fund-raiser and internet costs valued at \$4,872; contribution to Placentia Citizens for Responsible Government, \$500.

Total spent: \$14,946.76. Cash left: \$3,034.83.

### Judy Dickinson

Contributors for the incumbent: Orange County Professional Firefighters Association, \$500; Robert D'Amato of Placentia, Susan Sorensen and Ellawise Meyers, \$250; Robert M. D'Amato of Corona, Placentia Youth Baseball, \$200, Mary Longenecker, George Ziegler, \$150; Linda Henderson, Denise Snyder, Mary Ann Amemiya, Mary Castner, Glen Baldwin, \$100. Loan from Judy Dickinson, \$2,500.

Total contributions, including non-monetary: \$6,609.

Expenses include mailer and signs valued at \$4,748.

Total spent: \$5,271. Cash left: \$1,819.

### Johannes G. HoEVERS

Loan from Johannes G. HoEVERS, \$2,500. Total spent: \$2,318. Cash left: \$182. **Ron Moskowitz**

Contributors: Hyman Moskowitz, \$174; Margalit Moskowitz, \$1,055, loans from Ron Moskowitz, \$5,000.

Total contributions, including non-monetary: \$6,399.

Total spent: \$3,803.06. Cash left: \$2,595.94.

### Scott Nelson

Contributors: Orange County Professional Firefighters Association, \$500; Kent and Kelly Wright, \$200; Chuck Hyneman Insurance, Larry and Melina Michaels, Jorge Cuevas, Jeffrey Glickman, Tom and LaDona Caluoiy, Calvin Lee, Douglas Elliott, \$125; Accurate Door and Glass, \$100. Loans from Nelson and Associates totaling \$13,000.

Total contributions, including non-monetary: \$14,750.

Total spent: \$12,383.86. Cash left: \$2,366.14.

SEE REPORTS • PAGE 16

## REPORTS

FROM PAGE 14

### Russell J. Rice Jr.

Contributors: Peace Officers Research Association, \$1,000; GAJ Properties, LLC, \$250; Bradford Terrace Placentia Apartments, \$245; Bargain Basket, \$100. Loans from Russell J. Rice Jr. valued at \$6,783. Newspaper advertising and mailers received from Placentia Police Officers Association valued at \$2,509.

Total contributions, including non-monetary: \$12,809

Expenses include voter guides, mailers and a Web site.

Total spent: \$7,503.10. Cash left: \$6,139.20

### Connie Underhill

Contributors for the incumbent: Placentia Police Officers Association, ads and mailers

valued at \$2,509; Tom and Connie Underhill, office supplies valued at \$155; Bargain Basket, GAJ Properties LLC, and Taormina Industries, \$250; Bradford Terrace Placentia Apartments LP, \$245; T.S. Babcock, \$100. Loan from Connie Underhill, \$2,500.

Total contributions, including non-monetary: \$10,033. She had \$1,500 in her campaign fund already.

Total spent: \$8,741. Cash left: \$3,727.10.

## TREASURER

### Leland L. Castner

Contributors: Donna Graf, Mike Villavicencio, Citizens to Re-Elect Chris Lowe, \$250; Merlin J Allred, Clairee Tynes, United Referral Services, Robert W. Dickinson, Glenn Baldwin, Matthew Vawter, \$100; Kathryn Shepherd, \$200. Loan from Leland Castner, \$500. T-shirts and

flyers received from George Ziegler and Omni Grafix Printing valued at \$1,135.

Total contributions, including non-monetary: \$4,253.99

Expenses include signs and mailers valued at \$768.

Total spent: \$768.83. Cash left: \$2,164.17.

### Greg Sowards

Placentia Police Officers Association, newspaper ads, mailers and signs valued at \$2,509; Greg Sowards, office supplies valued at \$250; Peace Officers Research Association of California, \$1,000; GAJ Properties, \$250; Diversified Business Services, \$200; Gary Atchley, \$100. Loan from Greg Sowards, \$4,000.

Total contributions, including non-monetary: \$9,174. Total spent: \$4,005. Cash left: \$2,410.

## POLITICAL ACTION COMMITTEES

### Citizens for a Better Placentia

Contributors include: Edward Garcia, partially furnished office space valued at \$1,200; Placentia Police Management Association, Placentia Police Officers Association, Western Bio Medical \$500.

Total contributions, including non-monetary: \$3,650. The PAC already had \$1,818.39 in hand.

Total spent: \$2,808.29. Cash left: \$1,883.90. **Placentia Citizens for Responsible Government**

Contributors include: Citizens to Re-Elect Chris Lowe and Scott Brady for Placentia City, \$500; Martin and Katie Ageson and Robert and Sue D'Amato, \$100.

Total contributions, including non-monetary: \$1,200.

Expenses include office supplies valued at \$243.

Total spent: \$1,317.93. Cash

left: \$382.07.

### Placentia Police Officers Association

Contributors include \$43.34 from 31 police officers with a cumulative of \$173 to date.

Total contributions, including non-monetary: \$1,419.39. The PAC already had \$15,348.33 in hand.

Expenses include ads, mailers for Connie Underhill, Greg Sowards, Joe Aguirre and Russ Rice valued at \$10,000.

Total spent: \$10,036.12. Cash left: \$6,731.60.

## UNDER \$1,000 CLUB

Candidates Richard DeVecchio, Jerry Tollefson, Jean Turner and Gaeten "Gae" Wood for the Placentia Library District have filed forms with the Orange County Registrar of Voters declaring they don't intend to raise more than \$1,000 or create a campaign committee.

As of Tuesday afternoon, the Registrar's Office did not have a filing from Robert Gorman, and was in the process of sending him a letter that it was late.

**ELECTIONS 2004: LIBRARY DISTRICT**

# Five candidates seek three seats on library board

BY HEATHER McREA  
PLACENTIA NEWS-TIMES

Often when residents are driven to run for an elected position they are spurred by discontent with a situation or a desire to push an issue, but candidates for the Placentia Library District Board of Directors are generally happy with past performances.

Yeah, they'd like more books, maybe a library facelift or some new programs, but overall they aren't itching for a fight or pushing to radically overhaul the system.

Five have stepped forward seeking to fill three seats up for election Nov. 2. Two are incumbents - Richard DeVecchio and Gaeten "Gae" Wood. Robert Gorman, Jerry Tollefson and Jean Turner are their challengers.

Incumbent Margaret Dinsmore is stepping down.

Terms are four years. There is no stipend, but members are reimbursed for expenses, such as travel and mileage.

In its monthly meetings, the library board determines policy, administers donations to the library, adopts an annual budget and approves hiring.

## RICHARD DEVECCHIO

For years as Richard DeVecchio walked past the display case on his way to the Placentia Library he would pause to read the meeting minutes for the Board of Trustees.

Then about 15 months ago, there was a mid-term opening on the board so he applied for an appointment.

Now he is seeking to keep his seat in the Nov. 2 election.

"It's certainly a low-key board," said the 25-year resident.

"I don't think there is anything the board has done in the last year that would be controversial."

"I think the emphasis has been economic stability, rewarding personnel for work, at the same time expanding li-

brary hours," he said. "I am in agreement with everything they have done."

What he brings to the table, he said, is his 25 years as an administrator at Fullerton College, most recently as vice president for student and personnel affairs before his retirement in 1999.

"It's an agency supported by taxpayers; there is a lot of similarity of issues," DeVecchio said.

"One of his extreme strengths is financial management," said Margaux Jordan, executive director of the Fullerton College Foundation, of which DeVecchio has been a board member for more than 30 years.

"He has been chair of our investment committee for many years. We are doing phenom-

enally on our investments. He's really been a guiding force."

"He's a very precise person and very detailed oriented while still reviewing the big picture," she added.

DeVecchio has also taught history, government and psychology and is a licensed psychologist.

Being retired gives him the time to attend the three or so meetings and devote eight to 10 hours to the post each month.

DeVecchio said he will campaign door to door, but won't buy signs or send brochures.

"I have no-one helping me," he said. "It seems to me like this is a situation to serve."

SEE LIBRARY • PAGE 6

## ELECTIONS 2004: LIBRARY BOARD

# LIBRARY

FROM PAGE 5

## ROBERT GORMAN

Robert Gorman wants to bring a younger perspective to the library board.

At 50, he is younger than the other candidates by at least six years.

"A lot of them are retired or older," Gorman said.

He is the only candidate with a child still in school, a son at Valencia High School. And he just recently started his own company offering workplace safety training after about 20 years in managing customer service operations ranging from manufacturing to copiers.

"I know how to manage people," Gorman said. "I come from the perspective of delivering service."

Steve Staples, treasurer of the Scout troop Gorman headed the last couple of years, said Gorman certainly displays his management

skills with the 65 boys under his leadership.

"Anybody that can keep that many boys occupied and pretty well happy, it is a feat in its own," Staples said, pointing out Gorman has to make sure the boys are learning their skills, go on outings and coordinate with parents.

"I've seen him in situations where I would be pulling my hair out," Staples said. "He never loses it."

Gorman said his style is to solicit ideas for how to make things better. It is how he said he improved the manufacturing reproduction line he was managing in his last job at Ozar Electronic in Fullerton; by asking employees how to make products faster and more efficiently.

One of the things he'd like to do as a library trustee is survey the community about what it would like from the library.

"I don't think they really have had any public solicitation of where to go," Gorman said.

One change he would push

for is to buy more new titles.

"The last time I was in the library it was in pretty bad shape," he said. "They had no books I wanted. I just went to other libraries. I thought if I got involved, I could fix the problem I was complaining about."

Gorman is also on the city's Traffic Safety Commission.

## JERRY TOLLEFSON

Some paint, a Dumpster and an accounting background are what Jerry Tollefson said he would bring to the library board if elected Nov. 2.

"It's a volunteer kind of thing," Tollefson said about his candidacy.

And a family affair. His wife, Nancy, is on the Library Foundation board and runs the used bookstore as a volunteer.

"I could bring to it my experience as a certified public accountant and with organizations," Tollefson said.

He is retired from a 37-year career in accounting, is a past city commissioner of Long Beach and past president of

several community and industry organizations.

In addition to an experienced eye for balancing budgets and dealing with employee salaries, Tollefson would also like to bring a sort of decorator's eye.

"It's dull, it's dreary, it's drab," he said about the library's interior. "Put a light tan in there; it would brighten it up."

And he would also seek to give employees more elbowroom by cleaning out some of the clutter in the backrooms.

"Nobody is complaining to me," he said. "But I just walked through there and said I wouldn't want to work here."

Though he admits to not having a lot of direct experience running a library, Tollefson said he is an avid user of them and "when we travel on trips we always manage to go to the libraries and check them out."

"He's a level-headed guy," said Pat Irot, president of the Friends of the Placentia Library who asked Tollefson to run.

"I just think Jerry brings a good background from his accounting," she said. "There are budgets to manage and that sort of thing, so that is good knowledge to have."

## JEAN TURNER

As a student at the University of California, Berkeley, Jean Turner earned her spending money by working in the library.

She's been the library chairwoman for the PTA and a volunteer.

It's that experience with the inner workings of a library that Turner, 78, says qualifies her to be a good addition to the library board.

"I have the time, energy and the desire to do a good job," she said.

Turner applied for an appointment to the board earlier this year, but was not chosen. When registration opened for the election, she said the district sent her a letter about joining the race.

SEE LIBRARY • PAGE 8

**ELECTIONS 2004: LIBRARY BOARD**

# LIBRARY

FROM PAGE 6

"I don't think there is anything earth-shattering I would do differently," Turner said. "I don't see anything that they are not doing right at the moment."

Though she doesn't have a burning issue driving her candidacy, Turner said as a trustee she'd like to take a look at how the library might offer more technology services and help keep the budget on its rebound from the deep cuts the state made 10 years ago.

"I think that one of the library trustee's job is to be sure the money is spent wisely," she said, adding she

has experience with fiscal management from all of her volunteer activities.

"When you are president of a group, always you get in on the budget discussions. Of course my husband and I have managed to keep ourselves solvent."

She is also a member of a "women and stocks group" that studies the markets and makes group investments.

"I find Jean is a very reliable person," said Roy Buck, a fellow volunteer for HIS House, the homeless shelter. "If she tackles something she follows through. I imagine she will be the same way with the library district."

"She established a walk-a-thon for HIS House," he said. "It's something she

organized herself. She raised a bit of money doing that. She's pretty good."

## GAETEN "GAE" WOOD

When Gae Wood retired six years ago she looked around for a place to volunteer.

"My attention just drew to where I might make a difference," she said.

Through her husband, Hugh's, involvement with Rotary she knew Elizabeth Minter, Placentia Library's executive director.

So when a position opened on the Board of Trustees, she applied for an appointment. Two years later was elected to a full term.

"I think we have continued to make decisions to bring us back to a position of being ef-

fective," Wood said, referring to the 50 percent cut in funding from the state 10 years ago. "This year, we are seeing the benefits of all that good management."

"We are becoming a more aged population," Wood said. "But we have few programs for seniors. It would be nice to see programs that would be specific for seniors to take advantage of."

Wood said she brings budget and management experience from her career in marketing and sales to her board role.

"I think being a person who has been a resident here for 25 years I know and understand this community," she said.

"I would say that there has been a refocus to some degree

that I helped the library toward, better management in certain areas," Wood said.

She said she helped "take the foundation board, which was more dependent on the library and staff, to where it would stand on its own. I am very proud of that."

Kathi Baldwin met Wood six years ago when Minter asked them to co-chair a fund-raiser.

"What I would say about her, was the part she undertook to oversee she did it so gracefully," said Baldwin, a member of the Friends of the Placentia Library.

"There was no worrying or wondering whether her part was taken care of," she added. "She has good follow through. I would certainly think she is very attentive to details."



SAFETY COMMITTEE MEETING  
OCTOBER 28, 2004  
MINUTES

- I. Call to Order: 11:30 P.M.
- Members Attending: Esther Guzman  
Katie Matas  
Wendy Goodson
- Members Absent: Caroline Gurkweitz

III. Old Business

1. The fire extinguishers were checked by Katie Matas on October 27, 2004.
2. A list of emergency phone numbers of regular volunteers needs to be compiled and made available to staff.
3. The damaged floor tiles in the Friends' Book Store will be replaced today.

IV. New Business

None.

The next meeting will be November 17, 2004 at 2:00 P.M.

Respectfully submitted,



Katie Matas

