

# **PLACENTIA LIBRARY DISTRICT**



**Board of Trustees**

**Regular Meeting**

**February 23, 2004**

**Library Conference Room**

**Administration**



# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





Monday, February 23, 2004

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call    Administrative Assistant
2. Adoption of Agenda

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

Presentation:        Library Director

Recommendation:    Adopt by Motion

3. Minutes of the January 19, 2004 Regular Meeting and the January 24, 2004 Special Meeting..

Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

#### **CLOSED SESSION**

5. 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.*

#### **REPORTS**

6. Board President Report

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

7. Trustee Reports

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

8. Library Director's Report

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

9. Friends of Placentia Library Board of Directors Report

**CLAIMS (Items 10 – 13)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 10 – 13 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.*

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

No Nonstandard Claims were processed during this report period.

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

Claims 4552, 4553, 4554, 4555, 4556, 4557, 4558 and 4559 forwarded by Library Director for a total of \$28,344.93.

12. Current Claims and Payroll (Approve)

Claims 4560, 4561, 4562, 4563 and 4564 for a subtotal for Claims of \$25,737.11; and Payrolls 4565 for \$30,603.80 and 4566 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$86,944.71.

13. FY2003-2004 Cash Flow Analysis through January 19, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

**FINANCIAL REPORTS (Items 14 - 18)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 14 – 18 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.*

14. Financial Reports for January 2004 (Receive & File)  
15. Office General Ledger & Check Registers for January 2004 (Receive & File)  
16. Acquisitions Report for January 2004 (Receive & File)  
17. Collection Agency Report for January 2004 (Receive & File)  
18. Gifts Report for January 2004 (Receive & File)

**GENERAL CONSENT CALENDAR (Items 19 – 31)**

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 19 – 31 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.*

19. Building Maintenance Report for January 2004 (Receive & File)
20. Personnel Report for January 2004 (Receive, File, and Ratify Appointments)
21. Volunteer Report for January 2004 (Receive & File)
22. Circulation Report for January 2004. (Receive & File)
23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
24. Legislative Alerts from the California Special Districts Association. (Receive & File)
25. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
26. Status Report on Partnerships with Community Organizations. (Receive & File)
27. Status Report on Active Grant Applications. (Receive & File)
28. Poet Laureate Report. (Receive & File)
29. State of California State, Local and District Consumer Use Tax Return for calendar year 2003 as filed with the Board of Equalization on January 12, 2004. (Receive & File)
30. Special District Financial Transactions Report as submitted electronically to the State Controller's Office by Munson, Cronick & Associates on January 21, 2004. (Receive & File)
31. Meeting Notice and Agenda for the January 22, 2004 Orange County Council of Governments. The next meeting is Thursday, February 26, 2004 at 9:00 A.M. (Receive & File)
32. Notification from the State Library of California about plans for the Library Services and Technology Act Funding for 2004-2005. (Receive & File)

**CONTINUING BUSINESS**

33. 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

34. Travel Authorization

Presentation: Library Director

Recommendation: Determine if and when the Board would like the Library Director to take this course and authorize \$2,200 for tuition plus travel and housing costs to be paid from the General Fund.

**NEW BUSINESS**

**STAFF REPORTS** (Items 35 – 40)

*Items 35 – 40 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.*

- 35. Program Committee Report for January 2004 (Roberts)
- 36. Children's Services Report for January 2004 (Gurkweitz)
- 37. Placentia Library Literacy Services Report for January 2004 (Roberts)
- 38. Placentia Library Web Site Report for January 2004 (Roberts)
- 39. Publicity Materials Produced in January 2004. (Millonzi)
- 40. Safety Committee Minutes for January 2004 (Matas)

**ADJOURNMENT**

- 41. Agenda Preparation for the March Regular Meeting, which will be held on Monday, March 22, 2004 at 6:30 P.M.
- 42. Review of Action Items.

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

- 43. Adjourn

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

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

  
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**AGENDA**

**SPECIAL MEETING**

**Worksession on Placentia Library District Policy Handbook**

**PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES**





Monday, February 23, 2004

Immediately Following Regular Meeting Scheduled for 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.*

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- 1. Roll Call                              Administrative Assistant
- 2. Adoption of Agenda

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

Presentation:      Library Director  
Recommendation:      Adopt by Motion

3. Oral Communications

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

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

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

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

4. Review of the Placentia Library District Policy Handbook.

**ADJOURNMENT**

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

6. Review of Action Items.

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

7. Adjourn

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

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

Donna Siloti

**AGENDA**

**REGULAR MEETING**

**PLACENTIA LIBRARY DISTRICT  
BOARD OF TRUSTEES**

Monday, February 23, 2004  
6:30 P.M.  
Library Conference Room

Call to Order 6:35

1. Roll Call Administrative Assistant M: D AU  
All present S: E

2. Adoption of Agenda  
Presentation: Library Director  
Recommendation: Adopt by Motion

↓  
R

3. Minutes of the January 19, 2004 Regular Meeting and the January 24, 2004 Special Meeting.  
Presentation: Library Director  
Recommendation: Approve by Motion

M: E PS 2 "sec" s/b Treasures  
S: De All

4. Oral Communications

**CLOSED SESSION**

5. Closed Session to Discuss a Personnel Matter  
Begin 7:28 PM  
End 7:39 PM

**REPORTS**

6. Board President Report  
Little info about things in library. Now have WiFi @ computers  
connected in childrens. Add Tech Report (Minter)  
~~Russ Rice luncheon.~~

7. Trustee Reports  
Peggy - Rich + she went to Alta Vista C.C. Mixer. Fabulous  
Gae - none Chinese ~~Exposition~~ Exhibit  
Betty - wonderful Exhibit, learned about culture  
Richard - none



10AM

8. Library Director's Report <sup>3/10 Report - Mgr Pension Fund (1st America)</sup>  
will be report for Board. Alf will attend & report to Bd.  
Ruth Peterson is in hospital. Lynn & <sup>Peggy</sup> other lot show - voting  
machine demo.

9. Friends of Placentia Library Board of Directors Report  
CALTAC - Bd Effort - <sup>Grain</sup> - ~~not~~ decided not to participate  
Ref to report.

Poetry Event - 4 Grain read at Sr. Ctr. 20 attendees. Want to do again.  
3/5 Villa de Palma Original poem will be in Notations  
7/21 Program Here.

CLAIMS (Items 10 - 13)

Presentation: Library Director  
Recommendation: Approve by Motion  
MSD  
S: W All

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

No Nonstandard Claims were processed during this report period.

- 11. Claims forwarded by the Library Director. (Approve)

Claims 4552, 4553, 4554, 4555, 4556, 4557, 4558 and 4559 forwarded by Library Director for a total of \$28,344.93.

- 12. Current Claims and Payroll (Approve)

Claims 4560, 4561, 4562, 4563 and 4564 for a subtotal for Claims of \$25,737.11; and Payrolls 4565 for \$30,603.80 and 4566 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$86,944.71.

- 13. FY2003-2004 Cash Flow Analysis through January 19, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

FINANCIAL REPORTS (Items 14 - 18)

Presentation: Library Director  
Recommendation: Approve by Motion  
MSDe  
S: E All

- 14. Financial Reports for January 2004 (Receive & File)

- 15. Office General Ledger & Check Registers for January 2004 (Receive & File)

- 16. Acquisitions Report for January 2004 (Receive & File)



- 17. Collection Agency Report for January 2004 (Receive & File)
- 18. Gifts Report for January 2004 (Receive & File)

**GENERAL CONSENT CALENDAR** (Items 19 – 31)

Presentation: Library Director  
Recommendation: Approve by Motion

19-24, 26-28, 30-32  
M: W  
S: D All

- 19. Building Maintenance Report for January 2004 (Receive & File)
- 20. Personnel Report for January 2004 (Receive, File, and Ratify Appointments)
- 21. Volunteer Report for January 2004 (Receive & File)
- 22. Circulation Report for January 2004. (Receive & File)
- 23. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 24. Legislative Alerts from the California Special Districts Association. (Receive & File)
- 25. Status Report on the Two Percent Assessment Appeals Case. (Receive & File) - *De No recent developments.*
- 26. Status Report on Partnerships with Community Organizations. (Receive & File)
- 27. Status Report on Active Grant Applications. (Receive & File)
- 28. Poet Laureate Report. (Receive & File)
- 29. State of California State, Local and District Consumer Use Tax Return for calendar year 2003 as filed with the Board of Equalization on January 12, 2004. (Receive & File) *De - pay sales tax on items not charged it.*
- 30. Special District Financial Transactions Report as submitted electronically to the State Controller's Office by Munson, Cronick & Associates on January 21, 2004. (Receive & File)
- 31. Meeting Notice and Agenda for the January 22, 2004 Orange County Council of Governments. The next meeting is Thursday, February 26, 2004 at 9:00 A.M. (Receive & File)
- 32. Notification from the State Library of California about plans for the Library Services and Technology Act Funding for 2004-2005. (Receive & File)

25, 29  
M: De  
S: D All





send letter

CONTINUING BUSINESS

M: D  
S: W All

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

Appt - Daucher, AIR will contact Trustees.

Presentation: Library Director  
 Recommendation: Action to be determined by the Library

Board of Trustees

3/2 Election - then immediate response. Leg Analyst's response  
 re appearance of superpot (all prop tax to Bd of Superv. & they allocate)  
 de suggest allocate so can't give more to city dependent entities like city libraries.  
 EDM - focus on getting CAP or ERAF shift. \$23K PLE \$277K Prop tax  
 Ltr proposed by EDM to Daucher. Al will hand deliver. 12 1/2% Shift

- 34. Travel Authorization Share w/ CSDA, CLA, Senate Local Committee Chair/Vice Chair -  
~~House Assembly Local Committee Ch/V.Ch.~~

Presentation: Library Director  
 Recommendation: Determine if and when the Board would like the Library Director to take this course and authorize \$2,200 for tuition plus travel and housing costs to be paid from the General Fund. Stay there.

S: D All

STAFF REPORTS (Items 35 - 40)

- 35. Program Committee Report for January 2004 (Roberts)
- 36. Children's Services Report for January 2004 (Gurkweitz)
- 37. Placentia Library Literacy Services Report for January 2004 (Roberts)  
 Staff - Fed Work Study
- 38. Placentia Library Web Site Report for January 2004 (Roberts)
- 39. Publicity Materials Produced in January 2004. (Millonzi)
- 40. Safety Committee Minutes for January 2004 (Matas)

M: D All  
S: W

ADJOURNMENT

- 41. Agenda Preparation for the March Regular Meeting, which will be held on Monday, March 22, 2004 at 6:30 P.M.
- 42. Review of Action Items.
- 43. Adjourn Time: Reg 7:25

7:40



# PLACENTIA LIBRARY BOARD CALENDAR

February 2004 - January 2005

Feb 2004

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Mar 2004

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Apr 2004

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May 2004

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Jun 2004

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Jul 2004

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## February

- 2 7:00 PM Friends Board Meeting, Dinsmore
- 17 6:00 PM Foundation Board Development Committee
- 18 5:30 PM Chamber Mixer at Alta Vista Country Club
- 23 6:30 PM Library Board Meeting
- 24 Public Library Association Biennial Conference, Seattle, through Feb 28
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## March

- 1 7:00 PM Friends Board Meeting, Shkoler
- 6 9:30 AM Friends of Placentia Library Author's Luncheon
- 17 5:30 PM Chamber Mixer, California National Bank
- 22 6:30 PM Library Board Meeting
- 25 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 9:00 AM CALTAC Workshop, Fullerton Library

## April

- 5 7:00 PM Friends Board Meeting, Escobosa
- 14 7:00 PM Foundation Board Meeting
- 18 5:01 PM National Library Week through Apr 25
- 19 7:00 PM Friends Annual Meeting
- 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## May

- 3 7:00 PM Friends Board Meeting, DeVecchio
- 17 6:30 PM Library Board Meeting
- 23 Library Closed for Monday Holiday
- 24 Library Closed for Memorial Day

Aug 2004

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Jan 2005

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February 2004 - January 2005

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Mar 2004

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Apr 2004

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May 2004

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Jun 2004

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Jul 2004

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## May

- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## June

- 7 7:00 PM Friends Board Meeting, Wood
- 21 6:30 PM Library Board Meeting
- 24 American Library Association Annual Conference, Orlando, through June 30
- 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## July

- 4 Library Closed for Independence Day
- 15 7:00 PM Foundation Board Meeting
- 19 6:30 PM Library Board Meeting
- 22 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

## August

- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District
- 23 6:30 PM Library Board Meeting
- 26 9:00 AM Orange County Council of Governments, OC Sanitation District

## September

- 5 Library Closed for Monday Holiday
- 6 7:00 PM Friends Board Meeting, Dinsmore
- Library Closed for Labor Day
- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

## October

- 4 7:00 PM Friends Board Meeting, Shkoler
- 7 1:02 PM Foundation Board Meeting

Aug 2004

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Sep 2004

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Oct 2004

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Nov 2004

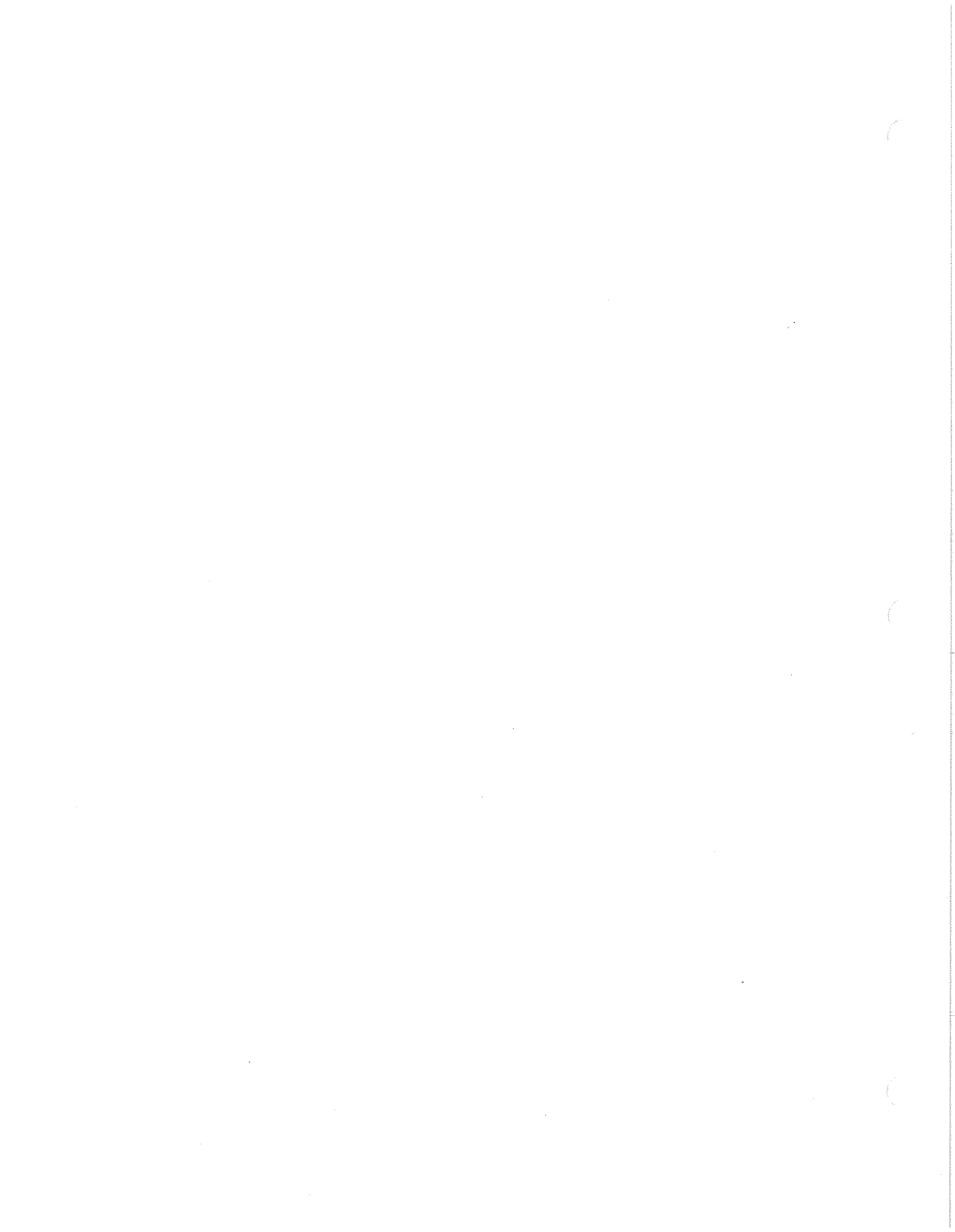
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Dec 2004

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Jan 2005

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Mar 2004

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## October

- 9 9:00 AM Heritage Parade
- 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

## November

- 1 7:00 PM Friends Board Meeting, Escobosa
- 11 Library Closed for Veterans Day
- 12 California Library Association Annual Conference, San Jose, through Nov 15
- 22 6:30 PM Library Board Meeting
- 25 Library Closed for Thanksgiving

## December

- 3 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
  - 6 7:00 PM Friends Board Meeting, DeVecchio
  - 20 6:30 PM Library Board Meeting
  - 23 9:00 AM Orange County Council of Governments, OC Sanitation District
  - 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District
- ## January
- 3 7:00 PM Friends Board Meeting, Wood
  - 13 1:03 PM Foundation Board Meeting -- Annual Meeting
  - 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

Aug 2004

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Dec 2004

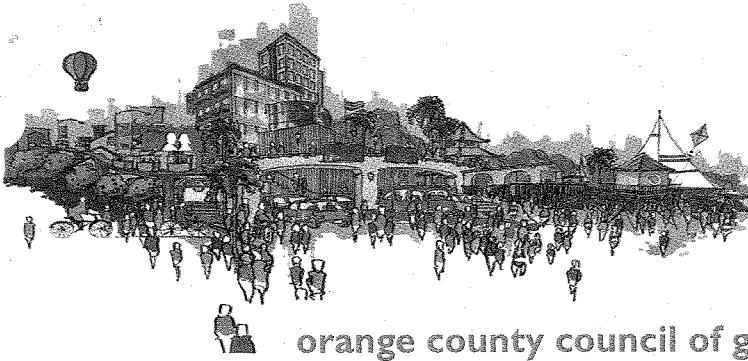
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February 13, 2004

Dear Orange County Stakeholder:

On behalf of the Orange County Council of Governments (OCCOG), I invite you to attend our upcoming Growth Visioning Workshop. This event is scheduled to take place March 3, 2004, from 10:30 a.m. to 3:00 p.m. at the Tustin Community Center, located at 300 Centennial Way, Tustin, California. This workshop represents the fourth phase of OCCOG's Growth Visioning Program.

As Orange County's population continues to grow, decision-makers will have to evaluate alternatives, such as infill development or mixed-use development to accommodate the growing need for housing and the strains that traditional forms of development have placed on our transportation systems. OCCOG's Growth Visioning Workshop is a chance for Orange County decision-makers to learn and participate in a program designed to empower them to meet the new challenges in their communities.

The attached brochure and RSVP form provide further information on the workshop and how to take part in this exciting event. If you have any questions regarding the Growth Visioning Workshop, please contact Heather Dion, OCCOG's Regional Issues Analyst or Annabel Cook, OCCOG's Regional Issues Consultant at (714) 972-0077.

Thank you for your continued support of OCCOG. Together, we can plan for the future and act collectively on important subregional and regional issues. I hope to see you all at the workshop.

Sincerely,

Lou Bone  
Chair, Board of Directors  
Mayor Pro Tem, City of Tustin

Enclosures

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

**agencies**  
Costa Mesa Sanitary District  
East Orange Water District  
El Toro Water District  
Irvine Ranch Water District  
OC Sanitation District  
OC Transportation Authority  
OC Water District  
Transportation Corridor Agencies



# ORANGE COUNTY COUNCIL OF GOVERNMENTS

## GROWTH VISIONING WORKSHOP

March 3, 2004

10:30 a.m. – 3:00 p.m.

**Tustin Community Center  
300 Centennial Way, Tustin**

*Improving Our Neighborhoods,  
Increasing Our Sense of Place*

### **What are the benefits of attending?**

You'll have a much better grasp of the opportunities mixed-use and infill development present, a better understanding of alternative development choices, and ways to work with neighborhoods to gain support for these types of projects.

**YES!** I would like to RSVP for the **FREE** Growth Visioning Workshop.

### **Attendee RSVP**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

City/Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

***Please RSVP by February 27, 2004.***

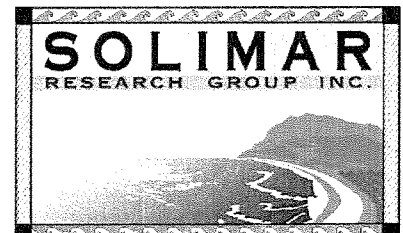
***Lunch will be provided.***

### **Fax or mail this form to:**

Orange County Council of Governments  
600 West Santa Ana Blvd., Suite 214  
Santa Ana, CA 92701  
Phone (714) 972-0077  
Fax (714) 972-1816

**MAIN STREET  
ARCHITECTS + PLANNERS INC.**

422 East Main Street  
Ventura, California 93001  
ph: (805) 652-2115 fax: (805) 652-1532  
mainstreetarchitects.com





# Improving Our Communities, Increasing Our Sense of Place

## OCCOG

### GROWTH VISIONING WORKSHOP



#### How This Workshop Can Help You!

The goal of this workshop is to help you better understand the process of selecting options for developing an infill site. In the process, you'll also learn how to communicate these choices to community and constituent groups.

Smart Growth promotes careful development that respects the environment, is sustainable, creates economic opportunity and maintains a vibrant sense of community.

Dealing with infill development isn't easy. It is sometimes unclear how a community can take advantage of such opportunities to address new housing needs while enhancing the existing neighborhood. Communicating the advantages of an infill choice to communities and constituent groups can be challenging as well.

By the end of the day, you'll have a much better grasp of the opportunities infill development presents, the tradeoffs involved in different types of infill choices, such as mixed-use commercial/housing, and ways to talk to your neighborhood constituents about infill.

### MARCH 3, 2004 10:30 am-3:30 pm



#### What Takes Place At The Workshop

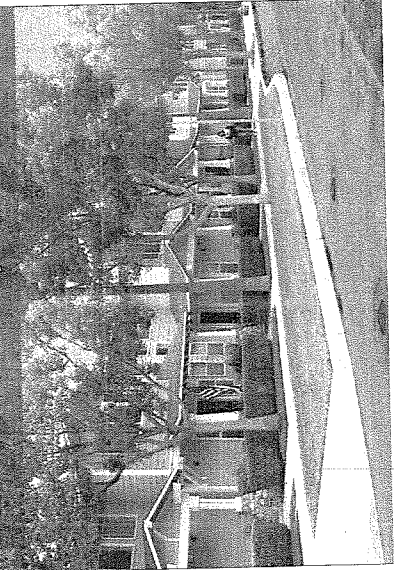
Arriving at the workshop, you'll have a choice of working on one of several different sites, each with a unique set of characteristics—large site or small, older community or newer, residential area or commercial strip, and so forth. If you choose, you will probably find a situation most similar to the ones you'll find in your community.

With the assistance of a facilitator, each small group will work through the options by undertaking the following steps:

- Review the site characteristics.
- Review the characteristics of the surrounding neighborhood or district.
- Review the development options from the "Smart Growth Menu" to assess which ones would be most suitable for the site.
- Discuss the pros and cons of different development options.
- Working with the facilitator, create a preferred development scenario for the site.
- Discuss the positive and negative aspects of the scenario on the neighborhood.

The end product will be a rough site plan (sketched by the facilitator on behalf of the group) that will depict the preferred development program and clearly identify the tradeoffs involved in selecting that development over other possible alternatives.

### Tustin Community Center 300 Centennial Way Tustin, CA



## Workshop Agenda

- 10:30 Registration
- 11:00 Welcome and Introduction
- 11:10 Introduction to Smart Growth Principles
- 10:30 Tools (including Smart Growth "menu")
- 12:15 Workshop (over lunch)
- 2:15 Reporting Out
- 3:00 Wrap-up
- 3:30 Adjournment

There is no charge for attendance.  
Lunch will be provided.



**MAIN STREET  
ARCHITECTS + PLANNERS INC.**  
422 East Main, 51981  
Ventura, California, 93001  
ph: (805) 652-2115 fax: (805) 652-1532  
mainstreet@architects.com



For more information, contact:

**Heather Dion, OCCOG  
714/972-0077  
hdion@occites.org**

## Growth Visioning

The hard data and projections of population growth in Southern California is staggering. There is the very real possibility that six million people could be added in this region by the year 2030. This will require about two million new homes. It is apparent that available housing stock has not kept pace, pushing home values up - Orange County median home prices are over \$432,000, the highest in the region. Consequently, only 22% of households in the County can actually afford a median-priced home.

The housing crisis requires creative solutions that must resolve the issues of adequate supply, provide a wide range of housing types and maintain livable communities.

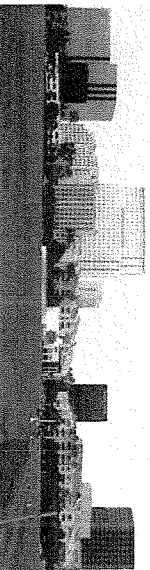
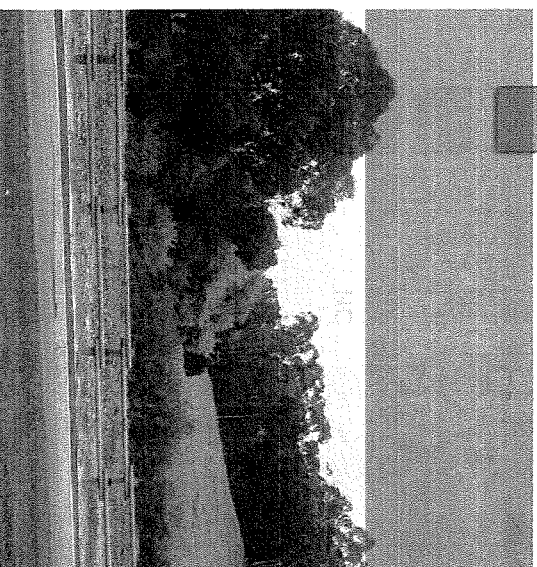
The Orange County Council of Governments launched Phase I of the Growth Visioning Program in 1999. Phase I included the document, "Smart Growth Strategies for Accommodating Orange County's Future." The report discusses future growth trends and questions whether current planning practices will be successful to accommodate future population demands.

Phase II ended with the publication of "Here Comes the Neighborhood" in 2000. The document cites 10 Orange County jurisdictions, and discusses how they are accommodating growth, redeveloping their communities, and otherwise improving livability.

Phase III of OCCOG's Growth Visioning efforts centered on a design competition, with over 90 design entries from across the nation submitted. The final report is titled "Changing the Face of Orange County."

Phase IV of the Growth Visioning Program was launched in August 2003, and is intended to provide policymakers with information and education about different options when considering infill or refill development, including mixed-use, in their jurisdiction. Phase IV includes a workshop focused on "Smart Growth" concepts, and will aid decision makers as they accommodate the increasing population growth within their community. Although the "Smart Growth" concept is not without its critics, many elected officials, planners and community activists view it as a key strategy in accommodating new growth, while revitalizing older neighborhoods and maintaining the quality of life in already stable neighborhoods.

NG1



# Poetry Event

We do not remember days, we remember moments.  
-Cesare Pavese 1961



*Imagination is more  
important than knowledge.*

— Albert Einstein



Share a favorite poem  
Read a poem that you've written or  
read (or we'll read it for you).  
Wednesday, February 11, 2004  
At 10:30 AM  
At Placentia Senior Center

For more information contact:

Ligia Cardenas

Event Coordinator

Sponsored by the Placentia Library District





# Poetry Event

We do not remember days, we remember moments.  
-Cesare Pavese 1961



*Imagination is more  
important than knowledge.*

— Albert Einstein



Share a favorite poem  
Read a poem that you've written or  
read (or we'll read it for you).  
Friday, March 5, 2004  
At 9:30 AM  
At Villa de Palma

For more information contact:  
Susan Nation  
Event Coordinator  
Sponsored by the Placentia Library District



# FAMILIES FOR LITERACY

of the  
Placentia Library  
presents:

## A Seuss Centennial Celebration



Dr. Seuss text and figures © and ™ Dr. Seuss Enterprises L.P., 2004. All rights reserved.

featuring . . . .

The incredible work of  
Dr. Seuss

**WHEN:** Sunday, February 29, 2004

**TIME:** 2:00PM-4:00PM

**WHERE:** Placentia Library Meeting  
Room

This is a FREE event for the entire family to enjoy the wonderful books of Dr. Seuss. Be prepared to giggle your tummies away and have your tongues tied up in rhymes. We will have fun with arts & crafts, food, and BOOKS! You will not want to miss out on this extravaganza.

See you there!!!!!!

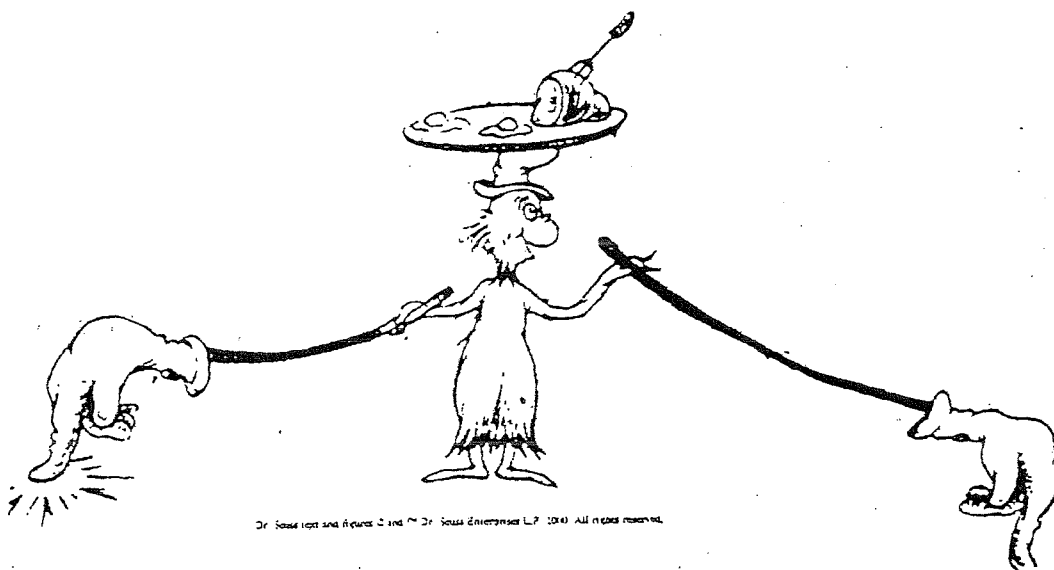
(for more information contact: Toby Silberfarb, Families for Literacy Coordinator at (714) 524-8408 ext. 213)

# FAMILIAS PARA ALFABETIZACIÓN

de la  
Biblioteca de Placentia  
presenta:

## Dr. Seuss

# La Celebración de Sus Cien Años



presentanda . . .

### *El increíble Trabajo de Dr. Seuss*

CUÁNDO: domingo, febrero 29, 2004

HORA: 2:00PM-4:00PM

DÓNDE: Sala de Reunión de la Biblioteca de Placentia

Este evento es GRATIS para que toda la familia disfrute de los maravillosos libros de Dr. Seuss. Prepárese para reírse hasta que le duela el estomago, y que se le trabe la lengua con rimas. Nos vamos a divertir con artes manuales, comida, y LIBROS! No se pierda de este entretenimiento espectacular. Nos vemos!!!!!!!

Para más información llame a: Toby Silberfarb, la Coordinadora de Familias para Alfabetización a (714) 524-8408 ext. 213

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 19, 2004**

**CALL TO ORDER**

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on January 19, 2004 at 6:29 P.M.

**ROLL CALL**

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

**Members Absent:** Trustee Gaeten Wood

**Others Present:** Public Services Manager/Literacy Coordinator Jim Roberts, Friends of Placentia Library Director Ted Farkas, and Administrative Assistant Donna Siloti.

**ADOPTION OF  
AGENDA**

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

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

**MINUTES**

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to approve the Minutes of the December 22, 2003 Regular Meeting.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the January 13, 2004 Special Meeting.

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

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S  
REPORT**

President Shkoler reported that he attended Assemblywoman Lynn Daucher's Open House and she said she is trying to maintain funding in the State Budget for the Library. President Shkoler also plans to go to her local office for "Day in the District."

President Shkoler also reported that he attended the Chamber Mixer at Placentia Women's Round Table.

**TRUSTEE REPORTS**

Trustee Dinsmore did not address the Board.

Secretary Escobosa reported that she also attended the Chamber Mixer.

Trustee DeVecchio reported that he enjoyed the Chamber Mixer. He also reported that he attended the Placentia Library Foundation meeting at which Jean Lasley was elected President and Trustee DeVecchio was elected ~~Secretary~~. *Treasurer*

**LIBRARY  
DIRECTOR'S  
REPORT**

Library Director Minter reported that preparations are underway for the Author's Luncheon. Tickets went on sale today.

Library Director Minter reported that a new series of staff meetings has begun. At the first meeting, staff brainstormed ideas for future topics. The first topic to be discussed will be the Library's core values and how they relate to possible budget cuts.

**FRIENDS OF  
PLACENTIA  
LIBRARY REPORT**

Friends of Placentia Library Director Ted Farkas reported that the Friends continue to budget for items for the Library. Development Director Millonzi reported that Register columnist Gordon Dillow will speak at the Author's Luncheon.

**CLAIMS**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve Agenda Items 11 through 14.

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

Claims 4539, 4540, 4541, 4542, 4543, and 4544 forwarded by Library Director for a total of \$35,817.55.

Claims 4545, 4546, 4547, 4548, and 4549 for a subtotal for Claims of \$56,920.20; and Payrolls 4550 for \$10,000.00 and 4551 for \$30,603.80 for a subtotal for Payrolls of \$40,603.80; with a combined total of Claims and Payroll of \$97,524.00.

FY2003-2004 Cash Flow Analysis through January 19, 2004 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL  
REPORTS**

It was moved by Trustee Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 16 through 19.

Official General Ledger & Check Registers for December 2003

Acquisitions Report for December 2003

Collection Agency Report for December 2003

Gifts Report for December 2003

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

Trustee DeVecchio asked for an explanation of account #6230-04 Teeter Plan Buyout. Library Director Minter explained that it is the process for receiving delinquent secured property taxes from the County.

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 15.

Financial Reports for December 2003.

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Dinsmore and seconded by Secretary Escobosa to receive and file Agenda Items 20 through 28 and Item 30.

Building Maintenance Report for December 2003.

Personnel Report for December 2003

Volunteer Report for December 2003

Circulation Report for December 2003

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

Legislative Alerts from the California Special Districts Association.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Meeting Notice for the Independent Special Districts of Orange County (ISDOC) for Thursday, January 29, 2004 at 11:30 A.M. at the Municipal Water District of Orange County.

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

ABSENT: Wood

Secretary Escobosa requested more information on the poetry programs with senior citizens. Public Services Manager Roberts reported that Ginny Sanatar of the Friends of Placentia Library is coordinating the program with the local senior center and he is speaking with the Activity Director at Villa de Palma. A community poetry reading has been scheduled for March 21 in the Library Meeting Room.

It was moved by Secretary Escobosa and seconded by Trustee Dinsmore to receive and file Agenda Item 29.

Poet Laureate Report.

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

Trustee DeVecchio requested more information about Shields Consulting Group in Sacramento. Library Director Minter explained that they help local agencies prepare claims to the State for meeting preparation expenses. The Library's unpaid claims are now approximately \$40,000.

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to receive and file Agenda Item 31.

State of California Mandated Claims reimbursement request for Fiscal Year 2002-2003 as submitted through Shields Consulting Group.

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

## LEGISLATIVE ISSUES

Library Director Minter reported that the proposed ERAF shift would mean a loss to the Library of approximately \$275,000. She recommended that the Board develop a message and a plan for getting their message across. The Library has already experienced an ERAF shift of 50.41% and the Library Director suggested that the message to our legislators and their aides should be that the Library has already contributed its share. She also suggested that the Board propose that a cap of a specific percentage be put on the ERAF shift.

Trustee DeVecchio recommended that the Board look at strategies for dealing with the possibility of a major budget cut.

President Shkoler will make appointments with Senator Margett and Assemblywoman Daucher. President Shkoler, Secretary Escobosa, and Trustee Dinsmore plan to go to the appointments. Library Director



Minter will prepare for them a one-page summary of the issues and the proposed cap on the ERAF shift.

**REVIEW OF  
MEETING ROOM  
FEE WAIVER FOR  
PLACENTIA  
CHINESE  
AMERICAN ASSOC.**

Placentia Chinese American Association members Feng Min Shan and James Jing gave an update on the Placentia Chinese American Association. They reported that the organization has grown from 10-20 members to 40-50 members. They are sponsoring an exhibition of Chinese photographs on January 31. They do not charge a membership fee and they requested that the fee waiver for the meeting room be extended.

It was moved by Trustee DeVecchio and seconded by Secretary Escobosa to continue the waiver of meeting room fees for the Placentia Chinese American Association for another six months. The issue will be reviewed at the June Board Meeting.

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

**TRAVEL/TRAINING  
AUTHORIZATIONS**

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to authorize President Shkoler and Trustees DeVecchio, Dinsmore, and Wood to attend the CALTAC workshop on March 27, 2004 in Fullerton and to authorize payment of registration and mileage from the General Fund.

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

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to authorize Children's Librarian Caroline Gurkweitz to attend the Public Library Association Biennial Conference in Seattle, February 24 through February 28 with expenses to be paid from the Santiago Library System staff training account.

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

A decision regarding if and when the Board would like the Library Director to attend the course entitled the Human Interaction Laboratory was postponed. President Shkoler will ask Personnel Consultant Gail Koff about alternative courses.

President Shkoler called for a break and 7:21 P.M. and the meeting resumed at 7:26 P.M.

**RENEWAL OF  
CERTIFICATES OF  
DEPOSIT**

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to renew the two Certificates of Deposit at California National Bank that mature on January 27 for another 12-month term.

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

**STAFF REPORTS**

It was moved by Trustee Dinsmore and seconded by Trustee DeVecchio to approve Agenda Items 37-42.

Program Committee Report for December 2003.

Children's Services Report for December 2003.

Placentia Library Literacy Services Report for December 2003.

Placentia Library Web Site Report for December 2003.

Publicity Materials produced for December 2003.

Safety Committee Minutes for December 2003.

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

The Regular Library Board Meeting was suspended at 7:53 P.M.

**CLOSED SESSION**

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 8:00 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 8:40 P.M. No Action was taken.

**AGENDA  
PREPARATION**

President Shkoler requested that the Agenda for the next meeting include a closed session to discuss a personnel matter regarding the Library Director.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 19, 2004 adjourned at 8:40 PM.

**WORKSESSION**

A Worksession for review of Personnel Policies is scheduled for Wednesday, January 21, 2004 at 9:30 P.M.

**FEBRUARY  
MEETING**

The February Regular Library Board Meeting will be held on Monday, January 19, 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 FEBRUARY 2, 2004

### FRIENDS OF PLACENTIA BOARD MEETING

President , Eleanor Rankin called the meeting to order. The following Directors were present: Eleanor Rankin, Ginny Sanatar, Jill Botha, Renee Scott, Frances Stoller, Pat Irot, Barbara Hemmerling, Camille Himes, Ted Farkas, and Virginia Walker. Peggy Dinsmore represented the Trustees; Jim Roberts and Laranne Millonzi, the staff. Eleanor introduced Brenda Benner, a guest.

The **minutes** of the January meeting were approved as read. **Treasurer**, Camille Himes reported a balance of \$11,672.09. **Financial Secretary**, Ginny Sanatar, reported deposits for January of \$5,702.40. **Bills**: Jim Roberts reported that 1351 books were given to children of the community at the Christmas Clearing Bureau. Tony Silberfarb spent 4 hours distributing the books according to age appropriate lists. Jim requested payment of \$240.22, an overage for purchase of these books. Pat Irot moved that we pay this bill. Ted Farkas seconded it. The motion carried. Jim and Elizabeth have been working with Lee Castner to update our library sound system. Lee has determined that the existing system is satisfactory for the Community Room. Perhaps, some new microphones or wiring may still be needed. Lee has made brackets in the Community Room for the system. Jim suggested we buy a portable public address system that could be used throughout the library. Lee estimated the cost at \$1000. Pat Irot moved that we purchase this portable system. Virginia Walker seconded this. The motion was carried

**President's Report:** 1) Ted Farkas attended the January Trustee meeting. He said much of the discussion centered on budget concerns. Many plans are being put on hold until finances are certain. 2) Ellie attended the January Foundation meeting. Jean Lasley has been elected President of that group. There are vacancies to fill. 3) Our guest, Brenda Benner is a nominee to replace Shirley Baker on our Friends Board. 4) The secretary read a letter of resignation from Jill Botha. Pat Irot moved and Barbara Hemmerling seconded to accept the resignation with deep regret and grateful thanks. The motion carried. 5) Pat Irot and Eleanor Rankin attended the Annual Meeting of the Yorba Linda Friends on January 22. They have a much larger membership, but had fewer in attendance than we do at our Annual Meeting. They have an Interactive Tutor program for 7-12 graders. Pat suggested we have available the graphs of our financial status at our Annual Meeting. She felt this was well done at the Yorba Linda meeting. These graphs have been prepared by the treasurer and will be used at the Annual Meeting. 6) Author's Brunch: Dennis Smith, Superintendent of Placentia/Yorba Linda Schools will be the Maitre 'd. The menu, aprons, and tickets are all in order. 7) Annual Meeting: Gordon Dillow, columnist in the Orange County Register, will speak. 8) A suggestion was made to Eleanor to change our meeting to a daytime hour. After much discussion a motion was

made to keep the first Monday date, but start at 6:30 PM. The motion was seconded and carried with two dissenting votes.

**Chair Reports:** 1) Publicity, Pat Irot continues to put notices in the local papers. 2) Membership: Ted Farkas said the campaign is going well and we are still receiving memberships. He and Laranne are working on an updated list that will be available next month. 3) Bookstore: Pat Irot. More volunteers are needed. Names of prospective volunteers are being taken from the membership responses. 4) Sunday Book Sale: Ginny Santar. Jill Botha and Barbara Hemmerling will work the February sale. Mary Zamora will work with them to learn the procedures. Good Will has agreed to pick up the remainders, but no textbooks or library discards.

**Library Reports:** Jim Roberts –Literacy-Community Outreach: 1) Jim has arranged Poetry Readings at Placentia Senior Center, Villa de Palma, and Bradford Square. These will be about 45 minutes in length. On March 21 at one PM there will be a poetry reading in the library open to everyone. 2) Jim is planning to honor the Spirit of Volunteerism at our annual meeting. He especially would like to recognize Western State School of Law. There are 23 of their students working in our literacy program, either at the library, Rio Vista or Ruby Drive schools. All other literacy volunteers will be invited and honored. The board encouraged Jim in this idea. Laranne Millonzi-Volunteer Coordinator was praised for the publicity in the Los Angeles Times concerning the reading of Funny in Farsi.

**Announcements:** Miss Placentia 2004 winner—Stephanie Chao. Mini Gourmet sponsor. Board meeting—March 1, 2004 6:30 pm.

**Executive Session:** Eleanor opened the floor to the consideration of Brenda Benner as a new director. Camille Himes moved we elect Brenda to this position. Frances Stoller seconded this motion. The motion carried unanimously.

Barbara Hemmerling, Secretary

PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
February 23, 2004

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti





PLACENTIA LIBRARY DISTRICT  
Summary of Claims Forwarded by the Library Director  
February 23, 2004

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	January 22, 2004	4552	1,907.83
	January 22, 2004	4553	7,552.12
	January 29, 2004	4554	3,016.02
	January 29, 2004	4555	1,271.00
	February 4, 2004	4556	1,804.38
	February 4, 2004	4557	2,212.43
	February 12, 2004	4558	3,513.62
	February 12, 2004	4559	7,067.53
TOTAL BY LIBRARY DIRECTOR			<u>\$ 28,344.93</u>

Prepared by Donna Siloti

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

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

1-28-04

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01879 Photography by John Walcek 119 N. Bradford Ave. Placentia, CA 92870	1/14/04		1800	00		161.63		
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	04-1-53		1400	00		951.59		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	3997		1900	00		52.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2055461 714-528-1906		0700	00		135.18		
	T2055476 714-528-8236		0700	01		35.64		
						170.82		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	382082		1800	00		127.80		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	02/01/04-03/01/04		0300	00		268.82		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1500626		1800	00		80.17		
N06638B Certified Termite & Pest Control, Inc. 1860 Miraloma Ave., Ste. F Placentia, CA 92870	2004-000056		1400	00		95.00		

The claims listed above (totaling \$1,907.83) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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1-28-04

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	12/19/03		1900	01		207.96	2	
N24516B Cliff Kass 184 Cameray Hts. Laguna Niguel, CA 92677	1/20/04		2400	09		88.00		
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	12/19/04		1900	01		145.86	2	
N26013 Paper & Ribbon Supply Co. P.O. Box 3601 Cherry Hill, NJ 08034-0550	153638		1800	00		75.30		
N27626 Zimmer Electric, Inc. 11581 Range View Rd. Mira Loma, CA 91752	407		1400	00		1,736.60		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200401086487		0300	00		4,381.90		
N28353 Donna Siloti c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	12/18/03-12/29/03		2700	01		5.62		
	1/5/04-1/15/04		2700	01		10.88		
						16.50		
N28656 Koff & Associates 18 Crow Canyon Court, Suite 165 San Ramon, CA 94583-1613	January 2004		1900	00		900.00		

The claims listed above (totaling \$7,552.12) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



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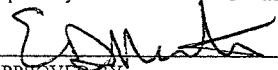
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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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
N01074 The Gas Company PO Box C Monterey Park, CA 91756	12/17/03-1/22/04		2800	00		792.45		
N01877 Julie Shook c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	January 2004		2700	00		82.25		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	February 2004		0300	00		175.29		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1506516		1800	09		17.25		
N06573 First American Trust 421 N. Main St. Santa Ana, CA 92701	12/31/03		1900	00		1,289.25		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	01/21/04		1800	00		439.18		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	2/1/04-3/1/04		0300	00		95.35		
N26874 David Moyle dba Moyle Design Group 404 Windflower Lane Placentia, CA 92870 SSN 552-93-4993	0402		1900	00		125.00	2	

The claims listed above (totaling \$3,016.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

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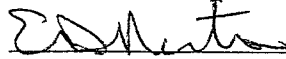
Placentia Library District  
 411 E. Chapman Ave.  
 Placentia, CA 92670

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APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	24629		1400	00		1,271.00		

The claims listed above (totaling \$1,271.00) 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.

  
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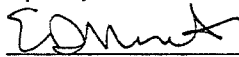
Placentia Library District  
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Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N00642A Employment Development Dept. Attn: Cashier-RB P.O. Box 826219 Sacramento, CA 94230-6219	02/06/04		0310	00		140.00		
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	080651		1800	00		29.50		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	12/18/03-1/21/04		2800	00		176.43		
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	1/27/04-1/29/04		2700	01		12.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2103622 714-223-1698		0700	01		342.40		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	February 2004		1900	00		35.00		
N06808I Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 856056 Louisville, KY 40285-6056	02-04/04		1803	00		550.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20040129		1900	00		519.05		

The claims listed above (totaling \$1,804.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



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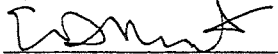
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Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	1/9/04		1900	01		267.38	2	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	1/9/04		1900	01		194.48	2	
N27247 Action Electric Corp. 1001 E. Washington Ave Santa Ana, CA 92701	DM-97083		1400	00		1,750.57		

The claims listed above (totaling \$2,212.43) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
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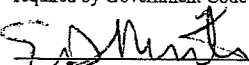
Placentia Library District  
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Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03653 Bear State Air Conditioning 3548 Enterprise Dr. Anaheim, CA 92807-1640	04-2-168		1400	00		305.58		
N03738D Pitney Bowes PO Box 856390 Louisville, KY 40285-6390	469137		1800	00		41.72		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2107867		0700	08		90.82		
	714-524-8408		1800	00		334.81		
						425.63		
	T2121211		0700	01		268.32		
	335-253-2062					693.95		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1518787		1800	00		528.36		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062786		1400	00		1,100.00	2	
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200402-54		1900	00		15.00		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320122		1803	00		14.41		
			2400	01		56.00		
			2700	00		498.06		
						568.47		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	139761		1900	00		260.54		

The claims listed above (totaling \$3,513.62) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

  
APPROVED BY

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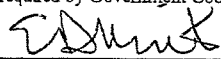
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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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
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	04-02001		1300	01		6,500.00		
N27626 Zimmer Electric, Inc. 11581 Range View Rd. Mira Loma, CA 91752	419		1400	00		252.53		
N28784 Caroline Gurkweitz c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198	02/12/04		2700	00		315.00		

The claims listed above (totaling \$7,067.53) 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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PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
February 23, 2004

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4560	6,381.75
	4561	3,784.84
	4562	1,205.49
	4563	9,509.84
	4564	4,855.19
TOTAL CURRENT CLAIMS		<u>\$25,737.11</u>
PAYROLL	4565	30,603.80
	4566	30,603.80
		<u>\$61,207.60</u>
	<b>TOTAL</b>	<b><u><u>\$86,944.71</u></u></b>

Prepared by: Donna Siloti

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

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APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	56083		0700	00		7.23		
			2800	00		2,987.54		
			1400	00		1,827.00		
						<b>4,821.77</b>		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1930519 1933728		2400	05		394.80		
			2400	05		460.31		
						<b>855.11</b>		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	4116		1900	00		42.00		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	1/14/04-2/17/07		0900	00		149.42		
			0900	08		122.86		
			1800	00		50.55		
			2700	01		35.00		
			2700	03		60.00		
						<b>417.83</b>		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	9/25/03-2/23/04		1800	00		12.37		
			1803	00		1.84		
			2700	01		1.62		
						<b>15.83</b>		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2151549 714-528-1906		0700	00		138.04		
	T2151564 714-528-8236		0700	01		35.42		
						<b>173.46</b>		
N038250 Dept. 31 - 0000073264 Staples Credit Plan P.O. Box 9020 Des Moines, IA 50368-9020	02/06/04		1800	00		55.75		

The claims listed above (totaling \$6,381.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW  
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APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5567684P		2400	05		72.84		
	5604549P		2400	05		303.42		
						376.26		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U647544		2400	01		65.23		
	U647545		2400	01		23.33		
	U656991		2400	01		1,171.11		
	U656992		2400	01		1,025.57		
	U656993		2400	01		57.24		
	U659967		2400	01		63.71		
	U659968		2400	01		24.41		
	U659969		2400	01		79.06		
	U672161		2400	01		25.30		
	U672162		2400	01		75.78		
	U685702		2400	01		39.84		
	U685703		2400	01		55.28		
	U697700		2400	01		28.21		
					2,734.07			
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36904		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	87133384		2400	01		13.46		
	87133385		2400	01		12.51		
	87133386		2400	01		28.19		
	87133387		2400	01		16.02		
	87133388		2400	01		16.91		
	87133389		2400	01		32.08		
	87133390		2400	01		36.10		
	87229592		2400	01		24.00		
	87229593		2400	01		34.22		
	87229594		2400	01		50.67		
	87229595		2400	01		111.63		
	87229596		2400	01		16.84		
	87229597		2400	01		27.31		
	87229598		2400	01		17.50		
	87229599		2400	01		8.33		
	87229600		2400	01		13.24		
					459.01			

The claims listed above (totaling \$3,784.84) 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

COUNTERSIGNED BY

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APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	87229601		2400	01		13.22		
	87229602		2400	01		33.45		
	87229603		2400	01		4.12		
	87229604		2400	01		53.48		
	87265756		2400	01		10.15		
	87265757		2400	01		25.86		
	87265758		2400	01		33.97		
	87265759		2400	01		10.93		
	87265760		2400	01		38.06		
	87265761		2400	01		25.62		
	87265762		2400	01		162.35		
	87389016		2400	01		32.58		
	87389017		2400	01		65.85		
	87389018		2400	01		29.75		
	87389019		2400	01		124.15		
	87389020		2400	01		53.85		
	87389021		2400	01		36.22		
	87389022		2400	01		14.79		
	87389023		2400	01		17.37		
	87389024		2400	01		16.70		
	87389025		2400	01		15.89		
	87389026		2400	01		5.54		
	87389027		2400	01		38.63		
	87389028		2400	01		15.86		
	87389029		2400	01		23.08		
	87389030		2400	01		16.64		
	87389031		2400	01		16.61		
	87389032		2400	01		31.78		
	87389033		2400	01		59.26		
	87421659		2400	01		15.16		
87421660		2400	01		32.16			
87421661		2400	01		33.43			
87421662		2400	01		15.92			
87421663		2400	01		17.43			
87421664		2400	01		17.43			
87421665		2400	01		15.99			
87421666		2400	01		16.80			
87421667		2400	01		15.41			
					<b>1,205.49</b>			

The claims listed above (totaling \$1,205.49) 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

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
N06579 The Gale Group P.O. Box 95501 Chicago, IL 60694-5501	RI 12834276		2400	03		4,526.50		
N13034A OmniGrafix Printing 1571 S. Sunkist St., Ste. L Anaheim, CA 92806	A036066		1800	00		186.41		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	3/1/04-3/31/04		0300	00		775.10		
N24516B Cliff Kass 184 Cameray Hts. Laguna Niguel, CA 92677	012004E		2400	01		200.00		
	012004F		2400	01		8.00		
	012004jnf		2400	01		328.00		
	012004NF		2400	01		40.00		
	012004Pic		2400	01		16.00		
						<b>592.00</b>		
N24943 Harris Infosource 2057 E. Aurora Road Twinsburg, OH 44087	I0029812		2400	01		202.98		
	I0029849		2400	01		189.40		
	I0030019		2400	01		202.98		
						<b>595.36</b>		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1686600		2400	01		45.80		
N26970 LearningExpress, LLC 55 Broadway, 8th Floor New York, NY 10006	20013882		2400	03		2,695.00		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	142030		2400	05		93.67		

The claims listed above (totaling \$9,509.84) 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

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
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	0200402082856		0300	00		4,542.90		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	7821 7822 7823 7824		1300	00		16.67 16.67 16.67 62.87		
						112.88		
(need vendor #) Thomas T. Beeler, Publisher P.O. Box 310 Rollinsford, NH 03869-0310	77158		2400	01		199.41		

The claims listed above (totaling \$4,855.19) 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

4,855.19



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/23/04  
REPORT NO 4565

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District  Account # 2011939659 Route #121000248	03/18/04 Pay period # 19 March 5, 2004 March 18, 2004		0100	00		28,428.98		
	FICA		0200	00		2,174.82		
<b>PLEASE WIRE ON THURSDAY, March 18, 2004</b>								

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

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

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

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

Page Total

30,603.80

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/23/04  
REPORT NO 4566

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District  Account # 2011939659 Route #121000248	04/01/04 Pay period # 20 March 19, 2004 April 1, 2004		0100	00		28,428.98		
	FICA		0200	00		2,174.82		
<b>PLEASE WIRE ON THURSDAY, April 1, 2004</b>								

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

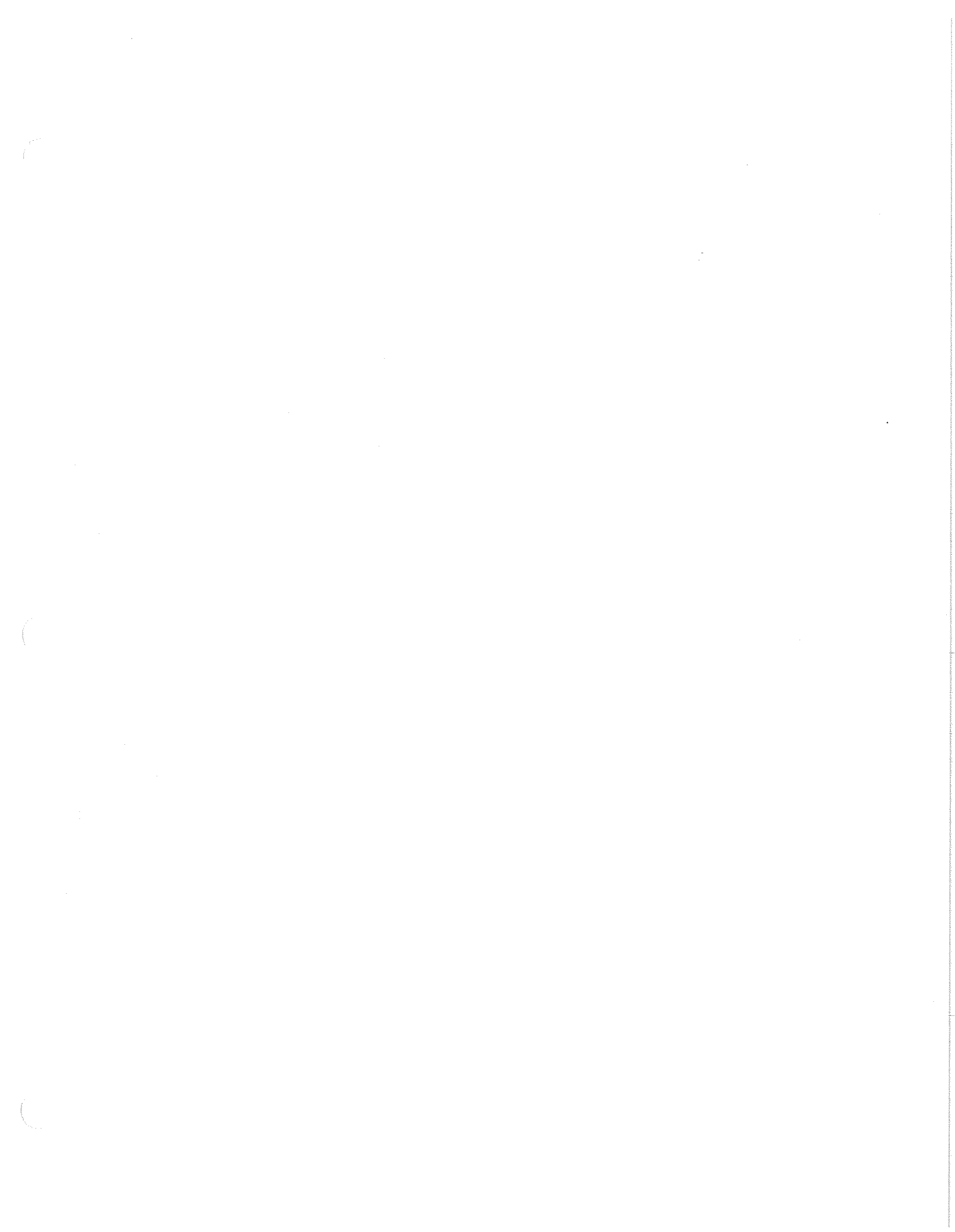
APPROVED BY \_\_\_\_\_

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

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

Page Total

30,603.80



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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:** Cash Flow Analysis  
**DATE:** February 23, 2004

**BACKGROUND:**

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

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

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

**RECOMMENDATION:**

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

Placentia Library District  
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			518,205.57
06/19/03	4463	Payroll to wire Jul 10, 2003		29,765.42	488,440.15
06/19/03	4464	General		910.99	487,529.16
06/30/03	4466	General		11,784.44	475,744.72
06/30/03	4467	General		10,235.12	465,509.60
06/30/03	4468	Payroll to wire Jul 24, 2003		30,603.80	434,905.80
06/30/03	4469	Payroll to wire Aug 7, 2003		30,603.80	404,302.00
07/03/03	4470	General by Library Director		2,350.74	401,951.26
07/03/03	4471	General by Library Director		2,594.89	399,356.37
07/03/03	4472	General by Library Director		3,139.44	396,216.93
07/10/03	4473	General by Library Director		973.96	395,242.97
07/17/03		Secured 2002-2003 #9	16,611.57	41.53	411,813.01
07/17/03		Supplemental 1985+ #1	4,111.95		415,924.96
07/17/03		Delinquent Supplemental	1,567.37		417,492.33
07/17/03		Supplemental 1984	1.73		417,494.06
07/21/03		Teeter Plan Delinquent Secured	14,296.23		431,790.29
07/21/03	4474	General		1,997.58	429,792.71
07/21/03	4475	General		2,706.79	427,085.92
07/21/03	4476	General		5,989.29	421,096.63
07/21/03	4477	Payroll to wire Aug 21, 2003		30,603.80	390,492.83
07/21/03	4478	Payroll to wire Sep 4, 2003		30,603.80	359,889.03
07/24/03	4479	General by Library Director		15,136.23	344,752.80
07/30/03		Library Passport Revenue, Jul	13,829.94		358,582.74
07/30/03		Library Revenue, Jul	1,495.70		360,078.44
07/30/03		Interest	4.48		360,082.92
07/31/03	4480	General by Library Director		3,859.76	356,223.16
07/31/03	4481	General by Library Director		1,229.51	354,993.65
08/07/03	4482	General by Library Director		2,600.86	352,392.79
08/13/03		Supplemental 1985+ #1	6,370.64		358,763.43
08/14/03	4483	General by Library Director		1,041.56	357,721.87
08/14/03	4484	General by Library Director		3,590.30	354,131.57
08/25/03	4485	General		17,771.94	336,359.63
08/25/03	4486	General		2,124.88	334,234.75
08/25/03	4487	General		37,278.11	296,956.64
08/25/03	4488	Payroll to wire Sep 18, 2003		30,603.80	266,352.84
08/25/03	4489	Payroll to wire Oct 2, 2003		30,603.80	235,749.04
08/27/03		Library passport Revenue, Aug	11,900.81		247,649.85
08/27/03		Library revenue, Aug	1,595.67		249,245.52
08/27/03		Non-Govt Grant	1,000.00		250,245.52
08/27/03		Interest	3.90		250,249.42
08/28/03		Interest, Jun accrual	(87.83)		250,161.59
08/28/03	4490	General by Library Director		1,646.04	248,515.55
08/28/03	4491	General by Library Director		5,223.77	243,291.78
08/28/03	4492	General by Library Director		180.00	243,111.78
08/29/03		Interest, Jul	563.41	54.08	243,621.11
09/03/03	4493	General by Library Director		3,155.44	240,465.67
09/03/03	4494	General by Library Director		375.84	240,089.83
09/04/03		State Timber Yield	0.57		240,090.40
09/10/03	4495	General by Library Director		3,564.46	236,525.94

Placentia Library District  
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/10/03	4496	General by Library Director		1,923.32	234,602.62
09/17/03		Library passport Revenue, Sep	6,361.54		240,964.16
09/17/03		State Library ILL Reimbursement	4,161.78		245,125.94
09/17/03		Library revenue, Sep	1,211.75		246,337.69
09/17/03		Interest	3.37		246,341.06
09/18/03		Unsecured 1st	52,712.49	131.78	298,921.77
09/18/03		Supplemental 1985+ #2	1,377.41		300,299.18
09/22/03	4497	General		12,557.47	287,741.71
09/22/03	4498	General		8,512.25	279,229.46
09/22/03	4499	Payroll to wire Oct 16, 2003		30,603.80	248,625.66
09/22/03	4500	Payroll to wire Oct 30, 2003		30,603.80	218,021.86
09/24/03		Literacy Grants through Foundation (2)	7,000.00		225,021.86
09/24/03		Library passport Revenue, Sep	5,085.30		230,107.16
09/24/03		State Library ILL Reimbursement	2,498.12		232,605.28
09/24/03		Library revenue, Sep	518.79		233,124.07
09/25/03	4501	General by Library Director		2,709.95	230,414.12
09/25/03	4502	General by Library Director		10,082.91	220,331.21
09/30/03		Interest, Aug	410.18	44.58	220,696.81
10/01/03	4503	General by Library Director		2,127.02	218,569.79
10/01/03	4504	General by Library Director		46.50	218,523.29
10/09/03	4505	General by Library Director		5,402.39	213,120.90
10/09/03	4506	General by Library Director		10,814.24	202,306.66
10/15/03		Supplemental # 3	6,669.98		208,976.64
10/20/03	4507	General		6,799.75	202,176.89
10/20/03	4508	General		13,343.69	188,833.20
10/20/03	4509	Payroll to wire Nov 13, 2003		30,603.80	158,229.40
10/20/03	4510	Payroll to wire Nov 26, 2003		30,603.80	127,625.60
10/20/03	4511	Payroll to wire Dec 11, 2003		30,603.80	97,021.80
10/23/03		Library passport Revenue, Oct	11,757.36		108,779.16
10/23/03		Library revenue, Oct	2,145.48		110,924.64
10/23/03		Interest, Bank of the West	4.01		110,928.65
10/23/03	4512	General by Library Director		10,016.04	100,912.61
10/23/03	4513	General by Library Director		546.09	100,366.52
10/28/03		Interest, Sep	373.65	37.43	100,702.74
10/30/03	4514	General by Library Director		8,643.14	92,059.60
10/30/03	4515	General by Library Director		6,063.01	85,996.59
11/03/03	4516	General by Library Director		18,196.22	67,800.37
11/05/03	4517	General by Library Director		1,193.18	66,607.19
11/13/03	4518	General by Library Director		10,320.04	56,287.15
11/13/03	4519	General by Library Director		1,840.56	54,446.59
11/17/03		Library passport Revenue, Oct/Nov	8,282.41		62,729.00
11/17/03		Library revenue, Oct/Nov	1,621.84		64,350.84
11/17/03		Raytheon for Literacy	1,003.25		65,354.09
11/17/03		Interest, Bank of the West	3.86		65,357.95
11/20/03		Supplemental #4	3,187.20		68,545.15
11/24/03	4520	General		2,222.45	66,322.70
11/24/03	4521	General		8,296.79	58,025.91
11/24/03	4522	General		8,739.20	49,286.71
11/24/03	4523	General		1,913.95	47,372.76

Placentia Library District  
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/24/03	4524	Payroll to wire Dec 23, 2003		30,603.80	16,768.96
11/24/03	4525	Payroll to wire Jan 8, 2004		30,603.80	-13,834.84
11/25/03		Secured # 1	128,455.44	321.14	114,299.46
11/25/03	4526	General by Library Director		4,006.46	110,293.00
11/25/03	4527	General by Library Director		7,614.01	102,678.99
11/26/03		Interest, Oct.	272.08	29.62	102,921.45
12/04/03		Library passport Revenue, Nov	5,165.65		108,087.10
12/04/03		State Library ILL	4,006.56		112,093.66
12/04/03		Library revenue, Nov	1,078.61		113,172.27
12/04/03	4528	General by Library Director		918.81	112,253.46
12/04/03	4529	General by Library Director		3,717.32	108,536.14
12/10/03		Secured #2	251,220.69	628.05	359,128.78
12/10/03		Homeowner's Subvention	1,044.47		360,173.25
12/11/03	4530	General by Library Director		4,944.40	355,228.85
12/11/03	4531	General by Library Director		713.23	354,515.62
12/13/03		Library revenue, Nov/Dec	(81.80)		354,433.82
12/16/03		Interest, Oct.	272.08		354,705.90
12/18/03		Secured #3	244,599.03	611.50	598,693.43
12/18/03		Supplemental #5	4,326.82		603,020.25
12/18/03		Timber Yield Tax	0.11		603,020.36
12/22/03	4532	General		18,484.23	584,536.13
12/22/03	4533	General		1,523.89	583,012.24
12/22/03	4534	General		33,177.85	549,834.39
12/22/03	4535	General		4,416.57	545,417.82
12/22/03	4536	General		12,781.08	532,636.74
12/22/03	4537	Payroll to wire Jan 22, 2004		30,603.80	502,032.94
12/22/03	4538	Payroll to wire Feb 5, 2004		30,603.80	471,429.14
12/23/03		Interest, Nov	187.75	20.71	471,596.18
12/23/03	4539	General by Library Director		4,615.38	466,980.80
12/23/03	4540	General by Library Director		19,653.93	447,326.87
12/30/03	4541	General by Library Director		2,391.28	444,935.59
12/31/03		State Library Literacy Grant	51,194.00		496,129.59
12/31/03		Library passport Revenue, Dec	6,898.35		503,027.94
12/31/03		Library revenue, Dec	1,468.38		504,496.32
12/31/03		Interest, Bank of the West	3.44		504,499.76
01/06/04	4542	General by Library Director		3,011.46	501,488.30
01/07/04	4543	General by Library Director		2,955.50	498,532.80
01/08/04		Homeowner's Subvention	7,659.48		506,192.28
01/12/04	4544	General by Library Director		3,190.00	503,002.28
01/15/04		Library Revenue, Mighty Ducks Grant	10,000.00		513,002.28
01/15/04		Library passport Revenue, Dec/Jan	4,917.65		517,919.93
01/15/04		Library revenue, Dec/Jan	777.40		518,697.33
01/15/04		Interest, Bank of the West	3.77		518,701.10
01/19/04	4545	General		38,237.61	480,463.49
01/19/04	4546	General		11,983.35	468,480.14
01/19/04	4547	General		1,252.19	467,227.95
01/19/04	4548	General		1,884.29	465,343.66
01/19/04	4549	General		3,562.76	461,780.90
01/19/04	4550	Payroll to wire Feb 19, 2004		10,000.00	451,780.90

Placentia Library District  
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/19/04	4551	Payroll to wire Mar 4, 2004		30,603.80	421,177.10
01/20/04		Secured #4	36,635.51	91.59	457,721.02
01/20/04		Supplemental #6	7,492.52		465,213.54
01/20/04		Unsecured 2nd	3,808.59	9.52	469,012.61
01/22/04	4552	General by Library Director		1,907.83	467,104.78
01/22/04	4553	General by Library Director		7,552.12	459,552.66
01/23/04		Coding correction/Interest	(272.08)		459,280.58
01/28/04		Interest Dec	574.44		459,855.02
01/29/04		Canceled check	9.94	56.73	459,808.23
01/29/04	4554	General by Library Director		3,016.02	456,792.21
01/29/04	4555	General by Library Director		1,271.00	455,521.21
02/04/04	4556	General by Library Director		1,804.38	453,716.83
02/04/04	4557	General by Library Director		2,212.43	451,504.40
02/12/04	4558	General by Library Director		3,513.62	447,990.78
02/12/04	4559	General by Library Director		7,067.53	440,923.25
02/23/04	4560	General		6,381.75	434,541.50
02/23/04	4561	General		3,784.84	430,756.66
02/23/04	4562	General		1,205.49	429,551.17
02/23/04	4563	General		9,509.84	420,041.33
02/23/04	4564	General		4,855.19	415,186.14
02/23/04	4565	Payroll to wire Mar 18, 2004		30,603.80	384,582.34
02/23/04	4566	Payroll to wire Apr 1, 2004		30,603.80	353,978.54
					353,978.54



Placentia Library District  
Property Tax Apportionments  
Fiscal Year 2003-2004

Date	Category	Amount
08/14/03	Prior Year Secured Taxes & Penalties #1 Jul	
08/14/03	Supplemental #1 Jul	
09/11/03	Prior Year Secured Taxes & Penalties #2 Aug	
09/19/03	Supplemental #2 Aug	
09/19/03	Unsecured collections at 8/31/02, #1	80% - 85%
10/16/03	Prior Year Secured Taxes & Penalties #3 Sep	
10/16/03	Supplemental #3 Sep	
11/13/03	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/03	Supplemental #4 Oct	
11/26/03	Current secured #1	7% - 10%
12/11/03	Current secured #2	20% - 25%
12/11/03	Homeowners Property Tax Relief	15%
12/11/03	Prior Year Secured Taxes & Penalties #5 Nov	
12/19/03	Current secured #3	10% - 15%
12/19/03	Supplemental #5 Nov	
01/09/04	Homeowners Property Tax Relief	35%
01/15/04	Prior Year Secured Taxes & Penalties #6 Dec	
01/21/04	Supplemental #6 Dec	
01/21/04	Unsecured collections at 12/31/03, #2	5% - 10%
02/06/04	State-Assessed Public Utility, #1	49% - 50%
02/10/04	Prior Year Secured Taxes & Penalties #7 Jan	
02/19/04	Current secured #4	4% - 7%
02/20/04	Supplemental #7 Jan	
<b>03/11/04</b>	<b>Prior Year Secured Taxes &amp; Penalties #8 Feb</b>	
<b>03/19/04</b>	<b>Current secured #5</b>	<b>5% - 7%</b>
<b>03/19/04</b>	<b>Supplemental #8 Feb</b>	
04/09/04	Unsecured collections at 03/31/04, #3	1% - 3%
04/15/04	Prior Year Secured Taxes & Penalties #9 Mar	
04/15/04	Supplemental #9 Mar	
04/20/04	Current secured #6	15% - 20%
05/11/04	Homeowners Property Tax Relief	35%
05/13/04	Prior Year Secured Taxes & Penalties #10 Apr	
05/21/04	Current secured #7	15% - 20%
05/21/04	Supplemental #10 Apr	
05/27/04	State-Assessed Public Utility, #2	49% - 50%
06/11/04	Homeowners Property Tax Relief	15%
06/17/04	Prior Year Secured Taxes & Penalties #11 May	
06/17/04	Prior Year Unsecured	
06/17/04	Supplemental #11 May	
06/17/04	Unsecured collections at 05/31/04, Final	3% - 6%
07/16/04	Current secured final for FY04	1% - 3%
07/16/04	Delinquent Supplemental, FY04	
07/16/04	Prior Year Secured Taxes & Penalties, FY02 #12 Jun	
07/16/04	Supplemental, FY04 #12 Jun	
07/20/04	Secured Teeter Actual Final Delinquencies, FY03	2% - 4%



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

	Fiscal Year 2003-2004						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-Mar-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Apr-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-May-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Jun-04	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	

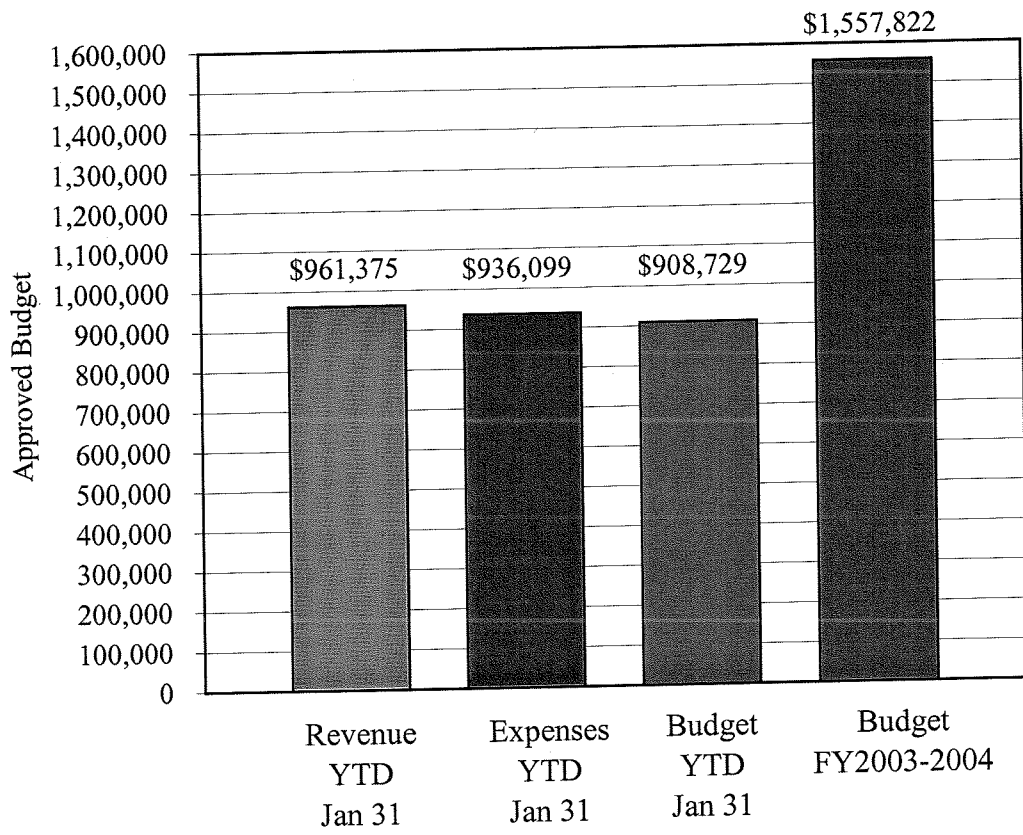
	Fiscal Year 2002-2003						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	EXCL GEN FUND	
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25	
31-Jul-02	116,690.88	9,870.66	158,241.04	295,366.21	9,631.65	589,800.44	294,434.23	
31-Aug-02	117,136.61	9,908.36	158,556.42	242,666.09	9,668.43	537,935.91	295,269.82	
30-Sep-02	117,340.18	9,925.58	158,738.30	257,235.56	9,685.23	552,924.85	295,689.29	
31-Oct-02	117,520.37	9,940.82	158,982.06	151,028.27	9,700.10	447,171.62	296,143.35	
30-Nov-02	117,721.94	9,957.87	109,254.75	270,464.24	9,716.74	517,115.54	246,651.30	
31-Dec-02	117,922.61	9,974.85	109,530.50	561,461.29	9,733.30	808,622.55	247,161.26	
31-Jan-03	118,098.77	9,989.75	109,707.45	500,247.02	9,747.85	747,790.84	247,543.82	
28-Feb-03	118,273.90	10,004.57	109,870.14	466,653.34	9,762.30	714,564.25	247,910.91	
31-Mar-03	118,435.92	10,018.28	110,020.65	477,099.56	9,775.67	725,350.08	248,250.52	
30-Apr-03	118,579.99	10,030.47	110,154.49	550,760.45	9,787.56	799,312.96	248,552.51	
31-May-03	118,720.13	10,042.33	160,284.68	629,234.54	9,799.12	928,080.80	298,846.26	
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76	
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 2003 - 2004

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
REVENUE REPORT FOR FUND 707

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	660,910.67	610,746.92	36,635.51	35,081.94	57.59%
6210-01	Public Utility	22,500	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	(60.93)	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	660,910.67	610,685.99	36,635.51	35,081.94	56.49%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	56,521.08	54,527.97	3,808.59	3,347.60	98.30%
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	27,500	30,907.80	28,991.27	0.00	0.00	112.39%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	40,000	29,424.57	23,337.31	7,492.52	14,481.60	73.56%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	40,000	33,538.25	23,337.31	7,492.52	14,481.60	83.85%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,300	1,567.37	1,363.50	0.00	0.00	120.57%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
	TOTAL TAXES	1,305,072	783,445.17	718,906.04	47,936.62	52,911.14	60.03%

REVENUE REPORT FOR FUND 707

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	2,316.74	3,366.72	302.36	851.64	27.26%
6610-01	Interest - old bond fund	0	3.77	0.00	3.77	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	8,500	2,320.51	3,366.72	306.13	851.64	27.30%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	8,703.95	8,169.27	7,659.48	5,718.49	53.56%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	10,666.46	8,099.44	0.00	0.00	106.66%
6970-01	State - CA Foundation Funds	0	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	22,000	51,194.00	0.00	0.00	0.00	232.70%
6970-03	State - Family Literacy	10,000	0.00	6,030.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	10,000	0.00	130,680.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	5,676.00	0.00	5,676.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.68	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	61,861.14	150,485.44	0.00	5,676.00	118.96%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	11,831.82	16,683.86	777.40	1,929.28	39.44%
7670-01	Local Revenue -- Passport	146,000	74,199.01	60,411.37	4,917.65	8,614.57	50.82%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	19,003.25	11,000.00	10,000.00	0.00	
	TOTAL LOCAL REVENUE	176,000	105,034.08	88,095.23	15,695.05	10,543.85	59.68%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	9.94	0.00	9.94	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,557,822	961,374.79	969,022.70	71,607.22	75,701.12	61.71%



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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	416,746.96	396,083.90	56,857.96	53,224.60	60.01%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	62,905.22	71,654.81	4,349.64	4,071.68	64.10%
	Health & Life Insurance/Blue Shield CA	51,886.00	24,410.88	25,547.90	3,726.76	4,572.98	47.05%
	Long Term Disability/CNA	3,300.00	2,063.28	2,076.76	268.82	535.64	62.52%
	Life Insurance/Fortis & Protective Life	1,405.00	1,498.40	537.45	0.00	0.00	106.65%
	Vision Service Plan/VSP	2,682.00	1,359.15	1,255.86	197.31	208.32	50.68%
	Dental/Ameritas	7,597.00	5,130.90	3,323.90	588.50	571.90	67.54%
0300	Total Employee Insurance	66,870.00	34,462.61	32,741.87	4,781.39	5,888.84	51.54%
0310	Unemployment Insurance	0.00	0.00	394.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	9,683.00	3,127.00	0.00	0.00	96.83%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	523,797.79	504,001.58	65,988.99	63,185.12	60.24%
0700-00	Communications - Telephone	1,750.00	767.28	1,050.76	142.42	73.95	43.84%
0700-01	Communications - Modem/Fax	7,600.00	5,596.54	3,831.62	648.07	714.83	73.64%
0700-02	Communications - Internet/Database	800.00	0.00	504.87	0.00	54.90	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	1,508.50	862.00	215.50	0.00	55.87%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	842.27	817.45	65.48	57.31	56.15%
	Total Communications	14,350.00	8,714.59	7,066.70	1,071.47	900.99	60.73%
0900-00	Food - General Fund	350.00	198.36	68.06	0.00	0.00	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	102.51	85.21	0.00	0.00	
0090-09	Food - Families for Literacy	0.00	298.27	68.63	0.00	0.00	
	Total Food	500.00	599.14	221.90	0.00	0.00	119.83%
1000-00	Household Expense	4,250.00	1,164.02	2,564.22	0.00	0.00	27.39%
1100-00	Insurance - Liability	11,000.00	11,120.12	7,614.40	0.00	0.00	101.09%

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	941.63	1,209.97	100.01	277.52	31.39%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	33,530.00	11,304.37	0.00	996.31	167.65%
1300-07	Maintenance of Equipment - ELLJ Grant	0.00	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	500.00	0.00	234.63	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	23,500.00	34,471.63	12,748.97	100.01	1,273.83	146.69%
	HVAC	7,500.00	2,265.86	5,689.88	951.59	0.00	30.21%
	Carpet Cleaning	2,750.00	522.72	430.98	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500.00	16,552.01	17,409.92	2,268.40	2,283.32	60.19%
	Plumbing	3,000.00	1,863.59	928.22	0.00	107.75	62.12%
	Electrical	1,500.00	3,137.41	1,442.49	1,736.00	0.00	209.16%
	Cleaning Service	13,700.00	7,700.00	7,700.00	1,100.00	1,100.00	56.20%
	Locksmith	1,000.00	64.50	1,182.86	64.50	83.38	6.45%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	6,262.28	1,387.59	2,343.00	386.40	104.37%
1400-00	Total Maintenance of Building & Grounds	62,950.00	38,368.37	36,171.94	8,463.49	3,960.85	60.95%
1600-00	Memberships - General Fund	2,200.00	3,287.00	1,618.00	80.00	1,478.00	149.41%
1600-07	Memberships - ELLJ Grant	0.00	0.00	125.00	0.00	125.00	
1600-08	Memberships - Adult Literacy	550.00	100.00	480.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,750.00	3,387.00	2,223.00	80.00	1,603.00	123.16%
1700-00	Miscellaneous Expense - General Fund	0.00	4,711.58	3,285.00	114.58	1,935.00	
1700-07	Miscellaneous Expense - ELLJ Grant	0.00	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0.00	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0.00	4,711.58	3,285.00	114.58	1,935.00	

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
1800-00	Library Supplies	12,000.00	6,521.73	6,942.49	162.23	2,446.98	54.35%
	Printing	11,500.00	7,666.87	5,632.23	289.43	463.62	66.67%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	268.82	861.55	0.00	213.80	24.44%
	Paper	700.00	388.53	184.43	0.00	0.00	55.50%
	Drinking Water Service	350.00	192.50	192.50	27.50	27.50	55.00%
	Other Office Supplies	10,000.00	7,439.40	4,587.72	679.58	442.09	74.39%
	Total Office Supply Expense - General Fund	35,650.00	22,477.85	18,400.92	1,158.74	3,593.99	63.05%
1800-07	ELLJ Grant Supply Expense	0.00	255.71	901.06	0.00	0.00	
	Printing	1,500.00	1,141.50	0.00	0.00	0.00	
	Publications	2,500.00	449.92	4,045.59	0.00	0.00	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	306.93	0.00	50.19	
	Total Adult Literacy Office Supply Expense	5,500.00	1,591.42	4,352.52	0.00	50.19	28.93%
1800-09	Supply Expense Families for Literacy	2,500.00	1,456.99	108.54	0.00	0.00	
	Total Office Expense	43,650.00	25,781.97	23,763.04	1,158.74	3,644.18	59.07%
1803-00	Postage Expense - General Fund	4,500.00	2,011.47	2,772.70	36.85	0.00	44.70%
1803-01	Postage Expense - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100.00	37.00	50.00	0.00	0.00	37.00%
1803-09	Postage Expense - Families for Literacy	150.00	37.00	50.00	0.00	0.00	
	Total Postage Expense	4,750.00	2,085.47	2,872.70	36.85	0.00	43.90%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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February 23, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	245.00	245.00	35.00	70.00	58.33%
	Pension Contribution & Operating Expenses	7,000.00	4,055.88	5,126.63	0.00	1,397.53	57.94%
	Anaheim Consortium Automated Library System	34,000.00	32,222.53	30,169.74	31,576.03	30,169.74	94.77%
	Anaheim Consortium Computer Technical & Consulting Services	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	346.00	247.71	52.00	0.00	68.65%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	7,387.68	7,269.04	56.73	56.68	86.91%
	Advertising (Including WEB Site)	4,000.00	1,367.50	1,127.52	15.00	0.00	34.19%
	Medical Exams	1,200.00	499.00	817.50	55.50	111.00	41.58%
	Collection Services - Accounts Receivable	2,250.00	1,326.11	1,189.54	145.09	82.45	58.94%
	Audit & Accounting Services	5,250.00	5,420.00	4,385.00	575.00	0.00	103.24%
	Payroll Preparation	3,600.00	1,814.91	1,829.06	306.50	432.50	50.41%
	Election Expenses	0.00	0.00	0.00	0.00	0.00	
	Staff Training in Library	3,500.00	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	14,000.00	29,058.39	4,648.15	2,700.00	45.53	207.56%
1900-00	Total Specialized Services - General Fund	84,224.00	83,743.00	57,054.89	35,516.85	32,365.43	99.43%
1900-01	Specialized Services - Partnerships for Change Grant	0.00	933.68	0.00	353.82	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	471.74	0.00	471.74	
1900-08	Specialized Services - Adult Literacy	5,000.00	3,860.00	4,370.85	0.00	1,311.58	77.20%
1900-09	Specialized Services - Families for Literacy	500.00	1,150.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	1,793.58	1,736.24	101.11	96.07	14.35%
	Total Specialized Services	102,224.00	91,480.26	63,633.72	35,971.78	34,244.82	89.49%
2000-00	Legal Notices - General Fund	650.00	192.24	137.70	0.00	0.00	29.58%
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
	Total Legal Notices	650.00	192.24	137.70	0.00	0.00	29.58%
2100-00	Rents/Leases-Equipment	400.00	559.74	313.58	54.82	0.00	

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	58,214.38	58,208.29	0.00	7,471.65	55.44%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0.00	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	131,840.00	31,259.59	31,489.92	14,331.64	7,203.87	23.71%
2400-02	Special Department Expense - Video	0.00	2,710.79	0.00	16.23	0.00	
2400-03	Special Department Expense - Electronic	0.00	14,172.19	31,790.29	0.00	1,140.87	
2400-04	Special Department Expense - Periodicals	0.00	7,507.58	7,766.01	0.00	105.20	
2400-05	Special Department Expense - Audio	0.00	4,550.97	4,599.56	415.82	2,410.57	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	1,175.67	0.00	23.57	
2400-08	Special Department Expense - Adult Literacy	2,000.00	1,811.96	4,979.93	0.00	0.00	90.60%
2400-09	Special Department Expense - Families for Literacy	0.00	2,940.65	794.08	88.00	36.78	
	Total Special Department Expense	133,840.00	65,769.46	82,595.46	14,851.69	10,920.86	49.14%
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500.00	810.70	2,093.56	810.70	39.61	32.43%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	1,789.90	2,941.04	116.50	95.94	39.78%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500.00	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750.00	1,020.00	399.00	0.00	0.00	136.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0.00	22.32	393.68	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	0.00	1,025.35	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	52.56	147.30	0.00	20.81	
	Total Transportation/Travel - Meetings	10,250.00	3,695.48	6,999.93	927.20	156.36	36.05%

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

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 JAN 2004	FY2002-2003 JAN 2003	FY2003-2004 % EXP BUD
2800-00	Electricity	60,000.00	28,448.85	14,500.67	2,950.98	0.00	47.41%
	Gas	3,500.00	1,639.39	625.52	0.00	299.42	46.84%
	Water	3,750.00	2,216.58	2,165.77	248.90	137.65	59.11%
	Total Utilities	67,250.00	32,304.82	17,291.96	3,199.88	437.07	48.04%
	<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>587,314.00</b>	<b>382,620.27</b>	<b>327,712.51</b>	<b>66,030.51</b>	<b>66,548.61</b>	<b>65.15%</b>
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	5,725.84	5,383.80	3,190.00	3,044.00	143.15%
4000-00	Equipment - General Fund	20,000.00	23,954.73	5,420.29	3,241.84	3,610.14	119.77%
4000-07	Equipment - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	0.00	0.00	2,726.01	0.00	0.00	
4000-09	Equipment - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0.00	0.00	0.00	0.00	0.00	
	Total Equipment	20,000.00	23,954.73	8,146.30	3,241.84	3,610.14	119.77%
4200-00	Structures/Improvements	0.00	0.00	462.25	0.00	0.00	
5200	<b>TOTAL EQUIPMENT EXPENSE</b>	<b>20,000.00</b>	<b>23,954.73</b>	<b>8,608.55</b>	<b>3,241.84</b>	<b>3,610.14</b>	<b>119.77%</b>
5600	PROVISION FOR CONTINGENCIES	77,000.00	0.00	0.00	0.00	0.00	
	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	<b>TOTAL EXPENSES</b>	<b>1,557,822.00</b>	<b>936,098.63</b>	<b>845,706.44</b>	<b>138,451.34</b>	<b>136,387.87</b>	<b>60.09%</b>
	ELLI Grant Summary Object Code 07	0	1,094	3,067	0	620	1.99
	CLC Summary Object Code 08	16,300	8,345	19,122	65	1,419	
	FFL Grant Summary Object Code 09	3,150	5,935	1,169	88	58	
	<b>TOTAL LITERACY (Excluding Personnel)</b>	<b>19,450</b>	<b>15,374</b>	<b>23,358</b>	<b>153</b>	<b>2,097</b>	

02/10/04

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

	<u>Jan 31, 04</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	788.82
County Exempt - Savings	4,935.61
General Fund - Checking	12,725.76
General Fund - Savings	13,927.85
Literacy Fund - Savings	6,719.48
Payroll Checking - Wells Fargo	33,414.23
Payroll Checking (CDs)	
0028205565	21,722.00
0028205573	21,722.00
<b>Total Payroll Checking (CDs)</b>	<u>43,444.00</u>
<b>Total Checking/Savings</b>	<u>115,955.75</u>
<b>Total Current Assets</b>	<u>115,955.75</u>
<b>TOTAL ASSETS</b>	<u><u>115,955.75</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	10,558.01
<b>Total Equity</b>	<u>115,955.75</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>115,955.75</u></u>

Placentia Library District  
 Profit & Loss by Class  
 January 2004

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
<b>Income</b>					
COE Interest	1.19	0.00	0.00	0.00	1.19
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	580.00	0.00	0.00	0.00	580.00
COE Passport Chck Reimbursement	2,420.00	0.00	0.00	0.00	2,420.00
GF Bankcard Deposit	0.00	3,049.36	0.00	0.00	3,049.36
GF Cash Register - Copy/Debit	0.00	241.90	0.00	0.00	241.90
GF Cash Register - Fines	0.00	2,122.67	0.00	0.00	2,122.67
GF Cash Register - Lost Items	0.00	278.40	0.00	0.00	278.40
GF Cash Register - Misc.	0.00	3.00	0.00	0.00	3.00
GF Cash Register - Reserves	0.00	90.50	0.00	0.00	90.50
GF County Reimbursements	0.00	2,998.94	0.00	0.00	2,998.94
GF Interest	0.00	7.68	0.00	0.00	7.68
GF Miscellaneous Income	0.00	913.97	0.00	0.00	913.97
GF Non Government Grant	0.00	10,000.00	0.00	0.00	10,000.00
GF Passport Revenue	0.00	13,390.57	0.00	0.00	13,390.57
GF State Library Grants	0.00	69.00	0.00	0.00	69.00
GF Typewriter Income	0.00	9.15	0.00	0.00	9.15
LIT Book Sales	0.00	0.00	25.86	0.00	25.86
LIT Interest Inc - Savings	0.00	0.00	1.70	0.00	1.70
PA Wire Transfer from County	0.00	0.00	0.00	61,207.60	61,207.60
<b>Total Income</b>	<b>3,041.07</b>	<b>33,175.14</b>	<b>27.56</b>	<b>61,207.60</b>	<b>97,451.37</b>
<b>Expense</b>					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Meeting Room Maintenance	155.52	0.00	0.00	0.00	155.52
COE Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
COE Passport Expenses	2,285.00	0.00	0.00	0.00	2,285.00
GF Bank Return Check Item/Fees	0.00	8.00	0.00	0.00	8.00
GF Bankcard Service Charge	0.00	105.98	0.00	0.00	105.98
GF Food	0.00	61.42	0.00	0.00	61.42
GF Miscellaneous	0.00	-186.75	0.00	0.00	-186.75
GF Office Expense	0.00	50.55	0.00	0.00	50.55
GF Postage	0.00	-4.06	0.00	0.00	-4.06
GF Transfer to COE	0.00	1,440.00	0.00	0.00	1,440.00
GF Transfer to GF Savings	0.00	1,073.81	0.00	0.00	1,073.81
GF Transfers to County	0.00	15,885.57	0.00	0.00	15,885.57
GF Travel Staff	0.00	60.00	0.00	0.00	60.00
GF Travel Trustees	0.00	60.00	0.00	0.00	60.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	4,542.28	4,542.28
PA Employee 125 Co-Pay	0.00	0.00	0.00	655.14	655.14
PA Employee Life Insurance	0.00	0.00	0.00	39.88	39.88



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

2:55 PM  
 02/10/04  
 Accrual Basis

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	14,798.20	14,798.20
PA Salaries	0.00	0.00	0.00	37,545.09	37,545.09
<b>Total Expense</b>	<b>2,451.52</b>	<b>18,554.52</b>	<b>0.00</b>	<b>57,580.59</b>	<b>78,586.63</b>
<b>Net Income</b>	<b>589.55</b>	<b>14,620.62</b>	<b>27.56</b>	<b>3,627.01</b>	<b>18,864.74</b>

Placentia Library District  
**Profit & Loss by Class**  
 July 2003 through January 2004

02/10/04

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	7.09	0.00	0.00	0.00	7.09
COE Life Insur Suplmt(EDM)	319.04	0.00	0.00	0.00	319.04
COE Meeting Room Income	3,690.00	0.00	0.00	0.00	3,690.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	22,923.80	0.00	0.00	0.00	22,923.80
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	360.00	0.00	0.00	0.00	360.00
GF Bankcard Deposit	0.00	26,180.59	0.00	0.00	26,180.59
GF Cash Register - Childrens	0.00	374.00	0.00	0.00	374.00
GF Cash Register - Copy/Debit	0.00	1,571.75	0.00	0.00	1,571.75
GF Cash Register - Fines	0.00	10,129.77	0.00	0.00	10,129.77
GF Cash Register - Lost Items	0.00	657.91	0.00	0.00	657.91
GF Cash Register - Misc.	0.00	141.23	0.00	0.00	141.23
GF Cash Register - Reserves	0.00	675.10	0.00	0.00	675.10
GF County Reimbursements	0.00	2,998.94	0.00	0.00	2,998.94
GF Fed Work Study Reimbursement	0.00	7,441.69	0.00	0.00	7,441.69
GF Interest	0.00	30.03	0.00	0.00	30.03
GF Miscellaneous Income	0.00	1,136.52	0.00	0.00	1,136.52
GF Non Government Grant	0.00	19,003.25	0.00	0.00	19,003.25
GF Office Expense Reimbursement	0.00	31.10	0.00	0.00	31.10
GF Passport Revenue	0.00	80,659.63	0.00	0.00	80,659.63
GF Return Check Fee	0.00	55.00	0.00	0.00	55.00
GF Rotary	0.00	10.36	0.00	0.00	10.36
GF Special Grants	0.00	1,500.00	0.00	0.00	1,500.00
GF State Library Grants	0.00	51,263.00	0.00	0.00	51,263.00
GF State Library Reimbursements	0.00	10,666.46	0.00	0.00	10,666.46
GF Transfer from Foundation AAB	0.00	869.35	0.00	0.00	869.35
GF Transfers from County	0.00	3,699.05	0.00	0.00	3,699.05
GF Typewriter Income	0.00	9.15	0.00	0.00	9.15
LIT Book Sales	0.00	0.00	827.52	0.00	827.52
LIT Interest Inc - Savings	0.00	0.00	11.42	0.00	11.42
PA Interest Inc - CD's	0.00	0.00	0.00	638.62	638.62
PA Wire Transfer from County	0.00	0.00	0.00	458,218.62	458,218.62
PA Wire Transfer from Paychex	0.00	0.00	0.00	87.33	87.33
Total Income	30,053.78	219,103.88	838.94	458,944.57	708,941.17

**Placentia Library District  
Profit & Loss by Class  
July 2003 through January 2004**

Expense	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Bank fees	77.00	0.00	0.00	0.00	77.00
COE Childn's Summer Rding Prgm	1,332.19	0.00	0.00	0.00	1,332.19
COE Children's Camp Library	462.10	0.00	0.00	0.00	462.10
COE Friend's Director's Fund	754.59	0.00	0.00	0.00	754.59
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	1,244.16	0.00	0.00	0.00	1,244.16
COE Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
COE Passport Expenses	23,858.80	0.00	0.00	0.00	23,858.80
COE Staff Appreciation	736.90	0.00	0.00	0.00	736.90
GF Advertising Expense	0.00	160.00	0.00	0.00	160.00
GF Bank Return Check Item/Fees	0.00	24.00	0.00	0.00	24.00
GF Bankcard Service Charge	0.00	1,107.80	0.00	0.00	1,107.80
GF Food	0.00	416.86	0.00	0.00	416.86
GF Insurance	0.00	-31.10	0.00	0.00	-31.10
GF Literacy	0.00	2,581.35	0.00	0.00	2,581.35
GF Memberships	0.00	45.00	0.00	0.00	45.00
GF Miscellaneous	0.00	-53.98	0.00	0.00	-53.98
GF Office Expense	0.00	1,025.22	0.00	0.00	1,025.22
GF Postage	0.00	124.30	0.00	0.00	124.30
GF Prof & Spec Services	0.00	494.47	0.00	0.00	494.47
GF Transfer to COE	0.00	14,139.79	0.00	0.00	14,139.79
GF Transfer to Foundation	0.00	50.00	0.00	0.00	50.00
GF Transfer to GF Savings	0.00	8,071.29	0.00	0.00	8,071.29
GF Transfer to Literacy Savings	0.00	103.44	0.00	0.00	103.44
GF Transfers to County	0.00	176,410.13	0.00	0.00	176,410.13
GF Travel Staff	0.00	448.00	0.00	0.00	448.00
GF Travel Trustees	0.00	415.00	0.00	0.00	415.00
LIT Tutor Training Materials	0.00	0.00	2,155.00	0.00	2,155.00
PA Bank fees	0.00	0.00	0.00	70.00	70.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	21,287.72	21,287.72
PA Employee 125 Co-Pay	0.00	0.00	0.00	4,026.37	4,026.37
PA Employee Life Insurance	0.00	0.00	0.00	319.04	319.04
PA Payroll Taxes	0.00	0.00	0.00	121,932.12	121,932.12
PA Salaries	0.00	0.00	0.00	313,879.95	313,879.95
<b>Total Expense</b>	<b>29,181.39</b>	<b>205,531.57</b>	<b>2,155.00</b>	<b>461,515.20</b>	<b>698,383.16</b>
<b>Net Income</b>	<b>872.39</b>	<b>13,572.31</b>	<b>-1,316.06</b>	<b>-2,570.63</b>	<b>10,558.01</b>

**Placentia Library District  
Reconciliation Detail  
County Exempt - Checking, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,847.67
<b>Cleared Transactions</b>						
<b>Checks and Payments - 32 items</b>						
Check	12/21/2003	4770	Passport Services	X	-400.00	-400.00
Check	12/22/2003	4771	Passport Services	X	-115.00	-515.00
Check	12/29/2003	4774	Passport Services	X	-40.00	-555.00
Check	12/29/2003	4775	Passport Services	X	-55.00	-610.00
Check	12/29/2003	4776	Passport Services	X	-40.00	-650.00
Check	12/29/2003	4777	Passport Services	X	-55.00	-705.00
Check	12/30/2003	4780	Passport Services	X	-55.00	-760.00
Check	12/30/2003	4781	Passport Services	X	-115.00	-875.00
Check	12/30/2003	4782	Passport Services	X	-55.00	-930.00
Check	12/30/2003	4778	Placentia Library G...	X	-186.75	-1,116.75
Check	1/3/2004	4783	Passport Services	X	-40.00	-1,156.75
Check	1/4/2004	4784	Passport Services	X	-55.00	-1,211.75
Check	1/6/2004	4787	Passport Services	X	-80.00	-1,291.75
Check	1/6/2004	4785	Passport Services	X	-55.00	-1,346.75
Check	1/6/2004	4786	Passport Services	X	-55.00	-1,401.75
Check	1/7/2004	4788	Passport Services	X	-55.00	-1,456.75
Check	1/7/2004	4789	Passport Services	X	-115.00	-1,571.75
Check	1/10/2004	4790	Passport Services	X	-55.00	-1,626.75
Check	1/10/2004	4791	Passport Services	X	-55.00	-1,681.75
Check	1/12/2004	4792	Passport Services	X	-55.00	-1,736.75
Check	1/13/2004	4793	Passport Services	X	-40.00	-1,776.75
Check	1/13/2004	4794	Passport Services	X	-40.00	-1,816.75
Check	1/14/2004	4796	Passport Services	X	-55.00	-1,871.75
Check	1/14/2004	4795	Passport Services	X	-55.00	-1,926.75
Check	1/14/2004	4797	Passport Services	X	-100.00	-2,026.75
Check	1/15/2004	4798	Passport Services	X	-55.00	-2,081.75
Check	1/15/2004	4800	Passport Services	X	-115.00	-2,196.75
Check	1/15/2004	4799	Passport Services	X	-55.00	-2,251.75
Check	1/18/2004	4801	Passport Services	X	-110.00	-2,361.75
Check	1/19/2004	4802	Passport Services	X	-55.00	-2,416.75
Check	1/20/2004	4803	Passport Services	X	-100.00	-2,516.75
Check	1/31/2004			X	-11.00	-2,527.75
<b>Total Checks and Payments</b>					<b>-2,527.75</b>	<b>-2,527.75</b>
<b>Deposits and Credits - 16 items</b>						
Deposit	12/29/2003			X	0.00	0.00
Deposit	1/5/2004			X	55.00	55.00
Deposit	1/5/2004			X	40.00	95.00
Deposit	1/5/2004			X	55.00	150.00
Deposit	1/6/2004			X	1,440.00	1,590.00
Deposit	1/7/2004			X	55.00	1,645.00
Deposit	1/8/2004			X	55.00	1,700.00
Deposit	1/12/2004			X	110.00	1,810.00
Deposit	1/12/2004			X	55.00	1,865.00
Deposit	1/13/2004			X	40.00	1,905.00
Deposit	1/14/2004			X	155.00	2,060.00
Deposit	1/15/2004			X	115.00	2,175.00
Deposit	1/22/2004			X	110.00	2,285.00
Deposit	1/26/2004			X	80.00	2,365.00
Deposit	1/27/2004			X	55.00	2,420.00
Deposit	1/28/2004			X	55.00	2,475.00
<b>Total Deposits and Credits</b>					<b>2,475.00</b>	<b>2,475.00</b>
<b>Total Cleared Transactions</b>					<b>-52.75</b>	<b>-52.75</b>
<b>Cleared Balance</b>					<b>-52.75</b>	<b>1,794.92</b>

## Placentia Library District Reconciliation Detail

### County Exempt - Checking, Period Ending 01/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 15 items</b>						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	12/30/2003	4779	Elizabeth D Minter		-11.10	-121.10
Check	1/21/2004	4804	Passport Services		-55.00	-176.10
Check	1/22/2004	4805	Passport Services		-55.00	-231.10
Check	1/22/2004	4806	Passport Services		-80.00	-311.10
Check	1/25/2004	4807	Passport Services		-110.00	-421.10
Check	1/25/2004	4808	Passport Services		-40.00	-461.10
Check	1/26/2004	4809	Passport Services		-55.00	-516.10
Check	1/27/2004	4811	Passport Services		-55.00	-571.10
Check	1/27/2004	4812	Passport Services		-55.00	-626.10
Check	1/29/2004	4814	Passport Services		-55.00	-681.10
Check	1/29/2004	4813	Passport Services		-175.00	-856.10
Check	1/31/2004	4817	Passport Services		-40.00	-896.10
Check	1/31/2004	4816	Passport Services		-55.00	-951.10
Check	1/31/2004	4815	Passport Services		-55.00	-1,006.10
Total Checks and Payments					-1,006.10	-1,006.10
Total Uncleared Transactions					-1,006.10	-1,006.10
Register Balance as of 01/31/2004					-1,058.85	788.82
<b>New Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	2/1/2004	4818	American Lung Ass...		-50.00	-50.00
Check	2/2/2004	4822	Passport Services		-55.00	-105.00
Check	2/2/2004	4821	Passport Services		-115.00	-220.00
Check	2/2/2004	4820	Passport Services		-55.00	-275.00
Check	2/2/2004	4819	Passport Services		-55.00	-330.00
Check	2/4/2004	4823	Passport Services		-128.65	-458.65
Check	2/5/2004	4826	Passport Services		-115.00	-573.65
Check	2/5/2004	4825	Passport Services		-55.00	-628.65
Check	2/5/2004	4824	Passport Services		-55.00	-683.65
Check	2/7/2004	4828	Passport Services		-55.00	-738.65
Check	2/7/2004	4827	Passport Services		-55.00	-793.65
Check	2/7/2004	4829	Passport Services		-80.00	-873.65
Total Checks and Payments					-873.65	-873.65
<b>Deposits and Credits - 3 items</b>						
Deposit	2/2/2004				175.00	175.00
Deposit	2/2/2004				150.00	325.00
Deposit	2/3/2004				1,035.00	1,360.00
Total Deposits and Credits					1,360.00	1,360.00
Total New Transactions					486.35	486.35
Ending Balance					-572.50	1,275.17

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**Placentia Library District  
Reconciliation Detail  
County Exempt - Savings, Period Ending 01/31/2004**

Agenda Item 15  
County Exempt Savings  
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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						4,680.58
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	12/29/2003	1515	Greg's Carpet & Up...	X	-155.52	-155.52
Check	1/7/2004	1516	Placentia Library Di...	X	-55.00	-210.52
Check	1/26/2004	1517	Greg's Carpet & Up...	X	-155.52	-366.04
<b>Total Checks and Payments</b>					<u>-366.04</u>	<u>-366.04</u>
<b>Deposits and Credits - 13 items</b>						
Deposit	1/8/2004			X	30.00	30.00
Deposit	1/12/2004			X	30.00	60.00
Deposit	1/12/2004			X	40.00	100.00
Deposit	1/14/2004			X	19.94	119.94
Deposit	1/15/2004			X	30.00	149.94
Deposit	1/20/2004			X	65.00	214.94
Deposit	1/21/2004			X	255.00	469.94
Deposit	1/22/2004			X	30.00	499.94
Deposit	1/22/2004			X	35.00	534.94
Deposit	1/26/2004			X	35.00	569.94
Deposit	1/28/2004			X	19.94	589.88
Deposit	1/29/2004			X	30.00	619.88
Deposit	1/31/2004			X	1.19	621.07
<b>Total Deposits and Credits</b>					<u>621.07</u>	<u>621.07</u>
<b>Total Cleared Transactions</b>					<u>255.03</u>	<u>255.03</u>
<b>Cleared Balance</b>					<u>255.03</u>	<u>4,935.61</u>
<b>Register Balance as of 01/31/2004</b>					255.03	4,935.61
<b>New Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	2/3/2004				35.00	35.00
Deposit	2/5/2004				30.00	65.00
<b>Total Deposits and Credits</b>					<u>65.00</u>	<u>65.00</u>
<b>Total New Transactions</b>					<u>65.00</u>	<u>65.00</u>
<b>Ending Balance</b>					<u><u>320.03</u></u>	<u><u>5,000.61</u></u>

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## Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 01/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,692.50
<b>Cleared Transactions</b>						
<b>Checks and Payments - 12 items</b>						
Check	12/29/2003	4799	Ingram Library Serv...	X	-72.58	-72.58
Check	12/31/2003	4800	US Postmaster Pla...	X	-26.70	-99.28
Check	1/2/2004		Bank of the West	X	-98.81	-198.09
Check	1/4/2004	4801	Placentia Library Di...	X	-1,440.00	-1,638.09
Check	1/5/2004		Bank of the West	X	-2.67	-1,640.76
Check	1/7/2004	4805	Placentia Library G...	X	-1,073.81	-2,714.57
Check	1/10/2004	4803	American Library A...	X	-25.00	-2,739.57
Check	1/14/2004	4806	Placentia Chamber ...	X	-30.00	-2,769.57
Check	1/16/2004	4807	Sam's Club	X	-61.42	-2,830.99
Check	1/19/2004	4809	Smart & Final	X	-50.55	-2,881.54
Check	1/21/2004		Bank of the West	X	-4.50	-2,886.04
Check	1/21/2004	4811	Placentia Chamber ...	X	-20.00	-2,906.04
<b>Total Checks and Payments</b>					-2,906.04	-2,906.04
<b>Deposits and Credits - 32 items</b>						
Deposit	1/2/2004			X	30.00	30.00
Deposit	1/5/2004			X	30.00	60.00
Deposit	1/5/2004			X	60.00	120.00
Deposit	1/6/2004			X	25.70	145.70
Deposit	1/7/2004			X	234.00	379.70
Deposit	1/7/2004			X	29.14	408.84
Deposit	1/7/2004			X	2,998.94	3,407.78
Deposit	1/8/2004			X	138.80	3,546.58
Deposit	1/8/2004			X	142.00	3,688.58
Check	1/9/2004	4802	American Library A...	X	0.00	3,688.58
Check	1/11/2004	4804	American Library A...	X	0.00	3,688.58
Deposit	1/12/2004			X	15.95	3,704.53
Deposit	1/12/2004			X	60.00	3,764.53
Deposit	1/13/2004			X	190.89	3,955.42
Deposit	1/14/2004			X	150.00	4,105.42
Deposit	1/14/2004			X	58.29	4,163.71
Deposit	1/15/2004			X	90.00	4,253.71
Deposit	1/16/2004			X	174.00	4,427.71
Check	1/19/2004	4808	Elizabeth D Minter	X	0.00	4,427.71
Deposit	1/20/2004			X	232.00	4,659.71
Deposit	1/20/2004			X	60.00	4,719.71
Deposit	1/20/2004			X	195.03	4,914.74
Deposit	1/20/2004			X	29.14	4,943.88
Deposit	1/21/2004			X	132.00	5,075.88
Deposit	1/22/2004			X	187.20	5,263.08
Deposit	1/23/2004			X	84.52	5,347.60
Deposit	1/26/2004			X	90.00	5,437.60
Deposit	1/26/2004			X	72.00	5,509.60
Deposit	1/27/2004			X	129.30	5,638.90
Deposit	1/28/2004			X	172.00	5,810.90
Deposit	1/28/2004			X	151.00	5,961.90
Deposit	1/29/2004			X	86.40	6,048.30
<b>Total Deposits and Credits</b>					6,048.30	6,048.30
<b>Total Cleared Transactions</b>					3,142.26	3,142.26
<b>Cleared Balance</b>					3,142.26	12,834.76

**Placentia Library District  
Reconciliation Detail  
General Fund - Checking, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	10/28/2003	4769	Debra Haag		-64.00	-64.00
Check	1/21/2004	4810	CALTAC		-45.00	-109.00
Total Checks and Payments					-109.00	-109.00
Total Uncleared Transactions					-109.00	-109.00
Register Balance as of 01/31/2004					3,033.26	12,725.76
<b>New Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	2/2/2004	4813	Placentia Library Di...		-1,035.00	-1,035.00
Check	2/2/2004	4812	Sophia's Greek Cui...		-100.00	-1,135.00
Check	2/4/2004	4814	Placentia Library G...		-2,067.01	-3,202.01
Total Checks and Payments					-3,202.01	-3,202.01
<b>Deposits and Credits - 1 item</b>						
Deposit	2/2/2004				186.78	186.78
Total Deposits and Credits					186.78	186.78
Total New Transactions					-3,015.23	-3,015.23
<b>Ending Balance</b>					<b>18.03</b>	<b>9,710.53</b>

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**Placentia Library District  
Reconciliation Detail  
General Fund - Savings, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						65,293.01
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
Check	12/30/2003	1224	Orange County Aud...	X	-62,789.24	-62,789.24
Check	1/12/2004	1225	Orange County Aud...	X	-15,885.57	-78,674.81
Check	1/16/2004		Bank of the West	X	-30.00	-78,704.81
Check	1/16/2004		Bank of the West	X	-4.00	-78,708.81
Check	1/29/2004		Bank of the West	X	-30.00	-78,738.81
Check	1/29/2004		Bank of the West	X	-4.00	-78,742.81
<b>Total Checks and Payments</b>					<b>-78,742.81</b>	<b>-78,742.81</b>
<b>Deposits and Credits - 36 items</b>						
Deposit	1/5/2004			X	668.70	668.70
Deposit	1/5/2004			X	452.00	1,120.70
Deposit	1/5/2004			X	558.50	1,679.20
Deposit	1/5/2004			X	186.75	1,865.95
Deposit	1/6/2004			X	10,009.15	11,875.10
Deposit	1/6/2004			X	485.90	12,361.00
Deposit	1/7/2004			X	445.65	12,806.65
Deposit	1/8/2004			X	581.30	13,387.95
Deposit	1/12/2004			X	300.00	13,687.95
Deposit	1/12/2004			X	814.00	14,501.95
Deposit	1/12/2004			X	753.85	15,255.80
Deposit	1/12/2004			X	626.00	15,881.80
Deposit	1/13/2004			X	666.85	16,548.65
Deposit	1/14/2004			X	579.85	17,128.50
Deposit	1/14/2004			X	1,074.87	18,203.37
Deposit	1/15/2004			X	517.10	18,720.47
Deposit	1/19/2004			X	913.97	19,634.44
Deposit	1/19/2004			X	399.85	20,034.29
Deposit	1/20/2004			X	570.00	20,604.29
Deposit	1/20/2004			X	169.35	20,773.64
Deposit	1/20/2004			X	240.00	21,013.64
Deposit	1/20/2004			X	859.25	21,872.89
Deposit	1/20/2004			X	120.00	21,992.89
Deposit	1/21/2004			X	697.95	22,690.84
Deposit	1/22/2004			X	868.40	23,559.24
Deposit	1/22/2004			X	60.00	23,619.24
Deposit	1/26/2004			X	798.13	24,417.37
Deposit	1/26/2004			X	480.00	24,897.37
Deposit	1/26/2004			X	678.25	25,575.62
Deposit	1/26/2004			X	3.00	25,578.62
Deposit	1/27/2004			X	569.80	26,148.42
Deposit	1/27/2004			X	482.00	26,630.42
Deposit	1/28/2004			X	268.05	26,898.47
Deposit	1/28/2004			X	69.00	26,967.47
Deposit	1/29/2004			X	402.50	27,369.97
Deposit	1/31/2004			X	7.68	27,377.65
<b>Total Deposits and Credits</b>					<b>27,377.65</b>	<b>27,377.65</b>
<b>Total Cleared Transactions</b>					<b>-51,365.16</b>	<b>-51,365.16</b>
<b>Cleared Balance</b>					<b>-51,365.16</b>	<b>13,927.85</b>
<b>Register Balance as of 01/31/2004</b>					<b>-51,365.16</b>	<b>13,927.85</b>
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	2/2/2004	1226	Orange County Aud...		-17,671.63	-17,671.63
<b>Total Checks and Payments</b>					<b>-17,671.63</b>	<b>-17,671.63</b>

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**Placentia Library District**  
**Reconciliation Detail**  
General Fund - Savings, Period Ending 01/31/2004

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General Fund Savings  
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Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 9 items</b>						
Deposit	2/2/2004				507.90	507.90
Deposit	2/2/2004				4,048.11	4,556.01
Deposit	2/2/2004				756.00	5,312.01
Deposit	2/2/2004				515.45	5,827.46
Deposit	2/2/2004				390.00	6,217.46
Deposit	2/3/2004				576.36	6,793.82
Deposit	2/4/2004				340.30	7,134.12
Deposit	2/5/2004				617.32	7,751.44
Deposit	2/9/2004				412.88	8,164.32
Total Deposits and Credits					8,164.32	8,164.32
Total New Transactions					-9,507.31	-9,507.31
<b>Ending Balance</b>					<b>-60,872.47</b>	<b>4,420.54</b>

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## Placentia Library District Reconciliation Detail

Literacy Fund - Savings, Period Ending 01/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						6,691.92
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	1/20/2004			X	25.86	25.86
Deposit	1/31/2004			X	1.70	27.56
Total Deposits and Credits					27.56	27.56
Total Cleared Transactions					27.56	27.56
Cleared Balance					27.56	6,719.48
Register Balance as of 01/31/2004					27.56	6,719.48
<b>New Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	2/4/2004				51.72	51.72
Deposit	2/5/2004				12.93	64.65
Total Deposits and Credits					64.65	64.65
Total New Transactions					64.65	64.65
<b>Ending Balance</b>					<b>92.21</b>	<b>6,784.13</b>

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2/8/04*

**Placentia Library District  
Reconciliation Detail  
Payroll Checking - Wells Fargo, Period Ending 01/31/2004**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						61,716.91
<b>Cleared Transactions</b>						
<b>Checks and Payments - 55 Items</b>						
Check	11/5/2003	3677	Shantay losia	X	-48.35	-48.35
Check	12/17/2003	3774	Joshua Robbins	X	-229.76	-278.11
Check	12/17/2003	3790	Jennifer Tarrío	X	-54.41	-332.52
Check	12/17/2003	3761	Esther P. Guzman	X	-272.82	-605.34
Check	12/22/2003	2022	Arlene Mahru	X	-139.05	-744.39
Check	12/28/2003	2023	Jillian Rakos	X	-814.73	-1,559.12
Check	12/29/2003		Paychex	X	-17,348.07	-18,907.19
Check	12/30/2003		Paychex	X	-12.10	-18,919.29
Check	12/30/2003		Paychex	X	-7,644.70	-26,563.99
Check	12/30/2003	3830	Nationwide Retirem...	X	-1,806.78	-28,370.77
Check	12/30/2003	3821	Hubert Chim	X	-132.97	-28,503.74
Check	12/30/2003	3822	Denetra Gipson	X	-78.58	-28,582.32
Check	12/30/2003	3823	Lorraine Gunderson	X	-192.37	-28,774.69
Check	12/30/2003	3825	Shantay losia	X	-313.17	-29,087.86
Check	12/30/2003	3826	Melissa Porter	X	-175.29	-29,263.15
Check	12/30/2003	3827	Hilda Rivera	X	-204.43	-29,467.58
Check	12/30/2003	3829	Placentia Library Di...	X	-19.94	-29,487.52
Check	12/30/2003	3794	Gary Bell	X	-303.07	-29,790.59
Check	12/30/2003	3795	Dorothy J. Cummings	X	-54.59	-29,845.18
Check	12/30/2003	3798	Esther P. Guzman	X	-295.20	-30,140.38
Check	12/30/2003	3799	Joyce G. Hampton	X	-331.10	-30,471.48
Check	12/30/2003	3808	Kristen Proffitt	X	-167.23	-30,638.71
Check	12/30/2003	3809	Beatrice V. Quintanar	X	-321.67	-30,960.38
Check	12/30/2003	3811	Joshua Robbins	X	-57.70	-31,018.08
Check	12/30/2003	3813	Shawn Robison	X	-202.97	-31,221.05
Check	12/30/2003	3820	Angelica Alatorre	X	-193.41	-31,414.46
Check	12/31/2003		Paychex	X	-303.67	-31,718.13
Check	1/13/2004		Paychex	X	-15,309.86	-47,027.99
Check	1/14/2004	3861	Melissa Porter	X	-302.21	-47,330.20
Check	1/14/2004	3862	Hilda Rivera	X	-180.55	-47,510.75
Check	1/14/2004	3859	Lorraine Gunderson	X	-314.61	-47,825.36
Check	1/14/2004	3858	Denetra Gipson	X	-96.71	-47,922.07
Check	1/14/2004	3857	Angelica Alatorre	X	-193.41	-48,115.48
Check	1/14/2004	3850	Shawn Robison	X	-176.78	-48,292.26
Check	1/14/2004	3848	Joshua Robbins	X	-172.41	-48,464.67
Check	1/14/2004	3847	Beatrice V. Quintanar	X	-322.55	-48,787.22
Check	1/14/2004	3846	Kristen Proffitt	X	-55.96	-48,843.18
Check	1/14/2004	3863	Orange County Aud...	X	-161.10	-49,004.28
Check	1/14/2004	3836	Joyce G. Hampton	X	-331.10	-49,335.38
Check	1/14/2004	3835	Esther P. Guzman	X	-272.85	-49,608.23
Check	1/14/2004	3831	Gary Bell	X	-153.41	-49,761.64
Check	1/14/2004	2026	Nationwide Retirem...	X	-464.36	-50,226.00
Check	1/14/2004	2025	Orange County Aud...	X	-166.47	-50,392.47
Check	1/14/2004		Paychex	X	-7,279.45	-57,671.92
Check	1/14/2004	3864	Placentia Library Di...	X	-19.94	-57,691.86
Check	1/14/2004	3865	Nationwide Retirem...	X	-1,806.78	-59,498.64
Check	1/14/2004	3832	Dorothy J. Cummings	X	-302.84	-59,801.48
Check	1/27/2004		Paychex	X	-15,625.72	-75,427.20
Check	1/28/2004		Paychex	X	-7,518.75	-82,945.95
Check	1/28/2004	3895	Orange County Aud...	X	-327.57	-83,273.52
Check	1/28/2004	3894	Hilda Rivera	X	-267.24	-83,540.76
Check	1/28/2004	3892	Lorraine Gunderson	X	-368.86	-83,909.62
Check	1/28/2004	3871	Joyce G. Hampton	X	-331.10	-84,240.72
Check	1/28/2004	3896	Placentia Library Di...	X	-19.94	-84,260.66
Check	1/28/2004	3893	Melissa Porter	X	-235.73	-84,496.39
<b>Total Checks and Payments</b>					<b>-84,496.39</b>	<b>-84,496.39</b>

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# Placentia Library District Reconciliation Detail

Agenda Item 15  
Payroll Fund Checking-WF  
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## Payroll Checking - Wells Fargo, Period Ending 01/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 2 items</b>						
Deposit	1/9/2004			X	30,603.80	30,603.80
Deposit	1/22/2004			X	30,603.80	61,207.60
Total Deposits and Credits					61,207.60	61,207.60
Total Cleared Transactions					-23,288.79	-23,288.79
Cleared Balance					-23,288.79	38,428.12
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 16 items</b>						
Check	12/17/2003	3787	Amanda Hopkins		-48.35	-48.35
Check	12/30/2003	3828	Jennifer Tarrío		-66.50	-114.85
Check	12/30/2003	3824	Amanda Hopkins		-96.71	-211.56
Check	1/14/2004	3845	Barbara Phillips		-121.52	-333.08
Check	1/14/2004	3860	Shantay Iosia		-280.82	-613.90
Check	1/28/2004	3897	Nationwide Retirem...		-2,271.14	-2,885.04
Check	1/28/2004	3891	Denetra Gipson		-60.44	-2,945.48
Check	1/28/2004	3890	Angelica Alatorre		-265.95	-3,211.43
Check	1/28/2004	3883	Shawn Robison		-220.62	-3,432.05
Check	1/28/2004	3881	Joshua Robbins		-186.68	-3,618.73
Check	1/28/2004	3880	Pamela Radeka		-63.46	-3,682.19
Check	1/28/2004	3878	Barbara Phillips		-173.10	-3,855.29
Check	1/28/2004	3870	Esther P. Guzman		-272.85	-4,128.14
Check	1/28/2004	3867	Joy Di Loreto		-383.50	-4,511.64
Check	1/28/2004	3866	Dorothy J. Cummings		-179.70	-4,691.34
Check	1/28/2004	3879	Beatrice V. Quintanar		-322.55	-5,013.89
Total Checks and Payments					-5,013.89	-5,013.89
Total Uncleared Transactions					-5,013.89	-5,013.89
Register Balance as of 01/31/2004					-28,302.68	33,414.23
<b>Ending Balance</b>					<b>-28,302.68</b>	<b>33,414.23</b>

*Edwin K  
2/8/04*



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

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	1,343.05	66	0.00	0	1,343.05	66	78.85	3	1,421.90	69
Adult Circulating Non-Fiction	1,950.29	94	0.00	0	1,950.29	94	403.83	17	2,354.12	111
Adult Reference	180.50	1	0.00	0	180.50	1	72.90	4	253.40	5
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	2,130.79	95	0.00	0	2,130.79	95	476.73	21	2,607.52	116
TOTAL ADULT PRINT MATERIALS	3,473.84	161	0.00	0	3,473.84	161	555.58	24	4,029.42	185
Adult Audio/Music	0.00	0	0.00	0	0.00	0	225.00	15	225.00	15
Adult Audio Books	415.82	12	0.00	0	415.82	12	512.05	17	927.87	29
Total Adult Audio	415.82	12	0.00	0	415.82	12	737.05	32	1,152.87	44
Adult Video Educational	0.00	0	0.00	0	0.00	0	60.00	2	60.00	2
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	24.00	2	24.00	2
Total Adult Video	0.00	0	0.00	0	0.00	0	84.00	4	84.00	4
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	415.82	12	0.00	0	415.82	12	821.05	36	1,236.87	48
TOTAL ADULT MATERIALS	3,889.66	173	0.00	0	3,889.66	173	1,376.63	60	5,266.29	233
Juvenile Fiction	386.59	35	0.00	0	386.59	35	0.00	0	386.59	35
Juvenile Circulating Non-Fiction	9,732.99	399	0.00	0	9,732.99	399	105.00	7	9,837.99	406
Juvenile Reference	247.02	8	0.00	0	247.02	8	0.00	0	247.02	8
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.03	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	9,980.01	407	0.03	0	9,980.01	407	105.00	7	10,085.01	414
TOTAL JUVENILE PRINT MATERIALS	10,366.60	442	0.00	0	10,366.60	442	105.00	7	10,471.60	449
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	72.84	3	0.00	0	72.84	3	0.00	0	72.84	3
Total Juvenile Audio	72.84	3	0.00	0	72.84	3	0.00	0	72.84	3
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	57.00	4	57.00	4
Total Juvenile Video	0.00	0	0.00	0	0.00	0	57.00	4	57.00	4
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	72.84	3	0.00	0	72.84	3	57.00	4	129.84	7
TOTAL JUVENILE MATERIALS	10,439.44	445	0.00	0	10,439.44	445	162.90	11	10,601.44	456
Total Fiction	1,729.64	101	0.00	0	1,729.64	101	78.85	3	1,808.49	104
Total Non-Fiction	12,110.80	502	0.00	0	12,110.80	502	581.73	28	12,692.53	530
Total Audio	488.66	15	0.00	0	488.66	15	737.05	32	1,225.71	47
Total Video	0.00	0	0.00	0	0.00	0	141.00	8	141.00	8
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	14,329.10	618	0.00	0	14,329.10	618	1,538.63	71	15,867.73	689

OUTSTANDING ORDERS AS OF JANUARY 31, 2004

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
\$10,951.82	\$3,108.73	\$14,060.55

ACQUISITIONS REPORT FOR FISCAL YEAR 2003-2004 THROUGH THE MONTH OF JANUARY 2003  
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	3,914.46	223	230	5,165.70	342	310	9,080.16	565	540	1,095.68	51	51	10,175.84	616	591
Adult Circulating Non-Fiction	4,613.53	245	234	7,102.89	326	314	11,716.42	571	548	3,934.61	171	165	15,651.03	742	713
Adult Reference	8,984.04	42	25	2,267.05	33	29	11,251.09	75	54	1,087.55	31	27	12,338.64	106	81
Adult Print Continuities	308.59	10	0	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Continuities	13,773.19	9	9	0.00	0	0	13,773.19	9	9	0.00	0	0	13,773.19	9	9
Total Adult Non-Fiction	27,679.35	306	278	9,369.94	359	343	37,049.29	665	621	5,022.16	202	192	42,071.45	867	813
TOTAL ADULT PRINT MATERIALS	31,593.81	529	529	14,535.64	701	653	46,129.45	1,230	1,161	6,117.84	253	243	52,247.29	1,483	1,404
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	225.00	15	15	225.00	15	15
Adult Audio Books	3,445.84	57	53	2,733.72	49	42	6,179.56	106	95	537.00	18	18	6,716.56	124	113
Total Adult Audio	3,445.84	57	53	2,733.72	49	42	6,179.56	106	95	762.00	33	33	6,941.56	139	128
Adult Video Educational	2,077.31	43	33	1,692.16	118	65	3,769.47	161	98	245.00	15	14	4,014.47	176	112
Adult Video Entertainment	0.00	0	0	553.90	39	23	553.90	39	23	779.00	42	42	1,332.90	81	65
Total Adult Video	2,077.31	43	33	2,246.06	157	88	4,323.37	200	121	1,024.00	57	56	5,347.37	257	177
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	5,523.15	100	86	4,979.78	206	130	10,502.83	306	216	1,786.00	90	89	12,288.93	396	305
TOTAL ADULT MATERIALS	37,116.96	629	615	19,515.42	907	783	56,632.38	1,536	1,377	7,903.84	343	332	64,536.22	1,879	1,709
Juvenile Fiction	1,905.08	127	124	299.37	18	18	2,204.45	145	142	602.37	61	60	2,806.82	206	202
Juvenile Circulating Non-Fiction	14,730.65	617	613	338.43	20	20	15,069.08	637	633	318.67	24	18	15,387.75	661	651
Juvenile Reference	403.63	10	10	239.16	4	4	642.79	14	14	0.00	0	0	642.79	14	14
Juvenile Print Continuities	278.05	2	1	285.87	2	2	563.92	4	3	0.00	0	0	563.92	4	3
Juvenile Electronic Continuities	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	15,811.33	630	625	863.46	26	26	16,674.79	656	651	318.67	24	18	16,993.46	680	669
TOTAL JUVENILE PRINT MATERIALS	17,716.41	757	749	1,162.83	44	44	18,879.24	801	793	921.04	85	78	19,800.28	886	871
Juvenile Audio/Music	0.00	0	0	15.00	1	1	15.00	1	1	0.00	0	0	15.00	1	1
Juvenile Audio Books	1,177.97	30	30	1,417.57	36	33	2,595.54	66	63	0.00	0	0	2,595.54	66	63
Total Juvenile Audio	1,177.97	30	30	1,432.57	37	34	2,610.54	67	64	0.00	0	0	2,610.54	67	64
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	577.00	42	41	577.00	42	41
Juvenile Video Entertainment	0.00	0	0	39.33	1	1	39.33	1	1	712.00	54	53	751.33	55	54
Total Juvenile Video	0.00	0	0	39.33	1	1	39.33	1	1	1,289.00	96	94	1,328.33	97	95
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	1,177.97	30	30	1,471.90	38	35	2,649.87	68	65	1,289.00	96	94	3,938.87	164	159
TOTAL JUVENILE MATERIALS	18,894.38	787	779	2,634.73	82	79	21,529.11	869	858	2,210.04	181	172	23,739.15	1050	1030
Total Fiction	5,819.54	350	354	5,465.07	360	328	11,284.61	710	682	1,698.05	112	111	12,982.66	822	793
Total Non-Fiction	43,490.68	936	903	10,233.40	385	369	53,724.08	1,321	1,272	5,340.83	226	210	59,064.91	1,547	1,482
Total Audio	4,623.81	87	83	4,166.29	86	76	8,790.10	173	159	762.00	33	33	9,552.10	206	192
Total Video	2,077.31	43	33	2,285.39	158	89	4,362.70	201	122	2,313.00	153	150	6,675.70	354	272
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	56,011.34	1,416	1,373	22,150.15	989	862	78,161.49	2,405	2,235	10,113.88	524	504	88,275.37	2,929	2,739



Summary of Current Status of Unique Management Accounts  
February 1, 2004

FY 03-04	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	16	521	6	903.37	0
August	10	531	4	585.44	0
September	10	535	3	815.23	0
October	18	548	6	952.92	0
November	15	554	3	475.41	0
December	21	568	3	1004.41	0
January	12	582	7	973.55	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>102</b>	<b>0</b>	<b>32</b>	<b>5710.33</b>	<b>0</b>

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 02/01/2004 5:21 PM TC

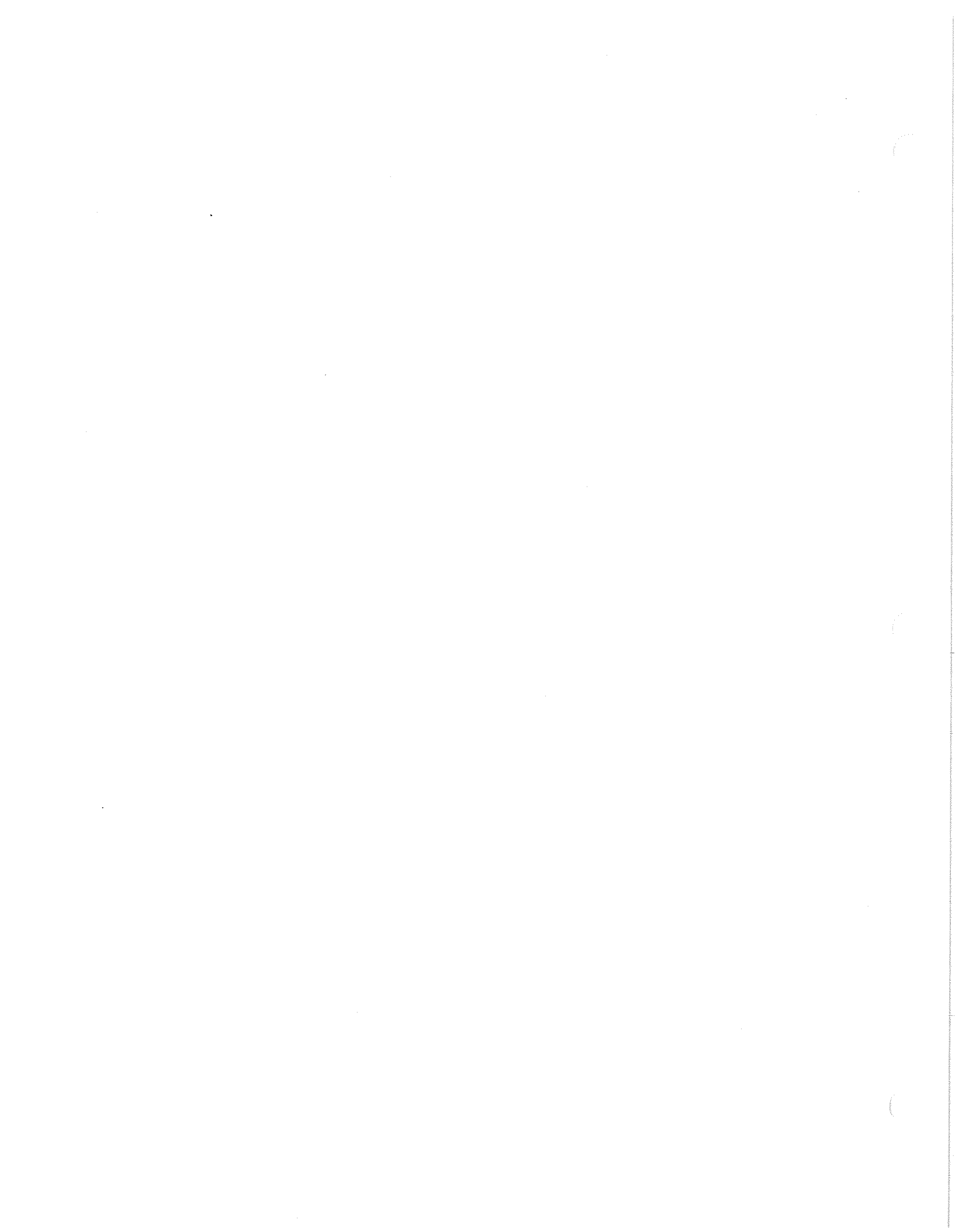
SUMMARY STATUS REPORT

PAGE: 128

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

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

Accounts Submitted	: 914	Dollars Submitted	: 83,895.96	Dollars Received	: 28,373.14
Bankruptcies	: 4	Dollars in Bankruptcy	: 389.55	Material Returned	: 12,513.60
Incorrect Addresses	: 111	Dollars in Skips	: 6,630.80	Dollars Waived	: 2,514.88
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 56,012.07
Accounts in Process	: 798	Dollars in Process	: 74,613.21	% of Dollars Activated	: 75.07%
# Accounts Activated	: 582				
% Accounts Activated	: 72.93%				



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

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

**ADOPT A BOOK DONATIONS**

Herbert & Doris Stearns	Patricia Higgins
Audrey Coming	Y Yin
Theresa Simo	Zelda Schule
Tzippy Ronen	Rachel Baranick
Rhonda Larson	Ethelyn Bernstein
Deborah Hallgarten	Robert & Dora Cohen
Rachelle Wilson	Michelle Shamas
Shoshana Mandel	Shayna Rosenberg
Awelia Kvetny	R. Jane Klein
Will & Lois Nettleship	Kazuya Ichikawa
William & Theresa Backes	John & Lora Hanel

**TOTAL ADOPT A BOOK DONATIONS:** \$410.00

**BOOK ENDOWMENT FUND**

Diane Cunningham	James & Margaret Dinsmore
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**TOTAL BOOK ENDOWMENT FUND** \$200.00

**GENERAL FUND DONATIONS**

Jart	Allan R. Stark
Drew & Associates	Zimmer Electric
First American Trust	Lasley Insurance

**TOTAL GENERAL FUND DONATIONS:** \$600.00

**TOTAL ALL DONATIONS** \$1,210.00



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

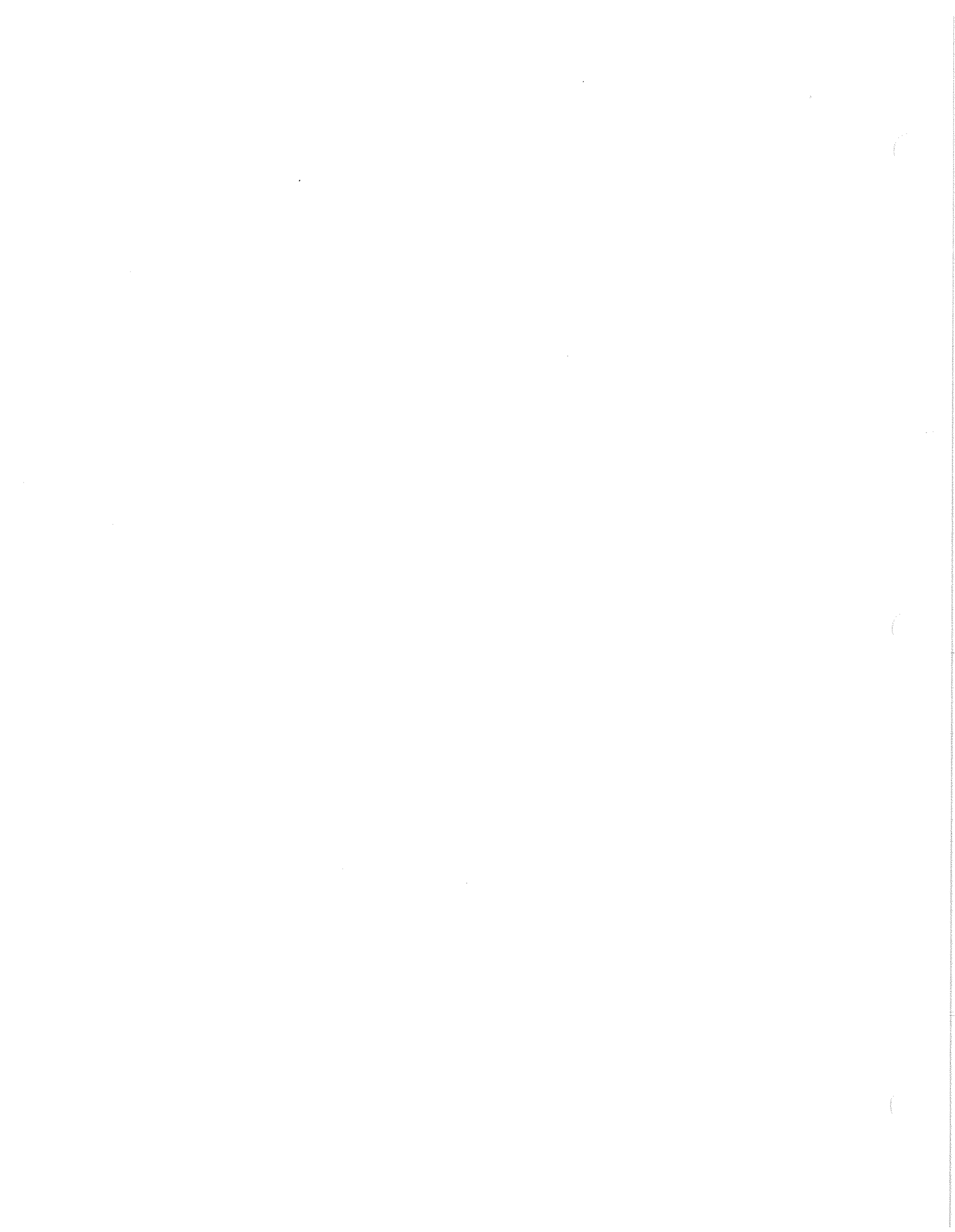
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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Building Maintenance Report for January 2004  
**DATE:** February 23, 2004

**HVAC:** 01/09/04 – Replace condenser fan motor  
**Plumbing:** No service calls in January  
**Electrical:** 01/16/04 – Install 6 computer circuits in Children’s Library  
**Exterminator:** No service calls in January  
**General Contractor:** 01/29/04 – Clean debris from roof  
**Carpet Cleaners:** 01/23/03 – Clean Meeting Room carpet  
**Lighting:** 01/08/04 – Replace burned out lights in men’s and women’s public restrooms  
01/13/04 – Replaced ballasts and lights in lobby  
**Locksmith:** 01/08/04 – Repair lock on Book Drop Room door

Prepared by: Donna Siloti



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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:** Personnel Report for January 2004  
**DATE:** February 23, 2004

**RESIGNATIONS:**

None

**APPOINTMENTS:**

01/18/04 – Barbara Phillips – Part Time Reference Librarian  
01/25/04 - Shawn Robison promoted from Page to Library Aide

**OPEN POSITIONS:**

Library Page

**WORKERS' COMPENSATION LEAVE:**


None

Prepared by: Donna Siloti





TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

SUBJECT: Volunteer Report for Month of January 2004

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

REGULAR	FY03/04 January	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	8.00	52.50	Sep-95	810.00
Backes, Theresa	9.50	45.00	Jun-98	381.75
Bart, Lillian	8.00	70.00	May-01	338.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	16.00	103.00	Mar-03	124.50
Boelman, Marge	1.50	15.75	Apr-01	161.50
Botha, Jill	2.00	20.00	Nov-01	64.00
Clugston, Patricia	3.50	49.75	Jun-98	482.50
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	8.00	56.00	Jul-03	56.00
Dell, Lyla	22.75	186.00	Aug-98	128.00
Doezie, Debra	7.00	7.00	Jan-04	7.00
Fioroni, Pete	0.00	34.00	Mar-97	304.25
Fitzgerald, Joan	0.00	45.75	Oct-93	2,171.75
Frazee, Kathy	0.00	2.00	Jul-02	7.00
Godwin, Nita	8.00	51.25	Feb-96	346.25
Haagen, John	4.75	34.25	Jan-00	101.25
Hathaway, Eugenia	4.00	12.00	Nov-03	12.00
Hemmerling, Barbara	7.00	63.50	Sep-95	669.50
Henderson, Jan	0.00	3.00	Oct-03	3.00
Himes, Camille	0.00	5.00	Jul-03	5.00
Horrocks, Marjorie	4.00	12.00	Oct-95	278.00
Hunsinger, Debbie	0.00	6.00	Jul-02	55.00
Irot, Pat	29.50	295.50	Feb-96	3,133.50
Jertberg, Pat	9.00	98.50	Apr-98	1,004.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	17.00	119.50	Jan. 03	190.00
Lord, Audrey	0.00	0.00	Jul-00	385.75
Mehta, Neela	0.00	0.00	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	9.50	65.00	Oct-95	1,279.25
Olson, Bob	4.00	20.00	Sep-95	486.00
Pence, Thomas	0.00	28.50	Jan-99	301.50
Peterson, Ruth	0.00	0.00	Mar-02	213.00
Phillips, Barbara	0.00	6.50	Apr-03	15.00
Rankin, Eleanore	0.00	157.00	May-02	460.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	8.00	48.00	Feb-00	244.00
Salem, Rose	4.00	42.00	Oct-00	269.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	8.00	52.00	Aug-02	132.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	11.00	115.50	Apr-98	568.75
Scott, Linda	0.00	15.25	Jul-03	15.25
Segovia, Inez	10.00	71.50	Jun-03	59.50
Shaw, Dixie	1.00	6.00	May-94	218.50
Silverman, Pat	8.00	60.00	Jul-03	60.00
Stoller, Frances	0.00	10.00	May-96	148.00
Thum, Margo	8.00	20.00	Nov-03	20.00
Tollefson, Jerry	2.00	22.00	Jul-03	22.00
Walker, Jim	0.00	1.50	Nov-03	1.50
Walcek, John	0.00	4.00	Dec-04	4.00
Walker, Virginia	1.50	9.00	Mar-99	142.25
Wymer, Betty	12.75	87.25	Jan-96	1,007.50
Zamora, Mary	3.00	3.00	Jan-04	3.00

TOTAL

260.25 2231.25

18,487.25

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

	FY03/04			FY03/04	
	January	YTD		January	YTD
Arzu, Robert	3.50	31.00	Lemos, Vanessa	0.00	40.00
Benites, Brenda	0.00	40.00	Liu, Denise	0.00	38.50
Bishtawi, Stephen	0.00	12.00	Lopez, Edgar	26.50	26.50
Blaine, Ami	3.00	3.00	Maru, Vik	3.00	12.00
Boris, Tara	0.00	12.25	Miladi, Omid	0.00	20.00
Born, Ashley	0.00	14.00	Miranda, Aurora	0.00	5.50
Cervantes, Anna	27.00	27.00	Negrete, Adriana	1.50	8.00
Cervantes, Jakeline	27.00	27.00	Nekoranec, Rachel	8.00	8.00
Cha, Helen	0.00	9.50	William Ortiz	6.50	14.50
Chau, David	0.00	24.25	Park, Jung	6.00	54.50
Chun, Andrea	7.00	28.75	Pond, Cassie	0.00	19.50
Chun, Sophia	0.00	13.75	Rodriguez, Daniel	0.00	26.50
Cordero, Isaac	15.00	15.00	Rodriguez, Rene	0.00	9.75
Doezie, Ryan	5.00	5.00	Rodriguez, Yvonne	7.00	7.00
Eng, Jonathan	0.00	22.00	Ryang, Michelle	8.75	8.75
Eng, Lawrence	0.00	41.25	Rosete, Jeremy	1.00	13.00
Ford, Chris	2.75	32.25	Shah, Soham	0.00	22.75
Francis, John	3.00	6.00	Speer, Sheryl	5.50	5.50
Fukunaga, Alysa	0.00	12.50	Tan, Hannah	2.00	21.00
Guerra, Philip	0.00	28.75	Thomas, Tiffany	0.00	17.00
Jaini, Durga	0.00	5.25	Tjoarman, Arlene	0.00	25.50
Javier, Vonn	0.00	6.25	Tran, Michael	0.00	110.50
Jiye, Angela	0.00	10.50	Valencia, Adrianna	0.00	10.50
Kou, Albert	1.25	2.25	Wardlaw, Sarah	9.00	9.00
Lamberson, Annie	0.00	14.25	Waterson, Elizabeth	0.00	11.50
Lee, Edward	0.00	20.00			
<b>TOTAL</b>	<b>94.50</b>	<b>463.75</b>	<b>TOTAL</b>	<b>84.75</b>	<b>545.25</b>
<b>TOTAL Library Volunteer Hours</b>		<b>439.50</b>			
<b>TOTAL Literacy Volunteer Hours</b>		<b>979.00</b>			
<b>TOTAL VOLUNTEERS HOURS</b>		<b>1418.50</b>			

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		617.00	600.00	534.00	
March	377.25	399.00	340.00		622.50	600.00	767.00	
April	457.25	299.75	533.25		656.00	600.00	502.00	
May	393.00	371.50	355.50		1,204.50	588.00	500.00	
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>		<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	
	<b>4905.00</b>	<b>7191.10</b>	<b>5256.75</b>		<b>8,712.00</b>	<b>7777.50</b>	<b>9380.00</b>	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

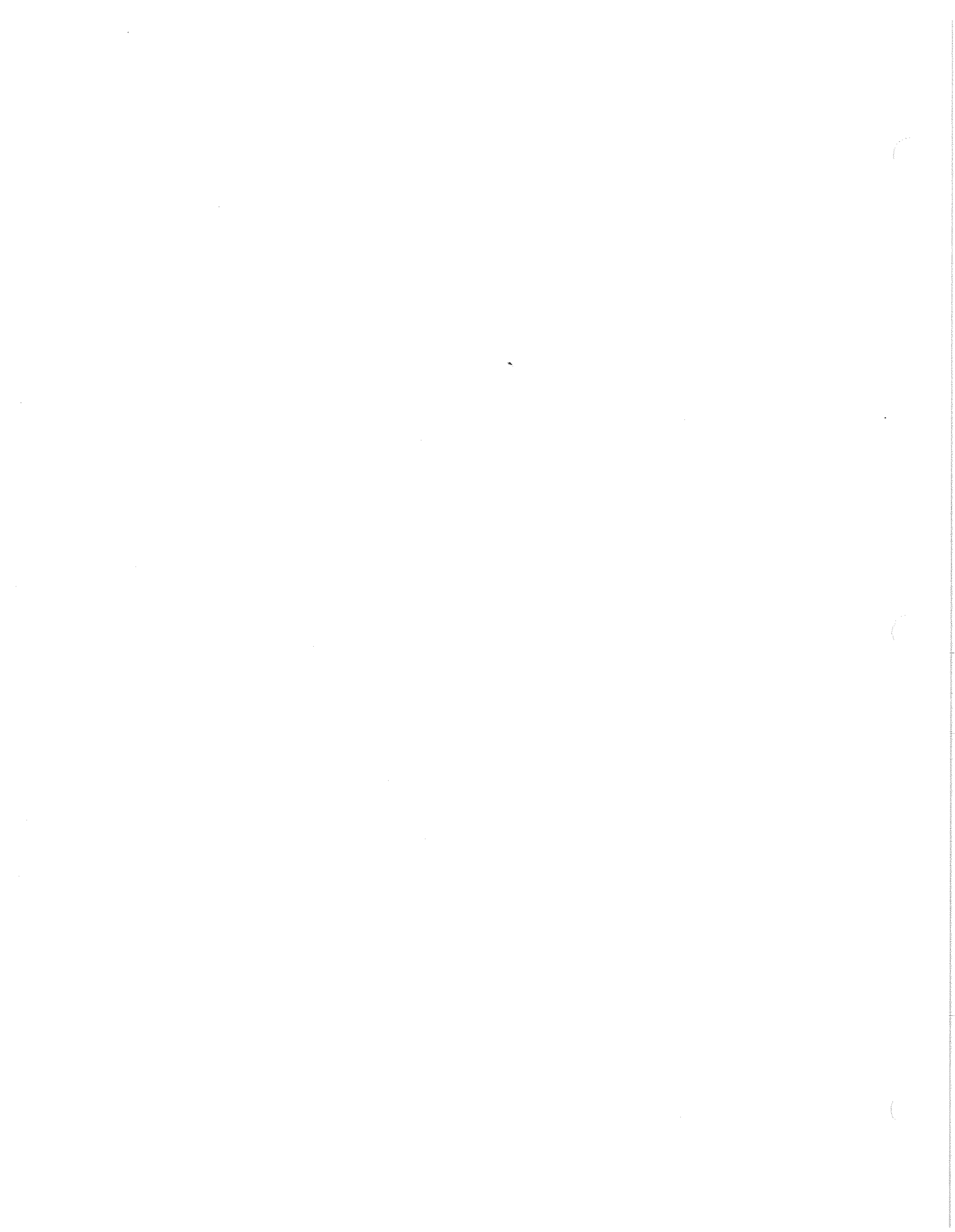
REGULAR	FY03/04 January	FY03/04 YTD	Cumulative	FY03/04 January	FY03/04 YTD	Cumulative	
Ablir, Victoria	-	30.00	39.00	Glines, Ellen	-	24.00	154.00
Acevedo, Marta	12.00	90.00	126.00	Gomez, Juanita	6.00	42.00	42.00
ALaTorre, Angelica	12.00	30.00	30.00	Gonzalez, Rosemarie	12.00	42.00	30.00
Aguirre, Alyssa	6.00	10.00	10.00	Gonzalez, Emmanuel	-	24.00	48.00
Azizan, Sarah	6.00	10.00	10.00	Gonzalez, Luis	-	24.00	36.00
Bayne, Linda	-	30.00	160.00	Gonzalez, Natasha	-	18.00	81.00
Bazell, Laura	-	30.00	90.00	Goodman, Dale	-	36.00	3,441.00
Becerril, Esther	-	24.00	42.00	Guerrero, Christine	6.00	36.00	48.00
Becil, Emily	-	18.00	72.00	Guerrero, Lavone	6.00	36.00	54.00
Belekjian, Maria	6.00	60.00	78.00	Gunderson, Lorraine	12.00	36.00	36.00
Bello, Dominic	12.00	42.00	42.00	Hamacher, Holly	6.00	36.00	48.00
Bernardino, Maria	6.00	42.00	66.00	Hatch, Bill	6.00	36.00	105.00
Bhatt, Banj	6.00	10.00	10.00	Hatch, Katie	6.00	13.00	13.00
Bonasuro, Amber	-	30.00	96.00	Hawkins, Christina	6.00	36.00	54.00
Bowen, Laura	-	24.00	30.00	Healey, Kathleen	6.00	36.00	256.00
Brackett, Jim	6.00	42.00	123.00	Heer, Kim	6.00	36.00	253.00
Brzovic, Kathy	6.00	42.00	60.00	Henao, Stephanie	6.00	22.00	22.00
Bui, Tiffany	-	18.00	36.00	Hernandes, Melissa	6.00	20.00	20.00
Bull, Sophie	-	18.00	96.00	Hernandez, Maria	24.00	48.00	48.00
Busam, Mary	-	30.00	63.00	Hilleweart, Heather	6.00	36.00	48.00
Cadambi, Aruna	6.00	13.00	13.00	Hopkins, Amanda	-	128.00	28.00
Callaway, Sean	6.00	12.00	12.00	Hou, Xlao-Fei	-	30.00	30.00
Casdorph, Tracy	-	24.00	36.00	Howell, Anne	6.00	36.00	54.00
Castillo, Alicia	6.00	10.00	10.00	Hu, Lisa	-	24.00	82.00
Cha, Sally	6.00	42.00	60.00	Humple, Phyllis	4.00	24.00	154.00
Chandrasekaram, Vinolie	-	36.00	64.00	Hugar, Jessica	-	30.00	87.00
Chen, April	6.00	42.00	147.00	Hutain, Jenny	6.00	7.00	7.00
Chen, Ebsen	9.00	12.00	12.00	Hutton, Katherine (Kate)	6.00	36.00	264.00
Chen, Wen	6.00	42.00	54.00	Imbler, Wolf	-	24.00	42.00
Chim, Hubert	12.00	30.00	132.00	Inta, Lisa	6.00	36.00	42.00
Choi, Eugene	6.00	12.00	12.00	Iosia, Shantay	6.00	18.00	18.00
Choi, Jason	-	24.00	78.00	Jenkins, Adam	6.00	11.00	11.00
Chopna, Reema	-	24.00	42.00	Jeon, Ashley	6.00	5.00	5.00
Coffee, Nancy	6.00	42.00	379.00	Jara, Sandra	12.00	48.00	48.00
Cotter, Capri	12.00	42.00	42.00	Jung, Daniel	12.00	30.00	30.00
Covey, Debra	-	18.00	66.00	Kamat, Rujvi	6.00	6.00	6.00
Cuceloglu, Haken	-	18.00	36.00	Kao, Elaine	6.00	3.00	3.00
Curtis, Daniel	-	24.00	192.00	Kelly, Jerry	-	24.00	105.00
DeFrietas, Genie	12.00	42.00	42.00	Khamphanh, Molly	6.00	36.00	54.00
Dhupan, Ankush	-	18.00	48.00	Kilpatrick, Amy	-	24.00	39.00
Diaz, Cynthia	-	24.00	52.00	Kishida, Rita	-	18.00	72.00
Diaz, Monica	-	24.00	70.00	Komreich, Seth	6.00	2.00	2.00
DeFrietas, Genie	-	24.00	24.00	Kraus, Jennifer	-	18.00	60.00
Donofrio, Susan	6.00	36.00	105.00	Krisinger, Elizabeth	-	24.00	78.00
Dorris, Rosita	-	18.00	36.00	Lasker, Marilyn	6.00	36.00	217.00
Draper, Krispa	6.00	42.00	120.00	Le, Daniel	-	24.00	30.00
Dudrey, Kristin	6.00	24.00	24.00	Lee, Wilma	-	18.00	72.00
Dudka, Julia	-	23.00	23.00	Leslie, Sandra	6.00	36.00	266.00
Duffy, William	6.00	6.00	6.00	Licano, Katie	-	18.00	66.00
Duran, Paul	54.00	96.00	96.00	Livezey, June	6.00	66.00	212.00
Eckels, Krys	6.00	42.00	60.00	Loon, Chris	-	24.00	30.00
Economou, Christina	6.00	42.00	54.00	Lopez, Maria	-	30.00	84.00
Elmore, Sylvia	-	30.00	84.00	Luckett, Emily	-	24.00	36.00
Espinosa, Jaclyn	-	18.00	30.00	Maguire, Joanne	-	-	54.00
Farno, Fariba	-	30.00	102.00	Malikowicz, Edward	12.00	72.00	244.00
Finley, Virginia	6.00	42.00	72.00	Marquez, Jeff	6.00	13.00	13.00
Fitsimons-Diaz, Chelsea	6.00	42.00	87.00	Margarit, Georgiana	-	-	18.00
Franco, Hilda	12.00	54.00	108.00	Martlaro, Diane	6.00	90.00	552.00
Fuentes, Carlos	6.00	42.00	48.00	Massaro, Lauren	6.00	36.00	54.00
Gallagher, Kenni	-	18.00	1,715.00	McBain, Frances	6.00	36.00	48.00
Gardner, Jeanette	6.00	6.00	6.00	McBentez, Kathy	6.00	36.00	134.00
Gast, Polly	6.00	42.00	36.00	McGrath, Patricia	6.00	36.00	48.00
Gillespie, Justin	-	24.00	16.00	McLeod, Shivon	-	36.00	42.00
Gimby, Walter	6.00	16.00	24.00	Medland, Karen	-	-	146.00
Gipson, Deinetra	6.00	24.00	36.00	Mehta, Ami	6.00	2.00	2.00
Glines, Alexi	-	24.00	36.00	Miller, Michelle	6.00	15.00	15.00

REGULAR	FY03/04 January	FY03/04 YTD	Cumulative	REGULAR	FY03/04 January	FY03/04 YTD	Cumulative
Min, Nara	6.00	4.00	4.00	Trotter, Cynthia	6.00	42.00	117.00
Meza, Jack	-	-	116.00	Truong, Christine	6.00	42.00	111.00
Mohr, Kelsey	-	24.00	99.00	Truong, Will	-	18.00	81.00
Monreal, Greg	-	24.00	36.00	Uribe, Yajaira	-	30.00	60.00
Montoya, Tania	6.00	26.00	26.00	Valle, Ana	-	30.00	55.00
Mostatabi, Roxana	-	24.00	42.00	Vasani, Sheena	-	30.00	42.00
Murray, Edward	-	-	230.00	Vasquez, Johanna	-	30.00	57.00
Nava, Marcella	24.00	60.00	60.00	Veltre, Robin	6.00	22.00	22.00
Navarro, Nicole	6.00	42.00	60.00	Villegas, Matt	6.00	16.00	16.00
Negrete, Adriana	6.00	7.00	7.00	Vu, Anna	6.00	15.00	15.00
Nguyen, Martin	6.00	12.00	12.00	Vu, Elizabeth	-	6.00	108.00
Nguyen, Tyler	6.00	26.00	26.00	Vukovick, Kathy	6.00	42.00	186.00
Okamura, Lynn	-	18.00	75.00	Weimer, MacKenzie	6.00	13.00	13.00
Osoria, Jonathan	6.00	18.00	18.00	Wright, Sydney	6.00	9.00	9.00
Paez, Vicki	6.00	42.00	78.00				
Patel, Ueepa	6.00	42.00	208.00				
Patel, Vani	6.00	42.00	60.00				
Patino, Ashley	-	18.00	36.00				
Patino, Nicole	-	18.00	42.00				
Pelto, Ernest	6.00	42.00	164.00				
Peyre, Isa	-	36.00	78.00				
Pineda, Guadalupe	-	18.00	66.00				
Porter, Melissa	12.00	36.00	36.00				
Precht, Jeanette	6.00	42.00	129.00				
Rangel, Jacky	6.00	36.00	36.00				
Renno, Carolyn	6.00	15.00	15.00				
Ring, Diane	-	28.00	88.00				
Rivera, Felleny	6.00	22.00	22.00				
Rivera, Hilda	12.00	48.00	48.00				
Rodriguez, Claudia	-	30.00	42.00				
Rodriguez, David	-	24.00	72.00				
Rodriguez, Kenia	-	70.00	120.00				
Rodriguez, Maria	-	30.00	42.00				
Sabo, Melissa	6.00	12.00	12.00				
Sanders, Asia	12.00	36.00	36.00				
Sanders, Paget	24.00	24.00	24.00				
Sandoval, Lizbeth	6.00	24.00	85.00				
Saulifer, Gregory	24.00	54.00	54.00				
Schaal, Linda	6.00	42.00	183.00				
Serles, Tammi	6.00	6.00	6.00				
Sgobba, Jackie	12.00	72.00	102.00				
Shah, Jay	-	24.00	72.00				
Shah, Soham	6.00	45.00	51.00				
Shah, Sweny	6.00	42.00	132.00				
Shan, Kheyati	6.00	25.00	25.00				
Skimizu, Ken	12.00	78.00	385.00				
Sosa, Mathew	-	18.00	38.00				
Speakman, Sarah	6.00	26.00	71.00				
Studer, Michelle	-	24.00	24.00				
Stutts, Lisa	6.00	19.00	19.00				
Stutzman, Mark	6.00	42.00	60.00				
Tarrios, Jennifer	6.00	24.00	24.00				
Teeter, Robert	-	18.00	78.00				
Thatcher, Kaitlyn	-	-	26.00				
Thieu, Dominique	-	12.00	12.00				
Thomas, Peggy	6.00	42.00	89.00				
Tierney, Ryan	24.00	48.00	48.00				
Todker, Vanita	6.00	10.00	10.00				
Tomlin, Jennifer	-	36.00	61.00				
Tran, Victor	-	24.00	36.00				
Tranquill, Jill	-	30.00	48.00				
				<b>Total</b>	<b>979.00</b>	<b>6,023.00</b>	<b>19,263.00</b>

Placentia Library District  
Circulation Report  
February 1, 2004

Agenda Item 22

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 January	FY02-03 January
1st Time Checkouts	82,248	83,874	-1.94%	12,030	12,504
Phone Renewals	12,491	10,375	20.40%	1,860	1,431
In-Building Renewals	3,236	2,505	29.18%	255	346
TOTAL RENEWALS	15,727	12,880	22.10%	2,115	1,777
TOTAL CHECKOUTS	97,975	96,754	1.26%	14,145	14,281
On-Time Checkins	85,440	88,573	-3.54%	10,710	11,030
Late Checkins	6,895	8,755	-21.25%	954	1,167
TOTAL CHECKINS	92,335	97,328	-5.13%	11,664	12,197
Holdes Placed	1,579	3,098	-49.03%	394	173
Holdes Cancelled	49	410	-88.05%	0	47
Holdes Filled	2,360	2,762	-14.55%	370	223
Patrons Registered	2,340	3,060	-23.53%	274	296
Titles Added	3,331	4,910	-32.16%	609	1,627
Volumes Added	3,453	6,370	-45.79%	640	1,893
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	41,668	44,330	-6.00%	5,745	6,429
Juvenile Print	44,413	47,646	-6.79%	6,750	6,708
Total Print	86,081	91,976	-6.41%	12,495	13,137
Audio	4,912	5,465	-10.12%	848	685
Visual	7,918	8,423	-6.00%	1,294	1,312
Total Audio Visual	12,830	13,888	-7.62%	2,142	1,997
TOTAL CIRCULATION	98,911	105,864	-6.57%	14,637	15,134
Placentia Circulation	62,038	53,300	16.39%	8,820	7,817
%Placentia Circulation	62.72%	50.35%		60.26%	51.65%
Anaheim/Yorba Linda Circulation	16,431	12,601	30.39%	2,742	2,613
%Anaheim/Yorba Linda Circulation	17%	11.90%		19%	17%
TYPES OF ACTIVE BORROWERS					
Adult	68,655	62,788	9.34%	10,391	9,315
Young Adult	1,782	2,964	-39.88%	210	219
Juvenile	20,325	22,581	-9.99%	3,056	3,379
New Borrower	7,242	6,515	11.16%	819	1,063
Non Resident	0	1,231	N/A	0	0
Other (staff)	1,728	1,734	-0.35%	144	232
TOTAL ACTIVE BORROWERS	99,732	97,813	1.96%	14,620	14,208
TOTAL REGISTERED BORROWERS	130,942	118,759	10.26%	19,349	19,251
ATTENDANCE	236,896	266,841	-11.22%	26,891	41,274
Adult Reference-In Building	6,117	6,154	-0.60%	1,022	856
Adult Reference-Telephone	1,027	966	6.31%	141	132
Children's Reference-In Building	3,686	5,691	-35.23%	947	668
Children's Reference-Telephone	181	2,278	-92.05%	33	31
Total Adult Reference	7,144	7,120	0.34%	1,163	988
Total Children's Reference	3,867	7,969	-51.47%	980	699
Total in Building Reference	9,803	11,845	-17.24%	1,969	1,524
Total Telephone Reference	1,208	3,244	-62.76%	174	163
TOTAL REFERENCE	11,011	15,089	-27.03%	2,143	1,687



PLACENTIA INVOICES

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	09/07/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/08/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/07/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/04/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	02/07/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	03/07/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	04/05/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	05/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	06/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	07/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	08/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
TOTAL		57,343.72	14,056.43	4,861.20	752.50	0.00	37.47	65,651.09
AVG		4,778.64	1,171.37	405.10	62.71			5,470.92

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

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	08/07/03	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03	09/08/03	5,103.96	1,370.47	604.52	215.00		7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50		7.19	4,520.56
Oct-03	11/10/03	4,002.21	1,150.57	604.52	107.50		7.24	5,872.04
Nov-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17		7.23	7,472.74
Dec-03	01/13/04	2,950.98	1,407.66	705.74	155.00			5,219.38
Jan-04	02/10/04	2,987.54	1,150.57	568.93	107.50		7.23	4,821.77
Feb-04								0.00
Mar-04								0.00
Apr-04								0.00
May-04								0.00
Jun-04								0.00
TOTAL		26,906.25	9,860.23	4,297.27	2,212.67	0.00	43.28	43,319.70
AVG		3,843.75	1,408.60	613.90	316.10		7.21	6,188.53

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03	1,207.48	204.00	0.00	1,411.48	705.74
Jan-04	963.86	174.00	0.00	1,137.86	568.93
Feb-04				0.00	0.00
Mar-04				0.00	0.00
Apr-04				0.00	0.00
May-04				0.00	0.00
Jun-04				0.00	0.00
TOTAL	7,346.54	1,248.00	0.00	8,594.54	4,297.27
AVG	1,049.51	178.29	0.00	1,227.79	613.90



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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Dec-03	284.72	300.60	60.56	0.00	561.60	1,207.48
Jan-04	213.54	240.48	60.56	0.00	119.28	633.86
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	1,921.86	1,743.48	423.92	0.00	2,927.28	7,016.54
AVG	274.55	249.07	60.56	0.00	418.18	1,002.36

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03	8.00	8.00	2.00	0.00	16.00	34.00
Dec-03	8.00	10.00	2.00	0.00	20.00	40.00
Jan-04	6.00	8.00	2.00	0.00	16.00	32.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	54.00	58.00	14.00	0.00	116.00	242.00
AVG	7.71	8.29	2.00	0.00	16.57	34.57

To: eminter@placentialibrary.org  
From: gneill@cstda.net  
Subject: CSDA Legislative Update - Friday, February 20, 2004



## LEGISLATIVE LOCAL GOVERNMENT COALITION MEETS TO DISCUSS GOVERNOR'S PLAN

This week, the second meeting of the Legislative Local Government Coalition was held to focus on the Governor's proposal to shift an additional \$1.3 billion in property tax revenues from local governments to ERAF. Representatives from CSDA, CSAC, and the League of California Cities discussed the history of the original ERAF shift and the significant impact of the ongoing shift to California's local governments, as well as our considerable concerns about the Governor's plan.

Coalition members, led by Assembly Members Todd Spitzer (R-Orange) and Simón Salinas (D-Salinas; Chair, Local Government Committee), were extremely focused and engaged on this issue and advised local government officials to encourage their legislative delegation to participate in the coalition. Members also challenged local governments to work with the Administration and the Legislature to develop a substitute plan to the Governor's proposal, while being mindful of the state's financial plight.

The Local Government Coalition will continue to meet during the year and expressed interest in continuing collaborative efforts with cities, counties, and special districts. Please engage your legislative delegation on budget issues and encourage their participation in the coalition. For those legislators who are already involved in this effort, extend your appreciation for their taking on the challenge of championing local government issues during this fiscal crisis. Current coalition participants include Assembly Members Patricia Bates, John Benoit, Lou Correa, Lynn Daucher, Bob Dutton, Doug La Malfa, Barbara Matthews, Gloria Negrete McLeod, Gene Mullin, and George Nakano. CSDA is certainly grateful for the efforts of Assembly Members Spitzer and Salinas and their willingness to lead this charge.

There is a great deal more work ahead of us before a budget is finalized. Certainly, the outcome of the March 2<sup>nd</sup> election, specifically Propositions 57 and 58, will play a significant role in future budget discussions. Look for budget activities to get intense over the next few weeks.

## SPECIAL DISTRICT GOVERNANCE BILL INTRODUCED

The much-anticipated special district governance legislation by Senator Ortiz was introduced last Friday. As introduced, **Senate Bill 1272** relates only to special district audit issues and we understand that other provisions will be amended into the bill prior to the first policy committee hearing. While still under review, SB 1272 would clearly result in more audit costs for special districts and authorizes the State Controller to conduct additional audits or require additional audits of special districts as the State Auditor deems necessary for "high risk transactions" or "additional testing." We highly encourage your district to review the provisions of SB 1272 and let CSDA know how the proposed audit provisions would impact your district's current audit procedures.

## LEGISLATIVE ANALYST RECOMMENDS HIGHER ERAF SHIFT FROM SPECIAL DISTRICTS

Yesterday, the Legislative Analyst released her Analysis and Perspectives & Issues report on the Governor's proposed 2004-05 state budget. Included in the report is a section entitled "Another

Property Tax Shift," that contains the LAO's property tax shift recommendations. You will recall that the Governor's proposed property tax shift is \$1.3 billion, \$105 million of which would come from special districts. The LAO is recommending that the Legislature reject the Governor's proposal and instead recommends that the special district property tax shift be set at **\$400 million**. The LAO's report states in part: ***"Specifically, the Legislature would establish a special district property tax shift amount for each county. Every county Board of Supervisors, after public hearing and debate, would revise the share of property taxes received by special districts in their county to implement the shift and reallocate property tax resources in a manner that best meets the needs of their county residents."*** The report further states: ***"For example, the Legislature could specify that county Boards of Supervisors may not (1) reduce a non-enterprise special districts property taxes by more than 20 percent in any single year, or, (2) reallocate property taxes so that county-dependent special districts receive increased property tax revenues (emphasis added)."***

The LAO's report concludes that the Governor's proposal is "too great on counties," and "too low" on special districts and reminds the Legislature that the amounts special districts were required to shift in 1992-03 and 1993-04 did not generate nearly the amounts specified by the formula's utilized. With respect to the 1992-03 and 1993-04 ERAF formulas, which the Governor indicated would be utilized for this year's shift, the LAO recommends **"Leave Past Formulas in the Past."** The full text of the LAO report is available at: [www.lao.ca.gov](http://www.lao.ca.gov).

## **MORE BAD NEWS FROM THE LAO**

Also included in the LAO's report was a warning to the Legislature that the state's projected revenue is \$1 billion less than earlier estimates and suggested the state will face large budget deficits for years without significant budget solutions by the Governor and Legislature. In sum, the LAO stated that the state's deficit is \$17 billion, \$3 billion more than the Governor projected in his January budget proposal, due in large part to weaker than expected wages, which results in less personal income tax receipts. The LAO concluded by stating that all of the budget projections assume voter approval of the Governor's \$15 billion bond on the March 2 ballot, and if the bond fails, the state will attempt to rely on the \$8.6 billion bond passed by the Legislature last fall as part of the budget compromise, leaving a budget gap of \$5 billion. This bond is currently in court and if the state loses, the LAO projects the current budget-year deficit will be \$13 billion.

## **TWO OUTSTANDING NEW PUBLICATIONS NOW AVAILABLE**

The Institute for Local Self Government has just released a new publication, *Of Cookie Jars and Fishbowls: A Public Official's Guide to Use of Public Resources*. This guide explores ethical and legal considerations that bear on spending decisions, and features a sample expense policy. Also, as reported earlier this week, the ILSG has released a new ethics publication entitled *Developing a Local Agency Ethics Code: A Process-Oriented Guide*. The publication describes steps local agencies can take to adopt or update an ethics code. You can order these publications, or download them for FREE, from ILSG at [www.ilsig.org](http://www.ilsig.org).

**\*\*This update is brought to you exclusively as a CSDA member benefit\*\***

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To: eminter@placentia.library.org

From: gneill@csda.net

Subject: CSDA Legislative Update - February 17, 2004

Date: Tue, 17 Feb 2004 16:19:45 -0800

X-OriginalArrivalTime: 18 Feb 2004 00:23:54.0875 (UTC) FILETIME=[7E068CB0:01C3F5B5]



## CSDA Weekly Legislative Update for February 17, 2004

# Press Conferences Kick Off Ballot Measure Effort

On Monday, February 9, special district, city and county officials held nine simultaneous press conferences around the state. These individuals, on their own time, announced the beginning of efforts to qualify the 2004 Local Taxpayers and Public Safety Protection Act for the November ballot. Proponents of the measure, which is sponsored by the League of California Cities, the California State Association of Counties and the California Special Districts Association, will have to collect at least 598,105 valid signatures by April 15 to put the issue on the ballot. The press conferences took place in Redding, Sacramento, Oakland, Salinas, Fresno, San Diego, Palm Springs, San Bernardino, and Santa Barbara. The press event scheduled for Los Angeles was held on Friday morning.

The press conferences drew enormous amounts of media coverage, and special districts and their representatives were featured in many newspaper and television stories.

The local officials declared their intention to collect a million signatures, many more than they technically need, to ensure that voters will get the opportunity to weigh in on this important issue in November. They were optimistic that, since this measure aims to stabilize local agency funding, the considerable number of local officials, officers and employees will act as an already-established volunteer grassroots network that can generate thousands of signatures. This will help them, at least in part, bypass the traditional route of paying signature gatherers, which is a significant expense for most ballot measure campaigns. Every dollar saved by gathering signatures through volunteer work means another dollar that the campaign can use on television advertising, direct mailing and other types of autumnal voter contact. For more information on the campaign or signature gathering, visit [www.protectlocalservices.com](http://www.protectlocalservices.com).

The Local Taxpayers and Public Safety Protection Act, if passed, would do two main things:

- Require a vote of the people before the Legislature could shift funds from local governments to the State, reallocate funds among local governments without their consent, or reduce tax revenues that flow to local governments without backfilling those revenues. This would apply to items such as the ERAF shift, and would be retroactive to November 1, 2003.
- Clarify and strengthen the requirement already in the Constitution that the State reimburse local governments for new programs (or program enhancements) that the State says local governments must perform. These are commonly known as state mandates, and the Legislature has been deferring the bulk of these payments (now totaling billions of dollars) for years.

To view the text of the measure, visit [www.protectlocalservices.com](http://www.protectlocalservices.com).

Paid for with non-public funds.

## **CSDA President Bill Miller Testifies at Ballot Measure Informational Hearing**

On Wednesday, February 11, CSGDA President Bill Miller joined city and county representatives in explaining the Local Taxpayer and Public Safety Protection Act to Senator Tom Torlakson and the other members of the Senate Local Government Committee. The Committee also heard testimony about another ballot measure affecting local government funding that will attempt to qualify for the November ballot. "We have been strong in our message, 'local revenues for local services,' those revenue streams that have traditionally been identified as those that fund local services should remain dedicated to local services. We feel that predictable and stable fiscal resources are in the best interest of our local constituents," Miller stated. "The state/local fiscal relationship in regards to funding is difficult enough for us to understand, but for our constituents, it is even more difficult. If a special district is established to provide services by the voters in a community, we feel strongly that those identified revenues should remain."

## **Gearing up for GAD**

CSGDA's annual Government Affairs Day is fast approaching. On May 12-13, you will have the opportunity to meet with your legislators and discuss with them the issues that are important to you as a special district representative. The morning of the 12<sup>th</sup> you can enjoy a continental breakfast before settling in to some educational speakers, including CSGDA's Legislative Advocate Ralph Heim. In the afternoon, you will be united with your city and county counterparts for further informational updates, talking points and legislative visit tips. There will also be time for you to visit your legislators on the 12<sup>th</sup> and let them know how you feel about issues affecting special districts and the communities they serve so well. The 13<sup>th</sup> will consist of a press conference on the steps of the State Capitol and more time to visit with legislators. Be sure to watch your mailbox for more information about this vital event.

## **Outstanding New Ethics Publication Now Available**

The Institute for Local Self Government has just released a new ethics publication. Entitled *Developing a Local Agency Ethics Code: A Process-Oriented Guide*, the publication describes steps local agencies can take to adopt or update an ethics code. Recognizing that different agencies will choose to emphasize different ethical values in their codes, the guide offers a "menu" of possible code provisions as opposed to a one-size-fits-all sample policy. The guide also discusses the pros and cons of value-based, as opposed to rule-based, ethics codes.

## **CSGDA Legislative Updates Available for Everyone!**

Do you enjoy receiving these updates? Do you think that others at your district would like access to the information? All district Directors, management and other staff are eligible to receive these updates by email. To sign someone up, or for more information, please contact Geoffrey Neill at [gneill@csgda.net](mailto:gneill@csgda.net) or toll free at 877.924.CSGDA (2732). Please specify your district, your position with the district and your email address in all communication.

**\*\*This update is brought to you exclusively as a CSGDA member benefit\*\***  
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From: "Jeri Takeda" <jtakeda@mcls.org>  
 To: "MCLS/SLS/SSCLS/Associate Member Directors" <mclshq@mcls.org>  
 Cc: "Susan McGlamery ...snip...  
 "smacgregor" <smacgregor@mcls.org>, "palger" <palger@mcls.org>  
 Subject: FW: [CALIX:1913] LAO ANALYSIS OF THE 2004-05 BUDGET BILL

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

**From:** owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] **On Behalf Of** Susan Negreen  
**Sent:** Wednesday, February 18, 2004 4:03 PM  
**To:** CLA Listserve- CALIX  
**Subject:** [CALIX:1913] LAO ANALYSIS OF THE 2004-05 BUDGET BILL

February 18, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

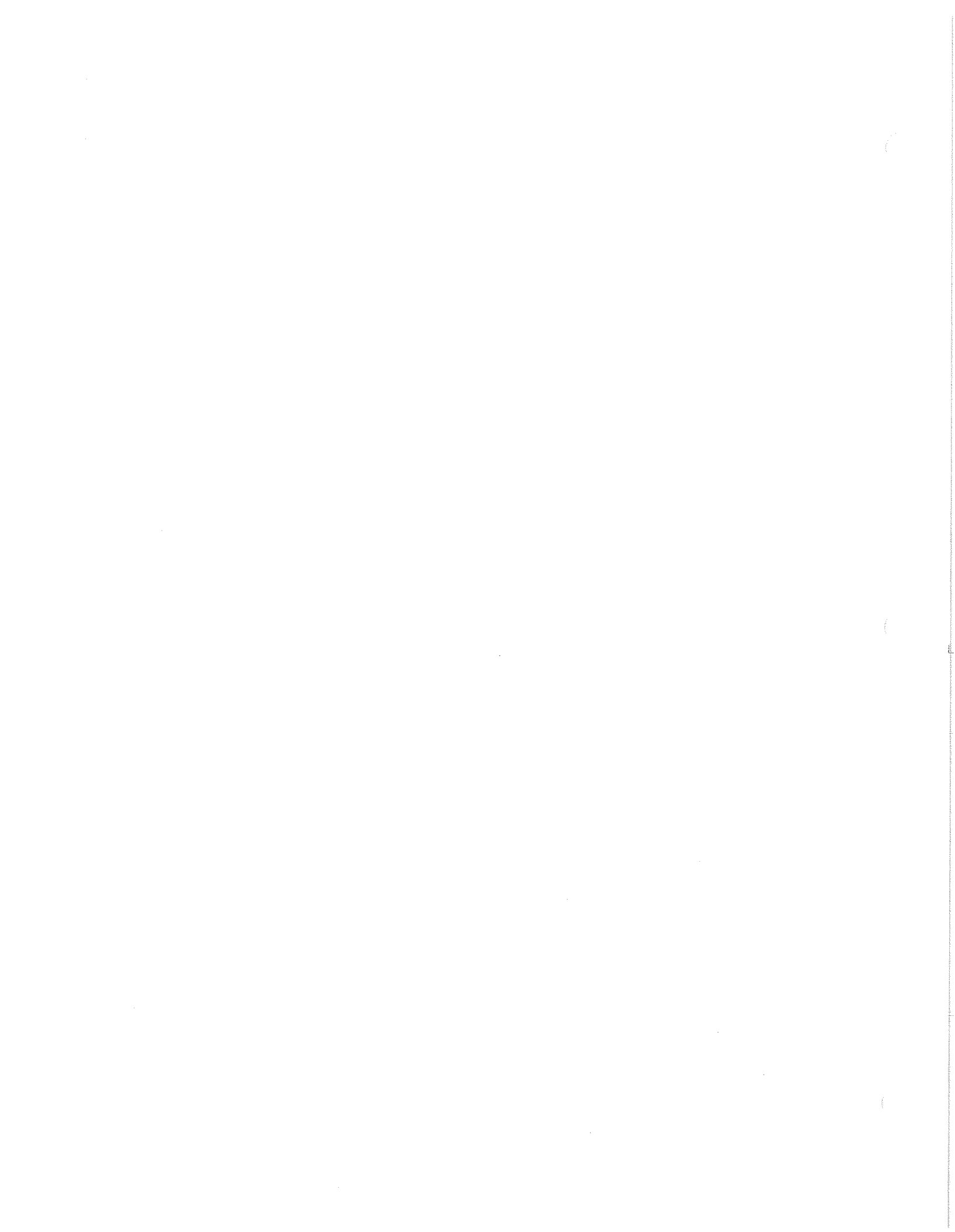
FROM: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist

RE: LEGISLATIVE ANALYST PROPOSES ALTERNATIVE TO \$1.3 BILLION SHIFT

This morning, the Legislative Analyst, Elizabeth Hill, released the analysis of the Governor's 2004-05 Budget Bill. The 2-1/2-inch thick document, together with a second document, titled "Perspectives and Issues," are developed annually to assist the Legislature in setting its priorities in the Budget Bill and in other legislation. The Analyst notes that a key element of the Governor's Plan is the assumed approval of a \$15 billion economic recovery bond on the March Ballot, to pay off the accumulated 2002-03 budget deficit and help address the remaining shortfall. However, the Analyst states that "while the Governor's proposal is a solid starting point for budgetary negotiations, a considerable amount of work remains to fully resolve the State's chronic budget-related problems." The Analyst goes on to comment that "we further project that an ongoing General Fund structural deficit of close to \$7 billion would exist beyond the budget year, absent corrective action." She also notes that the Budget continues to rely on several revenue assumptions that may not materialize, such as \$500 million from tribal gaming and \$350 million from the federal government, etc. Beginning in early March, the various budget subcommittees, in both the Senate and the Assembly, will begin discussing the Governor's Budget in detail, at which time representatives of the Legislative Analyst's Office, serving as advisors to the Legislature, will either recommend agreement or alternatives to the multiple provisions in the Governor's Budget.

#### I. MAJOR PROPERTY TAX REALLOCATION / ELIMINATION OF PLF

As reported to you previously, the Governor's Budget proposes to shift \$1.3 billion of property tax from local governments to K-14 districts, thereby freeing up a like amount that the State could use to help balance the Budget. The Analyst recommends the Legislature reject the Governor's proposal and instead suggests "the Legislature should use its authority over this tax for the overall betterment of local government, not as a state rainy day fund." The Governor's \$1,336 billion property tax shift includes a \$909 million reduction to counties, \$188 million for cities, \$135 million for redevelopment agencies, and \$105 million for special districts. The Analyst instead recommends a \$216 million reduction in





## LAO ANALYSIS OF THE 2004-05 BUDGET BILL

local subventions (Citizens Option for Public Safety [COPS] - \$100 million; Juvenile Justice Challenge Grants - \$100 million; Public Library Foundation - \$16 million), \$400 million locally determined special district property tax shift, \$320 million redevelopment property tax shift, \$400 million reduction in city and county sales taxes (\$200 million each), and a reallocation of vehicle license fees.

The Analyst's basis for this alternative proposal is that the State Constitution establishes the property tax as a local tax and should not be used as a "State resource." The Analyst outlines a proposal that she feels would minimize reductions to local government general purpose revenues, allow more local control, and take into consideration the effects on land use incentives. The following are some of the Analyst's comments with respect to the impact of previous reductions and the new proposed property tax reductions to local governments:

- **City and County Program Reductions:** "Most city and county programs currently financed with property taxes are not amenable to user fee financing. Additionally, the Constitution requires voter or property owner approval before a local agency may impose or increase a local tax or assessment. Thus, reductions in city and county property taxes likely will trigger program reductions, including parks, recreation, libraries, public safety and, in some counties, local health programs."
- **Nonenterprise Special Districts:** "The impact on nonenterprise special districts is not clear, as some have the ability to rely on other revenue sources, such as fees, assessments, and payments from other governments to finance their operations. However, many depend on property taxes for most of their budgets, and the Governor's shift could result in significant cuts to flood control, library, and park and recreation programs."
- **Enterprise Special Districts:** "Most of the State's approximately 1,700 enterprise special districts provide water or waste disposal services and have considerable authority to levy user fees to pay for services. More than half of these districts do not receive property tax revenue and those that do, rely on property taxes for only 7% of their revenues. Given the significant fee authority of enterprise special districts and the nature of the services they provide, we assume that increased user fees, which do not require voter approval, would offset a significant portion of the property tax shift."
- **Redevelopment Agencies:** "Redevelopment agencies may offset tax losses through project expansions."

### III. SPECIFIC RECOMMENDATION FOR SPECIAL DISTRICTS

The Analyst proposes a \$400 million special district property tax shift, which "is equivalent to almost an 80% reduction to enterprise special district 2004-05 property taxes, or about a 15% reduction to all special district property taxes." The allocation of this property tax shift would be locally determined. Specifically, "the Legislature would establish a special district property tax amount for each county. Every county board of supervisors, after public hearing and debate, would revise the share of property taxes received by special districts in their county to implement the shift and reallocate property tax resources in a manner that best meets the needs of their county residents." Under such a proposal, the share of property taxes of some districts would go up while for others it would go down. The Analyst acknowledges that "such an approach would engender both concerns by special districts and significant public debate."

### IV. OTHER LOCAL GOVERNMENT IMPACTS

In recommending against the \$1.3 billion property tax shift, and to make up those revenues locally, the



## LAO ANALYSIS OF THE 2004-05 BUDGET BILL

Analyst also proposes to shift \$320 million from redevelopment agencies, which would represent approximately 11% of redevelopment 2004-05 property taxes. The Analyst would also replace the Administration's single-percentage redevelopment property tax shift with a sliding scale approach that "decreases – on an ongoing basis – city and county incentives to inappropriately expand redevelopment activities." Lastly, as mentioned earlier, cities and counties would each give up \$200 million in sales taxes, which the Analyst, in responding to a reporter's question at her press conference this morning, stated, "would reduce some of the fiscalization of land use."

### V. MORE LATER

As more information is provided on the LAO recommendations, we will forward it to you. In the meantime, it is important to recognize that the Analyst's recommendations will be subject to extensive review in the budget process and will require legislation, in most cases, to be enacted.



In

From: "Jeri Takeda" <jtakeda@mcls.org>  
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>  
Cc: "Susan McGlamery ...snip...  
"smacgregor" <smacgregor@mcls.org>, "palger" <palger@mcls.org>  
Subject: FW: [CALIX:1868] NEWS FROM THE CAPITOL

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

**From:** owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] **On Behalf Of** Susan Negreen  
**Sent:** Thursday, February 05, 2004 5:04 PM  
**To:** CLA Listserve- CALIX  
**Subject:** [CALIX:1868] NEWS FROM THE CAPITOL

February 5, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, CLA Lobbyist

Christina Dillon, CLA Lobbyist

RE: NEWS FROM THE CAPITOL

#### I. SENATOR ALPERT INTRODUCES NEW LIBRARY CONSTRUCTION BOND BILL

Senator Dede Alpert (D-San Diego), member of the Library Construction Bond Board and Chair of the powerful Senate Appropriations Committee, has introduced a new library construction and renovation bond. The bill, SB 1161-Alpert, will enact the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2004, for submission to the voters on the November 2004 ballot. The bond currently contains a \$2 billion price tag, however, due to the state's current fiscal climate, and challenging Budget year ahead, it is not likely that the bond will stay at that high of a bond authorization amount. During 2004, discussions will take place between Senator Alpert, the legislature, and the Governor's Administration regarding what the state may be able to absorb relative to its bonded indebtedness capacity.

SB 1161, which is sponsored by CLA, is identical to the Senator's SB 40 from last year. You may recall, SB 40 was placed on the Senate Appropriations Committee "suspense file" in 2003, when Library Construction Bond Board member, State Treasurer Phil Angelides, sent all bond authors a letter, expressing his "opposition to the enactment of any new general obligation or state lease revenue bond measures, beyond those already scheduled to be placed on the ballot, until a balanced budget for fiscal year 2003-04 is in place and there is a viable plan to fix the structural imbalances in the budget." In a statement released yesterday for CLA members, Senator Alpert stated, "I am well aware of the problems associated with increasing our state's bonded indebtedness. However, I believe the library bond proposals that have come before me on the Library Board have provided an important economic stimulus for our communities as well as serving the critical educational and informational needs of our citizens. I am hopeful that SB 1161 will move forward so that we can continue the great strides we've made in improving California's public libraries."

Important features of SB 1161 include: the same 35% local match requirement as is currently found in the existing (Proposition 14) library bond, the bill provides up to \$25 million to encourage the development of joint use projects between libraries and school districts or higher education, and lastly, would allow unfunded Cycle 3 applicants to get "first call" on new bond act funds without having to complete a new application. Remaining funds would be available to any additional applicants.

Senator Alpert, one of the principle authors and architects of the March 2000 bond, along with Senator Richard Rainey and Senate President pro Tem John Burton, has been very concerned over the skyrocketing need for library construction bond dollars, versus the limited amount of bond funding actually available. The bond funding process has been extremely competitive, with many worthy applicants being denied projects due to lack of funding.

SB 1161-Alpert must be in print for thirty days before it can be heard in its first committee. We will send out an announcement to the field when the bill is assigned to committee. In the meantime, you may wish to ask your own legislators to request that they be added to Senator Alpert's bill as a co-author.

## II. A LITTLE HISTORY ON ERAF

Several of our readers have asked us for a simple explanation of ERAF. A "simple" explanation may be difficult, but we will do our best to explain what led to the eventual establishment of the Educational Revenue Augmentation Fund (ERAF).

Back in the late 1970s, when Proposition 13 was on the ballot, then State Treasurer Jess Unruh publicly stated that the state had an "obscene surplus." In fact, at the time, the state had a surplus of about \$4 billion, which likely gave some impetus to the passage of Proposition 13, which, as you know, essentially cut property taxes in half. While a few state legislators later questioned their decision, the legislature, at the time, used most of the \$4 billion in state surplus to "bail out" local governments, by replacing much of the property taxes they had lost with state funds. Since the legislature was prohibited from giving funds directly to cities, counties, and special districts, formulas were devised wherein property taxes were shifted from schools to the local governments, and the state used its surplus to replace the school funds. The legislative vehicle used to accomplish this purpose was AB 8, which became known as the "AB 8 bail-out" bill.

All was peaceful, so to speak, until the early 1990s when the state faced huge deficits. The legislature, in addition to raising some taxes, turned to local government to collectively generate more than \$4 billion through what became known as the "AB 8 reversal." In effect, the legislature reversed what it had done after Proposition 13, by shifting property taxes from local government back to the schools, thereby freeing up a like amount of money in the state General Fund to be used for other purposes. To account for or track the funds shifted to the schools, the so-called "Educational Revenue Augmentation Fund (ERAF)" was established. It was important for the state to establish the ERAF account because, as the property tax value in the ERAF increases each year, it offsets the amount of money the state must pay schools under the Proposition 98 guarantee. Legislative efforts by CLA and other local government groups, over the years, to require that the growth in the ERAF be given to local governments rather than the schools, have been defeated or vetoed by the Governor. The Department of Finance argued it would result in a "cost" to the state of at least \$150 million in the first year alone, as the state would have to provide an amount to schools equal to the amount shifted to local government from the ERAF account.

As we said at the beginning, there is no easy explanation of ERAF, however we hope you will find this article helpful in your understanding of the 1992-93 and 1993-94 property tax shift and its implications.

### III. THE GOVERNOR'S BUDGET PROPOSES ANOTHER \$1.3 BILLION SHIFT TO ERAF

This year, the Governor is proposing to shift another \$1.3 billion from cities, counties, and special districts into the ERAF account to free up a like amount to balance the Budget. The Governor is, in a sense, giving with one hand and taking away with the other. The current year's Budget provides \$2.65 billion in Vehicle License Fee (VLF) reimbursement to cities and counties in the 2003-04 fiscal year, and \$4.06 billion in 2004-05. The Administration's rationale seems to be to cities and counties – "you only got \$2.65 billion this year, we promised to repeal the car tax and give you the \$4.6 billion, but we're taking away \$1.3 billion through the ERAF reduction. Thus, you will net \$2.65 billion, the amount you received this year." Unfortunately, cities and counties, as well as special districts, end up losing \$1.3 billion in funding for police, fire, library, and other services they did not anticipate losing. Specifically, counties will lose approximately \$914 million, cities \$188 million, special districts \$98 million, and redevelopment agencies \$135 million. Several library directors have asked how to calculate the percentage loss for their special district libraries, relative to the \$98 million figure. While details of the Governor's ERAF proposal are still in flux, it is rumored that the take-away will be between 8 and 9 percent for each special district.

### IV. A LITTLE KNOWN 1994 LIBRARY BILL

CLA is currently working with legislative staff and specific legislators to explore options relative to a 1994 law that may prove to be fortuitous for libraries. Back in 1994, Senator Ralph Dills asked CLA if he could introduce a measure to help libraries. CLA provided the Senator with a proposal to prevent any future ERAF take-aways from libraries. Noting that libraries had been decimated by the ERAF shifts of 1992-93 and 1993-94, the Senator wanted to prevent a so-called "ERAF II," and introduced SB 1648-Dills, which would prohibit further property tax revenue reductions to county free libraries or library districts. The bill was strongly supported in a bi-partisan fashion in the legislature, and was signed by the Governor as Chapter 344, Statutes of 1994. You may recall that in 1997, then State Controller Kathleen Connell interpreted SB 1648 to mean that libraries should have never shifted money for ERAF, including in the years 1992-93 and 1993-94. She ordered a \$120 million return to libraries, which was quickly thwarted by legislative leaders and staff who understood the bill's original intent – to prevent future ERAF reductions from libraries with a prospective, not retrospective intent. Senate President pro Tem Bill Lockyer and Assembly Republican Leader Curt Pringle then introduced AB 1589-Pringle/Lockyer, which clarified Senator Dills intent (Chapter 290, Statutes of 1997). The library ERAF law is contained in Section 97.37 of the California Revenue and Taxation Code.

In light of Governor Schwarzenegger's \$1.3 billion ERAF proposal, CLA has resurrected SB 1648-Dills to plead our case with some of our strongest legislator allies, particularly those who come from local government backgrounds. We are currently assembling a package of information for key Senators and Assemblymembers and will be encouraging them to uphold the 1994 law to protect libraries from future ERAF shifts. Meanwhile, several county counsels have been reviewing the language contained in both SB 1648 and AB 1589, and there are some sizeable discrepancies in their opinions of whether or not this leaves libraries protected or vulnerable. As the Governor's ERAF proposal is going to be an ongoing issue of great magnitude for all segments of local government, this issue will not be resolved until Budget discussions conclude. Recognizing that one legislature cannot bind a future legislature (SB 1648 does not guarantee there will be no shift), CLA will be working on this issue for months to come and will keep you updated as developments surface.

### V. QUIET TIME IN SACRAMENTO

Early January was a busy time in the legislature as Assembly and Senate policy committees dealt with bills carried over from last year, that if not acted upon in their house of origin, were dead for the two-year session. Additionally, lobbyists scurried around the halls of the Capitol, seeking authors for proposed legislation in order to meet the January 23<sup>rd</sup> deadline of getting language to Legislative Counsel for drafting purposes. Now is a quiet time around the Capitol, as legislators wait for bills to be returned from Legislative Counsel for introduction by the February 20<sup>th</sup> deadline, at which time the bills are assigned a number and made public. Legislators, their staffs, and most lobbyists are also awaiting the release of the Legislative Analyst's review of the Governor's Budget, which is scheduled to be released Wednesday, February 18<sup>th</sup>. The quiet time will end in early March when the various Budget subcommittees in the Assembly and Senate begin hearings in earnest on the Governor's Budget. A little later in March, policy committees will begin hearing bills that have been introduced and have met the 30-day requirement of being in print for public review.

## **VI. SPECIAL SENATE LOCAL GOVERNMENT COMMITTEE INFORMATIONAL HEARING ON PROPOSED INITIATIVES**

There are currently a number of initiatives in circulation or awaiting title and summary by the Secretary of State's office. Two of the initiatives are: "The Local Taxpayers and Public Safety Protection Act" (the LOCAL Coalition proposal), and the "California Home Rule Amendment" being initiated by former Assembly Speaker Robert Hertzberg. The Home Rule Amendment is supposedly backed by a number of business groups as an attempt to head off the so-called "split roll" initiative, which is sponsored primarily by education organizations, which is also in circulation.

The LOCAL initiative, as most of our readers are aware, is sponsored by the County Supervisors Association of California, the League of California Cities, and the California Special Districts Association, and others, and seeks to protect local governments from future raids by the state on their general funds. Essentially, it would prevent the legislature from shifting local government funds (property tax, vehicle license fees, sales tax) without a vote of the people. It also deals with state mandates. The so-called "Hertzberg Initiative," or "California Home Rule Amendment" is much more complicated. One text we have reviewed is 57 pages in length. The proposed initiative would change both the Constitution and sections of the Government Code and the Revenue and Taxation Code. The findings and declarations of the initiative are somewhat sketchy, and essentially point out the importance of "allowing local communities to keep more of their property taxes," and "making property taxes the principle source of local government revenues." There have already been four revisions to the proposed initiative and we will provide you with additional information as it is developed.

In the meantime, the Senate Local Government Committee will be holding an informational hearing on the two initiatives next Wednesday at the State Capitol from 9:30 a.m. to noon.



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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 *SOB*  
**SUBJECT:** Two Percent Assessment Appeal Case  
**DATE:** February 23, 2004

**BACKGROUND:**

No new information has been received since the last report on January 26, 2004.

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

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

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


**RECOMMENDATION:**

Receive & File



## Agenda Item 26

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: February 17, 2004

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

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

- Placentia Rotary Reading Enrichment Program (PRREP) is a coalition of the Placentia/Yorba Linda Unified School District, Placentia Rotary and the PLLS. We currently have 61 high school volunteer tutors participating in PRREP.
- Reach Out and Read is a national pediatric literacy program and a partnership with St. Jude Medical Center. At Whitten Center, two PLLS volunteers read to children of low income parents while the children are waiting to see the pediatric nurse.
- Spanish Literacy is a coalition with Placentia Human Services, Placentia Head Start, and the Library and offers Spanish literacy classes to an under-served population.
- Federal Work Study (FWS) is a partnership between Western State University College of Law and Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and at Rio Vista and Ruby Drive Elementary Schools, primarily tutoring children. PLLS presently has 23 FWS staff from Western State and 7 from Cal State Fullerton for a total of 30.
- Cal State Fullerton and PLLS have two partnerships:
  1. The Department of Human Services Intern Program, and 2. Service Learning.
- PLLS and Fullerton College have a Service Learning partnership. Several instructors require 10-40 hours of community service and PLLS is a participating agency.
- *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04 has begun.
- \*Last year, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- \*PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager/Literacy Coordinator *JR*

Date: February 17, 2004

**Subject: Status Report on Active Grant Applications**

**Open/Received Grants**

Source	Amount Requested	Date Requested	ELLI	Spanish Literacy	FFL	Children's	AMT Received
Disney	\$5,000	6/30/03	\$5,000				
Bank of America	\$25,000	3/31/03	\$25,000				
Wells Fargo	\$2,000	5/7/03		\$2,000			
Wells Fargo	\$2,000	6/26/03			\$2,000		\$1,000
Target	\$5,000	6/25/03			\$5,000		\$2,000
Mervyn's	\$2,500	7/7/03			\$2,500		\$1,000
Mighty Ducks	\$10,000	4/16/03	\$10,000				\$10,000
Mazda	\$25,000	5/27/03	\$25,000				
Sprint	\$25,000	5/27/03	\$25,000				
<b>Total:</b>	<b>\$101,500</b>		<b>\$90,000</b>	<b>\$2,000</b>	<b>\$9,500</b>		<b>\$14,000</b>


**Grants Denied/Withdrawn**

Source	Amount	Date Requested	ELLI	Spanish Literacy	FFL	Children's
Target	\$3,000	6/25/03			\$3,000	
Verizon	\$25,000	3/26/03	\$25,000			
Coca-Cola	\$25,000	3/26/03	\$25,000			
Weingart	\$50,000	5/3/03	\$50,000			
Angels Care	\$25,000	4/16/03	\$25,000			
Ralphs	\$25,000	5/27/03	\$25,000			
Public Welfare	\$50,000	4/30/03	\$50,000			
RGK	\$25,000	4/14/03	\$25,000			
<b>Total:</b>	<b>\$228,000</b>		<b>\$225,000</b>		<b>\$3,000</b>	



Agenda Item 28

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: February 13, 2004

**SUBJECT: Poet Laureate Report.**

The Program Committee met in January and decided to offer poetry readings at local senior centers. Meredith Laskow, Poet Laureate, Placentia Library District, attended the meeting.

Subsequently, we arranged for seniors to have the opportunity to read their favorite poems or original poems at the Placentia Senior Center at 10:00 AM on Wednesday, February 11 and at Villa de Palma at 9:30 AM on Friday, March 5. We also are planning a community poetry reading on Sunday, March 21 from 1:30-3:00 PM.





**STATE, LOCAL and DISTRICT CONSUMER USE TAX RETURN**

<b>DUE ON OR BEFORE</b> Jan 31, 2004 for Year - Jan through Dec 2003	4203
[ <b>FOID 11-862-343</b> ] 7	YOUR ACCOUNT NO. 24-300123

SU EA

**S**  
BOARD OF EQUALIZATION  
P.O. BOX 942879  
SACRAMENTO CA 94279-8062

PLACENTIA LIBRARY DISTRICT  
411 E CHAPMAN AVE  
PLACENTIA CA 92870-6101

EFF
30018-037-0000
87
07/35
RT-EA
SHE

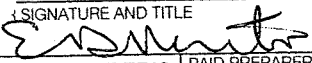
**READ SCHEDULE TE - TAX ADJUSTMENT WORKSHEET and 01-2 RETURN INSTRUCTIONS BEFORE PREPARING THIS RETURN**

1. Enter purchase price of tangible personal property which is subject to CALIFORNIA STATE USE TAX which has not been paid to the retailer .....	1.	\$ 41,155	.00	2
2. PARTIAL STATE TAX EXEMPTION (see back of this return) .....	2.		.00	61
3. Total amount subject to state use tax (subtract the adjusted amount on line 2 from line 1) (a) Enter line 3, Column B amount, from Schedule TE worksheet 3(b) \$	3.	41,155	.00	12
4. State Use Tax 6% (multiply line 3 by .06 OR enter line 4(c) amount from Schedule TE worksheet)	4.	2,469	.00	
5. Total purchase price of tangible personal property which is subject to County Use Tax which has not been paid to the retailer (enter amount from line 1) .....	5.	41,155	.00	
6. County Use Tax 1/4% (multiply line 5 by .0025) .....	6.	103	.00	
7. Enter amount from line 5 .....	7.	41,155	.00	
8. Local Tax adjustments .....	8.	0	.00	15
9. Total purchase price of tangible personal property subject to Local Use Tax which has not been paid to the retailer (add or subtract line 8 to or from line 7) .....	9.	41,155	.00	
10. Local Use Tax 1% (multiply line 9 by .01) .....	10.	412	.00	
11. District Use Tax (enter from line A11 on Schedule A) .....	11.	206	.00	18
12. Total State, County, Local and District Use Tax (add lines 4, 6, 10 & 11) .....	12.	3,190	.00	19
13. Deduct amount of sales and use tax imposed by other states .....	13.	0	.00	20
14. Net State, County, Local and District Use Tax [subtract line 13 from line 12] .....	14.	3,190	.00	22
15. Less Tax Prepayments 1ST PREPAYMENT (Tax only)      2ND PREPAYMENT (Tax only)      Total Prepayment	15.	\$ 0	.00	
16. Remaining Use Tax Due (subtract line 15 from line 14) .....	16.	3,190	.00	
17. PENALTY of 10% (.10) is due if your tax payment is made, or your return is filed, after the due date shown above (see line 17 instructions) .....	17.		.00	24
18. INTEREST: One month's interest is due on tax for each month or fraction of a month that payment is delayed after the due date. The adjusted monthly interest rate is .00667 (8% divided by 12).	18.		.00	25
19. TOTAL AMOUNT DUE AND PAYABLE (add lines 16, 17 & 18) .....	19.	\$ 3,190	.00	26

Make check or money order payable to the State Board of Equalization.  
Be sure to write your account number on check or money order.

IF YOU PAID BY CREDIT CARD AS DESCRIBED ON PAGE 1 OF THE INSTRUCTIONS CHECK HERE [ ] .

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

SIGNATURE AND TITLE  Library Director	TELEPHONE NUMBER 714-528-1925 x202	DATE 1/12/04
PAID PREPARER'S USE ONLY PAID PREPARER'S NAME	PAID PREPARER'S TELEPHONE NUMBER	



**SCHEDULE AE - COMPUTATION SCHEDULE FOR DISTRICT TAX**

<b>DUE ON OR BEFORE</b> Jan 31, 2004 for Year - Jan through Dec 2003	4203
<b>[ FOID 11-862-343 ] 7</b>	YOUR ACCOUNT NO. 24-300123 *

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**PLACENTIA LIBRARY DISTRICT**

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A1.	AMOUNT ON WHICH LOCAL TAX APPLIES (Enter amount from line 9 on the front of your Sales and Use Tax return)	\$	41,155	.00
A2./A3.	DEDUCT purchases of tangible personal property on which district use tax does not apply	000	-	0 .00
A4.	AMOUNT OF DISTRICT TRANSACTIONS (Subtract line A2/A3 from line A1) (Allocate this amount to the correct district tax areas in Column A5)	\$	41,155	.00

**READ RETURN INSTRUCTIONS 02-2 BEFORE PREPARING THIS SCHEDULE**  
Please round cents to the nearest whole dollar

DISTRICT TAX AREAS	A5. ALLOCATE LINE A4 TO CORRECT DISTRICT(S)	A6/A7. ADD (+) / DEDUCT (-) ADJUSTMENTS	A8. TAXABLE AMOUNT A5 plus/minus A6/A7	A9. TAX RATE	A10. DISTRICT TAX DUE Multiply A8 by A9
ALAMEDA Co. Bay Area Rapid Transit 080	020			.005	\$ .00
ALAMEDA Co. Transportation Improvement Authority (Effective 4-1-02)	079			.005	.00
ALAMEDA Co. Transportation Authority (Expires 3-31-02)	010	Discontinued		.005	.00
*CONTRA COSTA Co.	025			.01	.00
CITY OF PLACERVILLE (El Dorado Co.)	070			.0025	.00
*FRESNO Co. 074	072			.00625	.00
CITY OF CLOVIS (Fresno Co.) Public Safety Transactions & Use Tax	073			.003	.00
*IMPERIAL Co. Local Transportation Authority 046	029			.005	.00
*CITY OF CALEXICO Heffernan Hospital District	045			.005	.00
INYO Co.	014			.005	.00
CITY OF CLEARLAKE (Lake Co.)	058			.005	.00
*LOS ANGELES Co. 078	036			.01	.00
*CITY OF AVALON Avalon Municipal Hospital and Clinic	077			.005	.00
MADERA Co.	034			.005	.00
MARIPOSA Co.	076			.005	.00



**Continue to back of form**

A11(a)	TOTAL DISTRICT TAX (FRONT) <i>Add Column A10.</i>		.00
A11(b)	TOTAL DISTRICT TAX (BACK) <i>Enter total from Column A10, Schedule AE (Back)</i>		.00
A11	TOTAL DISTRICT TAX <i>Add lines A11(a) and A11(b). (Enter here and on line 11 on front of your Sales and Use Tax Return.)</i>	\$	.00

\* This district tax area includes more than one transactions and use tax district. (See enclosed instructions for BOE-531-AE)

**E - COMPUTATION SCHEDULE FOR DISTRICT TAX**

24-300123	REPORTING PERIOD Jan 31, 2004 for Year - Jan through Dec 2003
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DISTRICT TAX AREAS	A5. ALLOCATE LINE A4 TO CORRECT DISTRICT(S)	A6/A7. ADD (+)/ DEDUCT (-) ADJUSTMENTS	A8. TAXABLE AMOUNT A5 plus/minus A6/A7	A9. TAX RATE	A10. DISTRICT TAX DUE Multiply A8 by A9
TS (.)	084			.005	\$ .00
	065			.005	.00
ransactions & Use Tax	067			.00125	.00
CKEE nce Transactions & Use Tax	068			.005	.00
	037	41,155	0	.005	206 .00
	026			.005	.00
Co.	023			.005	.00
INO Co.	031			.005	.00
	013			.005	.00
CO Co.	052			.0125	.00
Co.	038			.005	.00
Co.	019			.01	.00
RA Co.	030			.005	.00
Co.	064			.01	.00
Co.	062			.0075	.00
	066			.00125	.00
	039			.0025	.00
STOPOL	082			.00125	.00
Co.	059			.00125	.00
SACRAMENTO	081			.005	.00
LAND (Yolo Co.)	075			.005	.00

Placentia Library District  
State Board of Equalization Report for 2003  
Sales Tax Payable

Date	Vendor	Total	State State 6%	County Tax .25%	Local Tax 1%	OC District Tax 0.5%	Total Tax 7.75%
12/26/02	University Products	79.95	4.80	0.1999	0.80	0.40	6.1961
11/20/02	Rosen Publishing Group	79.80	4.79	0.1995	0.80	0.40	6.1845
12/27/02	Thomas T. Beeler, Publisher	86.27	5.18	0.2157	0.86	0.43	6.6859
12/19/02	Cluff Kass (Rainbow Books)	1,148.00	68.88	2.8700	11.48	5.74	88.9700
01/08/03	Southern Visuals	87.80	5.27	0.2195	0.88	0.44	6.8045
01/13/03	University Products	196.40	11.78	0.4910	1.96	0.98	15.2210
02/06/03	Library Video Company	319.60	19.18	0.7990	3.20	1.60	24.7690
01/15/03	Merryant Publishers	39.45	2.37	0.0986	0.39	0.20	3.0574
11/07/03	Grey House Publishing	125.00	7.50	0.3125	1.25	0.63	9.6875
01/31/03	Thomas T. Beeler, Publisher	123.71	7.42	0.3093	1.24	0.62	9.5875
01/13/03	Chulainn Publishing Corp.	228.00	13.68	0.5700	2.28	1.14	17.6700
01/16/03	Chulainn Publishing Corp.	92.00	5.52	0.2300	0.92	0.46	7.1300
01/27/03	Chulainn Publishing Corp.	395.00	23.70	0.9875	3.95	1.98	30.6125
02/05/03	Rainbow Book Co.	702.50	42.15	1.7563	7.03	3.51	54.4438
02/21/03	NewsBank	9,020.00	541.20	22.5500	90.20	45.10	699.0500
01/30/03	Bernan	39.00	2.34	0.0975	0.39	0.20	3.0225
02/28/03	Thomas T. Beeler, Publisher	270.00	16.20	0.6750	2.70	1.35	20.9250
03/04/03	ASPCA Humane Assoc.	126.55	7.59	0.3164	1.27	0.63	9.8076
02/04/03	Chulainn Publishing Corp.	127.00	7.62	0.3175	1.27	0.64	9.8425
02/04/03	Chulainn Publishing Corp.	255.00	15.30	0.6375	2.55	1.28	19.7625
02/04/03	Chulainn Publishing Corp.	238.00	14.28	0.5950	2.38	1.19	18.4450
02/10/03	Chulainn Publishing Corp.	166.00	9.96	0.4150	1.66	0.83	12.8650
02/10/03	Chulainn Publishing Corp.	24.00	1.44	0.0600	0.24	0.12	1.8600
02/11/03	Chulainn Publishing Corp.	525.00	31.50	1.3125	5.25	2.63	40.6875
02/22/03	Chulainn Publishing Corp.	196.00	11.76	0.4900	1.96	0.98	15.1900
03/20/03	Masune First Aid & Safety	273.00	16.38	0.6825	2.73	1.37	21.1575
03/07/03	Chulainn Publishing Corp.	67.00	4.02	0.1675	0.67	0.34	5.1925
03/17/03	Chulainn Publishing Corp.	160.00	9.60	0.4000	1.60	0.80	12.4000
04/16/03	University Products	140.30	8.42	0.3508	1.40	0.70	10.8733
04/15/03	Lucas Color Card	1,828.05	109.68	4.5701	18.28	9.14	141.6739
04/22/03	The Library Store, Inc.	76.16	4.57	0.1904	0.76	0.38	5.9024
04/15/03	Recorded Books, LLC	490.00	29.40	1.2250	4.90	2.45	37.9750
03/31/03	Thomas T. Beeler, Publisher	79.66	4.78	0.1992	0.80	0.40	6.1737
03/27/03	Chulainn Publishing Corp.	35.00	2.10	0.0875	0.35	0.18	2.7125
04/23/03	Chulainn Publishing Corp.	24.00	1.44	0.0600	0.24	0.12	1.8600
04/09/03	Chulainn Publishing Corp.	170.00	10.20	0.4250	1.70	0.85	13.1750
04/15/03	Chulainn Publishing Corp.	66.00	3.96	0.165	0.66	0.33	5.115
04/24/03	BBC Audiobooks	413.01	24.78	1.032525	4.1301	2.06505	32.008275
04/24/03	Health Resouces Publishing	175.00	10.50	0.4375	1.75	0.875	13.5625
04/01/03	Oakstone Legal & Bus. Publ.	99.00	5.94	0.2475	0.99	0.495	7.6725
05/23/03	University Products	139.50	8.37	0.34875	1.395	0.6975	10.81125
04/29/03	Chulainn Publishing Corp.	65.00	3.90	0.1625	0.65	0.325	5.0375
04/28/03	BBC Audiobooks	97.42	5.85	0.24355	0.9742	0.4871	7.55005
05/05/03	Rosen Publishing Group	84.75	5.09	0.211875	0.8475	0.42375	6.568125
05/20/03	Thomas T. Beeler, Publisher	186.62	11.20	0.46655	1.8662	0.9331	14.46305
05/28/03	BBC Audiobooks	119.92	7.20	0.2998	1.1992	0.5996	9.2938
06/17/03	Delta Systems Co.	66.94	4.02	0.16735	0.6694	0.3347	5.18785

07/01/03 Carson Industries, Inc.	99.95	6.00	0.249875	0.9995	0.49975	7.746125
06/30/03 Delta Systems Co.	28.72	1.72	0.0718	0.2872	0.1436	2.2258
07/01/03 Delta Systems Co.	53.84	3.23	0.1346	0.5384	0.2692	4.1726
04/10/03 LearningExpress, LLC	2,467.55	148.05	6.168875	24.6755	12.33775	191.23513
07/15/03 Delta Systems Co.	349.96	21.00	0.8749	3.4996	1.7498	27.1219
07/31/03 Treetop Publishing	230.59	13.84	0.576475	2.3059	1.15295	17.870725
08/22/03 Delta Systems Co.	23.35	1.40	0.058375	0.2335	0.11675	1.809625
08/05/03 American Library Assoc.	254.25	15.26	0.635625	2.5425	1.27125	19.704375
09/01/03 Standard & Poor's	2,804.00	168.24	7.01	28.04	14.02	217.31
09/09/03 Gaylord Bros., Inc.	36.09	2.17	0.090225	0.3609	0.18045	2.796975
08/26/03 Alldata	1,500.00	90.00	3.75	15	7.5	116.25
07/08/03 Proquest	7,805.00	468.30	19.5125	78.05	39.025	604.8875
09/26/03 M.F. Blouin	84.00	5.04	0.21	0.84	0.42	6.51
09/29/03 M.F. Blouin	62.00	3.72	0.155	0.62	0.31	4.805
09/30/03 M.F. Blouin	147.85	8.87	0.369625	1.4785	0.73925	11.458375
08/28/03 Geographics	73.90	4.43	0.18475	0.739	0.3695	5.72725
10/01/03 Tumbleweed Press	399.00	23.94	0.9975	3.99	1.995	30.9225
10/16/03 M.F. Blouin	124.80	7.49	0.312	1.248	0.624	9.672
11/05/03 Paper & Ribbon Supply Co.	47.88	2.87	0.1197	0.4788	0.2394	3.7107
11/06/03 Paper & Ribbon Supply Co.	29.99	1.80	0.074975	0.2999	0.14995	2.324225
10/17/03 BBC Audiobooks	48.71	2.92	0.121775	0.4871	0.24355	3.775025
10/07/03 Baker & Taylor	585.00	35.10	1.4625	5.85	2.925	45.3375
10/23/03 Healing Arts Communications	1,268.95	76.14	3.172375	12.6895	6.34475	98.343625
11/13/03 Paper & Ribbon Supply Co.	79.98	4.80	0.19995	0.7998	0.3999	6.19845
11/18/03 M.F. Blouin	6.60	0.40	0.0165	0.066	0.033	0.5115
10/27/03 Masune First Aid & Safety	22.60	1.36	0.0565	0.226	0.113	1.7515
10/27/03 American Library Assoc.	99.00	5.94	0.2475	0.99	0.495	7.6725
11/13/03 M.F. Blouin	123.27	7.40	0.308175	1.2327	0.61635	9.553425
11/17/03 Matting World	145.50	8.73	0.36375	1.455	0.7275	11.27625
11/11/03 Library Video Company	395.51	23.73	0.988775	3.9551	1.97755	30.652025
11/28/03 Library Video Company	239.70	14.38	0.59925	2.397	1.1985	18.57675
12/02/03 Library Video Company	119.85	7.19	0.299625	1.1985	0.59925	9.288375
11/06/03 Facts On File	1,500.64	90.04	3.7516	15.0064	7.5032	116.2996
11/17/03 BBC Audiobooks	44.92	2.70	0.1123	0.4492	0.2246	3.4813
10/31/03 Thomas T. Beeler, Publisher	186.62	11.20	0.46655	1.8662	0.9331	14.46305
11/25/03 Thomas T. Beeler, Publisher	119.49	7.17	0.298725	1.1949	0.59745	9.260475
	41,155.42	2469.33	102.89	411.55	205.78	3189.55



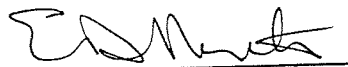
# SPECIAL DISTRICTS FINANCIAL TRANSACTIONS REPORT COVER PAGE

## Placentia Library District

SCO Reporting Year    2003                      ID Number:                      12173004000

### Submitted by the Reporting Entity

Fiscal Year Ended    06/30/03                      (MM/DD/YY)

  
\_\_\_\_\_  
Signature

Library Director  
\_\_\_\_\_  
Title

Elizabeth D. Minter  
\_\_\_\_\_  
Name (Please Print)

January 21, 2004  
\_\_\_\_\_  
Date

Per Government Code section 53891, this report is due within 90 days after the end of the fiscal year. If filed in electronic format, the report is due within 110 days after the end of the fiscal year.

Per Government Code section 26909, a copy of the independent audit is to be filed with the Controller within 12 months after the close of the fiscal year.

#### To File Electronically:

1. Complete all forms as necessary.
2. Transmit the completed output file using a File Transfer Protocol (FTP) program or via diskette.
3. A responsible member of the agency must sign this cover page and mail it to either address below.

Report will not be considered filed until receipt of this signed cover page.

#### To File A Paper Report:

1. Complete all forms as necessary.
2. A responsible member of the agency must sign this cover page and mail it to either address below.

#### Mailing Address:

State Controller's Office  
Division of Accounting and Reporting  
Local Government Reporting Section  
P. O. Box 942850  
Sacramento, CA 94250

#### Express Mailing Address:

State Controller's Office  
Division of Accounting and Reporting  
Local Government Reporting Section  
3301 C Street, Suite 700  
Sacramento, CA 95816

**Placentia Library District**  
**Special Districts Financial Transactions Report**

**General Information**

Fiscal Year                      2003

**Mailing Address**

Street 1           Is Address Changed?

Street 2    

City                State        Zip       

Email        

**Members of the Governing Body**

	First Name	Middle Initial	Last Name	Title
Member	<input type="text" value="Richard"/>	<input type="text"/>	<input type="text" value="DeVecchio, Ed. D."/>	<input type="text" value="Trustee"/>
Member	<input type="text" value="Margaret"/>	<input type="text" value="V"/>	<input type="text" value="Dinsmore"/>	<input type="text" value="Trustee"/>
Member	<input type="text" value="Betty"/>	<input type="text"/>	<input type="text" value="Escobosa"/>	<input type="text" value="Secretary"/>
Member	<input type="text" value="Al"/>	<input type="text"/>	<input type="text" value="Shkoler"/>	<input type="text" value="President"/>
Member	<input type="text" value="Gaeten"/>	<input type="text" value="M"/>	<input type="text" value="Wood"/>	<input type="text" value="Trustee"/>
Member	<input type="text" value="Elizabeth"/>	<input type="text"/>	<input type="text" value="Minter"/>	<input type="text" value="Director"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Officials**

First Name	Middle Initial	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Report Prepared By**

First Name	Middle Initial	Last Name	Phone No
<input type="text" value="Ruby"/>	<input type="text"/>	<input type="text" value="Yuen, CPA"/>	<input type="text" value="(714) 449-9909"/>

**Independent Auditor**

First Name	Middle Initial	Last Name	Phone No
<input type="text" value="Merrialyce"/>	<input type="text"/>	<input type="text" value="McHenry, CPA"/>	<input type="text" value="(714) 449-9909"/>



**Placentia Library District**  
**Special Districts Financial Transactions Report - Non-Enterprise Activity**

**Revenues, Expenditures, Sources and Uses**

Fiscal Year	2003	General and	Debt Service	Capital Projects
		Special Revenue	Funds	Funds
		A	B	C
Non-Enterprise Activity		Library Services		
<b>Taxes and Assessments</b>				
Current Secured and Unsecured (1%)		1,203,384		
Voter Approved Taxes				
Property Assessments				
Special Assessments (Mello/Roos, Mark/Roos)				
Prior Year Taxes and Assessments		31,140		
Penalties and Cost on Delinquent Taxes and Assessments				
Licenses, Permits, and Franchises				
Fines, Forfeits, and Penalties				
<b>Revenue From Use of Money and Property</b>				
Interest Income		16,863		
Rents, Concessions and Royalties				
<b>Federal</b>				
Aid for Construction				
Other Federal				
<b>State</b>				
Aid for Construction				
State Water Project				
Homeowners Property Tax Relief		16,339		
Timber Yield				
Other State		252,019		
<b>Other Governmental Agencies</b>				
Redevelopment Pass-Through				
Other		232,088		
<b>Charges for Current Services</b>				
<b>Contributions From Property Owners</b>				
<b>Self Insurance Only</b>				
Member Contributions				
Claim Adjustments				
Other Revenues		12,557		
<b>Total Revenues</b>		<b>\$1,764,390</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>				
Salaries and Wages		696,860		
Employee Benefits		158,532		
Services and Supplies		589,157		
Self Insurance Only - Claims Paid				

**Placentia Library District**  
**Special Districts Financial Transactions Report - Non-Enterprise Activity**

**Revenues, Expenditures, Sources and Uses**

Fiscal Year	2003	General and	Debt Service	Capital Projects
		Special Revenue	Funds	Funds
		Funds		
		A	B	C
Contributions to Outside Agencies				
<b>Debt Service</b>				
Retirement of Long-Term Debt		65,000		
Interest on Long-Term Debt				
Interest on Short-Term Notes and Warrants				
<b>Fixed Assets</b>		29,654		
Other Expenditures				
<b>Total Expenditures</b>		<b>\$1,539,203</b>	<b>\$0</b>	<b>\$0</b>
<b>Revenues Over (Under) Expenditures</b>		<b>\$225,187</b>	<b>\$0</b>	<b>\$0</b>
<b>Financing Sources and Uses</b>				
Proceeds of Long-Term Debt				
Proceeds of Refunding Debt				
Payments to Refunded Debt Escrow Agent				
Inception of Lease Purchase Agreements				
Other Financing Sources				
Other Financing Uses				
Operating Transfers In (Intra-District)				
Operating Transfers Out (Intra-District)				
<b>Total Other Financing Sources (Uses)</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Revenues/Sources Over (Under) Expenditures/Uses</b>		<b>\$225,187</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Equity, Beginning of Period</b>		<b>\$734,078</b>	<b>\$0</b>	<b>\$0</b>
Prior Period Adjustments				
Residual Equity Transfers				
Other				
<b>Fund Equity, End of Period</b>		<b>\$959,265</b>	<b>\$0</b>	<b>\$0</b>

**Placentia Library District**  
**Special Districts Financial Transactions Report**  
**Consolidation of Fund Equities and Transfers**  
 Consolidation of Fund Equities and Transfers

Fiscal Year	2003			
	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds
<b>Consolidation of Fund Equities</b>				
Non-Enterprise Activities	\$959,265	\$0	\$0	
<b>Enterprise Fund Equities</b>				
Airport				\$0
Electric				\$0
Harbor and Port				\$0
Hospital				\$0
Waste Disposal				\$0
Water				\$0
<b>Total Ending Fund Equities</b>	\$959,265	\$0	\$0	\$0

	Transfers In A	Transfers Out B	Net C
<b>Consolidation of Transfers In and Transfer Out</b>			
General and Special Revenue Funds	\$0	\$0	
Debt Service Funds	\$0	\$0	
Capital Projects Funds	\$0	\$0	
<b>Enterprise Activities</b>			
Airport	\$0	\$0	
Electric	\$0	\$0	
Harbor and Port	\$0	\$0	
Waste Disposal	\$0	\$0	
Water	\$0	\$0	
<b>Total</b>	\$0	\$0	\$0

**Placentia Library District**  
**Special Districts Financial Transactions Report**  
**Appropriations Limit Information**

**Appropriations Limit Information**

Fiscal Year                      2003

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Appropriations Limit as of the End of the Fiscal Year	2,554,650
Total Annual Appropriations Subject to the Limit as of the End of the Fiscal Year	1,451,738
<b>Amount (Over) Under the Appropriation Limit</b>	<b>\$1,102,912</b>

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**Placentia Library District**  
**Special Districts Financial Transactions Report - Long-Term Debt**

**General Obligation Bonds, Revenue Bonds, Certificates of Participation and Other**

Fiscal Year	2003	
District-wide or Improvement District/Zone		District-wide
Improvement/Zone (If Applicable)		
Type of Debt		Other Long-Term Indebtedness
Activity		Library Services
Purpose of Issue		Building
Nature of Revenue Pledged		None
Percent of Pledge		0.00
Year of Authorization		1972
Principal Amount Authorized		1,000,000
Principal Amount Issued		1,000,000
Beginning Maturity Date		1972
Ending Maturity Date		2004
<b>Principal Amount Unmatured, Beginning of Fiscal Year</b>		<b>\$210,000</b>
Adjustments - Increase (Decrease)		
Principal Amount Issued During Fiscal Year		
Principal Amount Matured During Fiscal Year		
Principal Amount Defeased During Fiscal Year		65,000
<b>Principal Amount Unmatured, End of Fiscal Year</b>		<b>\$145,000</b>
Principal Amount in Default, End of Fiscal Year		
Interest in Default, End of Fiscal Year		
Amount Held in Bond Reserve		

**Placentia Library District**  
**Special Districts Financial Transactions Report - Lease Obligations**

**Lease Obligations**

<b>Fiscal Year</b>	2003	
Activity	Library Services	
Purpose of Lease	Equipment	
Original Term of Lease - Number of Years		14
Type of Lease		Rental
Name of Lessor	ABN AMRO Inc	
<b>Total Principal and Interest Unmatured, Beginning of Fiscal Year</b>		<b>\$347,370</b>
Principal Payment During Fiscal Year		15,689
Interest Payment During the Fiscal Year		14,091
Adjustments - Increase (Decrease)		
<b>Total Principal and Interest Unmatured, End of Fiscal Year</b>		<b>\$317,590</b>
Total Unmatured Principal (Only) End of Fiscal Year		

Placentia Library District  
Special Districts Financial Transactions Report - Consolidated Balance Sheet

Assets

Fiscal Year	2003	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
<b>Assets</b>								
Cash and Cash Equivalents	956,089							\$956,089
Taxes Receivable	21,527							\$21,527
Interest Receivable	2,133							\$2,133
Accounts Receivable								\$0
Loans, Notes, and Contracts Receivable	102,133							\$102,133
Due from Other Funds								\$0
Inventory of Materials and Supplies								\$0
Other Current Assets								
Lease Payments Receivable								
Unearned Finance Charges								\$42,805
Investments	42,805							
Restricted Assets								
Deferred Charges								
Unamortized Discount on Long-Term Debt								\$26,468
Other Assets	26,468							
<b>Fixed Assets</b>						81,498		\$81,498
Land						1,446,425		\$1,446,425
Buildings and Improvements						618,757		\$618,757
Equipment								\$0
Construction in Progress					\$0	\$2,146,680		\$2,146,680
<b>Total Fixed Assets</b>						\$2,146,680		\$2,146,680
Accumulated Depreciation								\$0
<b>Net Fixed Assets</b>						\$2,146,680		\$2,146,680
<b>Other Debts</b>							145,000	\$145,000
Amount Available in Debt Service Funds							\$145,000	\$145,000
Amount to be Provided					\$0	\$2,146,680		\$3,442,835
<b>Total Assets</b>		\$1,151,155	\$0	\$0	\$0	\$2,146,680	\$145,000	\$3,442,835

Placentia Library District  
Special Districts Financial Transactions Report - Consolidated Balance Sheet

2003

Fiscal Year

Liabilities and Equity

General and Special Revenue Funds      Debt Service Funds      Capital Projects Funds      Enterprise Funds      General Fixed Assets      General Long-Term Debt      Total Memorandum Only

	General and Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	General Fixed Assets	General Long-Term Debt	Total Memorandum Only
<b>Liabilities and Equity</b>							
Accounts/Warrants Payable	12,310						\$12,310
Loans and Notes Payable							\$0
Interest Payable - Matured/Accrued	2,066						\$2,066
Other Current Liabilities	26,793						\$26,793
Compensated Absences Payable	50,627						\$50,627
Due to Other Governments	100,094						\$100,094
Due to Other Funds							\$0
<b>Long-Term Debt</b>							
General Obligation Bonds							\$0
Revenue Bond							\$0
Certificates of Participation							\$0
Special Assessment							\$0
Federal							\$0
State							\$0
Time Warrants							\$0
Other Long-Term Indebtedness					145,000		\$145,000
Unamortized Premium on Long-Term Debt							
Advances for Construction							\$0
Deferred Revenue							
All Other Non-Current Liabilities							
<b>Total Liabilities</b>	\$191,890	\$0	\$0	\$0	\$2,146,680	\$145,000	\$336,890
<b>Fund Equity</b>							
Contributed Capital							
Investments in General Fixed Assets					2,146,680		\$2,146,680
<b>Retained Earnings</b>							
Reserved							
Unreserved							
<b>Fund Balances</b>							
Reserved	15,728						\$15,728
Unreserved Designated	191,828						\$191,828
Unreserved Undesignated	751,709						\$751,709
<b>Total Fund Equity</b>	\$959,265	\$0	\$0	\$0	\$2,146,680		\$3,105,945
<b>Total Liabilities and Fund Equity</b>	\$1,151,155	\$0	\$0	\$0	\$2,146,680	\$145,000	\$3,442,835



**Supplement to the Annual Report of Special Districts  
For the Fiscal Year Ended June 30, 2003**

<b>Special District ID Number:</b>	12173004000
<b>Name of District:</b>	Placentia Library District

The U. S. Bureau of the Census requests the following information about the fiscal activities of your government for the 2002-2003 fiscal year (defined from July 1, 2002 through June 30, 2003). Governments furnishing this information will no longer receive U. S. Bureau of the Census Form F-29 or F-32, Survey of Local Government Finances. If you have any questions, please contact:

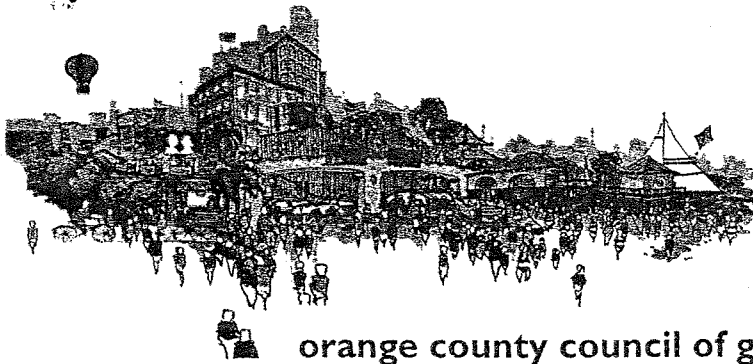
**U. S. Bureau of the Census  
Jeffrey Little  
1-800-242-4523**

**A. Personnel Expenditures**

Report your government's total expenditures for salaries and wages during the year, including amounts paid on force account construction projects.

<b>Z00:</b>	\$ 696,860
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orange county council of governments  
**Regular Meeting of the**  
**BOARD OF DIRECTORS**

Meeting Date / Location

Thursday, January 22, 2004  
9:00 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 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
- agencies**  
Costa Mesa  
Sanitary District  
East Orange Water  
District  
El Toro Water  
District  
Foothill/Eastern  
Transportation  
Corridor Agency  
Irvine Ranch Water  
District  
Los Alisos Water  
District  
Orange County  
Sanitation District  
Orange County  
Transportation  
Authority  
Orange County  
Water District

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 Phil Anthony)

- Phil Anthony, Chair, ISDOC
- Lou Bone, Vice-Chair, District 17
- Cathryn DeYoung, District 12
- Richard Dixon, District 13
- Tod Ridgeway, District 14
- Libby Cowan, District 15
- Vacant, District 16
- Alta Duke, District 18
- Richard Chavez, District 19
- Ron Bates, District 20
- Art Brown, District 21
- Bev Perry, District 22

- Debbie Cook, District 64
- Tim Keenan, Cities At-Large
- Bill Campbell, County At-Large
- Peter Herzog, OCD, LOCC
- Shirley McCracken, OCSD
- Greg Winterbottom, OCTA
- Chris Norby, SCAG-County Rep. *(not activated)*
- Bill Craycraft, SCAQMD – Cities Representative
- Jim Silva, SCAQMD–County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Al Hollinden, Private Sector

**II. OATH OF OFFICE**

(Clerk of the Board)

An oath of office will be administered to members and alternates present who are joining the OCCOG Board of Directors.

### III. 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 agendized 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.

### IV. 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 November 20, 2003 Board Meetings** (Clerk of the Board) 05

Recommended Action: Approve minutes.

- B. Report on the OCCOG TAC** (Joel Rosen, OCCOG TAC Chair) 07

Recommended Action: Receive report.

- C. Air Quality Report** (Annabel Cook) 11

Recommended Action: Receive report.

### V. ACTION ITEMS

- A. Election of OCCOG Board Chair and Vice-Chair for 2004** (Annabel Cook) 15

Recommended Action: Elect OCCOG Board Chair and Vice-Chair for service during calendar year 2004.

- B. Adoption of OCCOG Board Meeting Dates for Calendar Year 2004** (Annabel Cook) 17

Recommended Action: Adopt Board meeting dates for calendar year 2004.

### VI. PRESENTATION

- A. Orange County Leadership Symposium** (Dana Smith, OCLS Executive Committee) 21

Recommended Action: Receive and file.

**VII. REPORTS**

- A. Orange County Projections** (Dr. Bill Gayk) 23  
*Recommended Action:* Receive and file.
- B. Reduce Orange County Congestion Program** (Matthew Henkes) 25  
*Recommended Action:* Receive and file.
- C. Inter-Regional Partnership** (Heather Dion) 27  
*Recommended Action:* Receive and file.
- D. Growth Visioning Program** (Heather Dion) 29  
*Recommended Action:* Receive and file.
- E. Rivers and Mountains Conservancy Outreach Program** (Matthew Henkes) 31  
*Recommended Action:* Receive and file.
- F. Report from OCCOG Chair** (Chair) 39  
*Recommended Action:* Receive and file.

**VII. MATTERS FROM BOARD MEMBERS** (Chair)

**VIII. MATTERS FROM MEMBER AGENCIES** (Chair)

**IX. MATTERS FROM STAFF** (Chair)

**X. CLOSED SESSION**

Conference with legal counsel-Existing litigation

Pursuant to Government Code Section 54956.9 (a)  
SCAG et.al. v. HCD et.al

**XI. ADJOURNMENT**

**Next Meeting: Thursday, February 26, 2004, 9:00 a.m.**



ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM IV. A.

STAFF REPORT

- Subject:** Minutes from November 20, 2003 OCCOG Board of Directors Meeting
- Summary:** Attached are the minutes from the November 20, 2003 OCCOG Board of Directors meetings. Please note the November 20, 2003 OCCOG Board of Directors meeting minutes will be distributed under a separate cover.
- Recommendation:** Approve minutes.
- Attachment:** Minutes from November 20, 2003, OCCOG Board of Directors Meeting
- Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844

000005







ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM IV. B.

STAFF REPORT

**Subject:** Report on January 6, 2004, OCCOG TAC Meeting

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

**Recommendation:** Receive report.

**Attachment:** Agenda from the January 6, 2004, OCCOG TAC meeting

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

000007



## TECHNICAL ADVISORY COMMITTEE

PLEASE NOTE CHANGE IN LOCATION AND TIME OF MEETING

Meeting Date / Location

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

Tuesday, January 6, 2004  
9:00 a.m.  
City of Brea- Civic and Cultural Center  
Community Room A  
Brea, California 92821

<u>Agenda Item</u>	<u>Staff</u>	<u>Page</u>
I. INTRODUCTIONS	(Chair Joel Rosen)	
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 agendized 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. SCAG COMPASS WORKSHOP	(Honorable Bev Perry/ SCAG Staff)	3
<i>Recommended Action:</i> Receive report.		
IV. GROWTH PROJECTIONS UPDATE	(Bill Gayk)	4
<i>Recommended Action:</i> Receive report.		
V. GROWTH VISIONING/INFILL CRITERIA	(Heather Dion)	
<i>Recommended Action:</i> Receive report.		
VI. AIR QUALITY UPDATE	(Annabel Cook)	
<i>Recommended Action:</i> Receive report.		

VII. OTHER BUSINESS/ ITEMS FOR NEXT MEETING

VIII. SET NEXT MEETING: Tuesday, February 3, 2004

XI. ADJORN



ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM IV. 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:** January 2004 Report

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





## ORANGE COUNTY COUNCIL OF GOVERNMENTS

### AIR QUALITY UPDATE January 2004

#### **Councilman Bill Craycraft Elected to Four-Year Term on SCAQMD Board**

In January 2004, Mission Viejo City Councilman and South Coast Air Quality Management District Governing Board Member Bill Craycraft was re-elected to represent the cities of Orange County on the SCAQMD Governing Board. Board Member Craycraft, who was initially elected to finish former Board Member and Councilwoman Norma Glover's term, will serve a four-year term. Among Board Member Craycraft's initiatives are: continuing an outreach program, including an air quality presentation to each city council in the county; assisting the business community in its understanding of SCAQMD rules, including the regional rideshare rule; and bringing hydrogen fuel cell vehicles and infrastructure to Orange County.

#### **\$14.5 Million in Funding for Alternative Fuel Vehicles and Projects that Reduce Motor Vehicle Emissions**

The Mobile Source Air Pollution Reduction Review Committee (MSRC) has approximately \$14.5 million available to fund projects that reduce emissions from motor vehicles. Local governments, as well as special districts and in some cases private entities, can apply for project funds in the following categories:

- Alternative fuel infrastructure (\$1.25 million available)
- Alternative fuel/advanced technology transit buses (\$1.5 million available)
- On-road heavy-duty vehicles (\$2.0 million available)
- Off-road heavy-duty vehicles (\$2.0 million available)
- Development and coordination of a regional program to create new commuter bus pools (\$800,000 available)
- Compressed natural gas (CNG)-powered school buses (\$2 million available)
- CNG taxicabs and shuttles (\$750,000 available)
- Home fueling equipment for CNG vehicles (\$200,000 available)
- Retrofit existing diesel vehicles with devices that have been certified to reduce emissions (\$500,000 available)

Requests for Proposals (RFPs) have been released, with proposals due by January 30, 2004. Funds could flow as early as April 2004. To download the RFPs, log onto

www.msrc-cleanair.org. The RFPs provide full descriptions of the programs and process for seeking funding.

### **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) has been 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 in early 2004. 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 in the Summer of 2004 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 V. A.

STAFF REPORT

**Subject:** Election of Board Chair and Vice-Chair for 2004

**Summary:** According to the OCCOG Bylaws, the OCCOG Board must elect at the first regular OCCOG Board meeting of the calendar year a Chair and Vice-Chair.

**Recommendation:** Elect an OCCOG Board Chair and Vice-Chair for service during calendar year 2004.

**Attachment:** None

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

000015





ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM V. B.

STAFF REPORT

- Subject:** Adoption of 2004 OCCOG Board of Directors Calendar.
- Summary:** Pursuant to the OCCOG bylaws, the OCCOG Board must approve a schedule of meetings at the first meeting of each calendar year. OCCOG staff is providing the Board with potential dates for its 2004 meetings. Please note that the regular Board meetings continue to occur on the fourth Thursday of each month unless that day conflicts with a national holiday.
- Recommendation:** Adopt Board meeting dates for calendar year 2004.
- Attachment:** Proposed Schedule for the 2004 Meetings of the OCCOG Board of Directors
- Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844



## Board of Directors 2003-2004 Calendar Year Meeting Schedule

*Meetings are calendared for the fourth Thursday of each month, except for July and December, when no meetings are scheduled. All meetings are regularly held at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley at 9:00 a.m.*

**January 22, 2004**

**February 19, 2004**

**March 25, 2004**

**April 22, 2004**

**May 27, 2004**

**June 24, 2004**

**Dark in July**

**August 26, 2004**

**September 23, 2004**

**October 28, 2004**

**November 25, 2004**

**Dark in December**

**000019**





ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM VI. A.

STAFF REPORT

**Subject:** Orange County Leadership Symposium

**Summary:** The Orange County Leadership Symposium (OCLS) was designed specifically for elected officials, understanding the unique challenges that are associated with leading in the public sector, particularly in a complex urban environment. The Symposium originally included Board Members who sat on any of the seven regional boards (OCTA, TCA, OCFA, OCSD, the County, OC Division, and LAFCO). However, beginning in 2003 OCLS was opened to all city council members, members of the special districts, and staff.

OCLS is a forum where attendees learn how to better work together and develop communication skills and styles that will aide them as they direct their collective efforts to lead our communities into the future. The long-term challenges facing Orange County's leadership will compound as the county's population increases by more than 700,000 people in the next two decades, the pressures on the county's infrastructure reaching critical proportions. At the same time, the long-term goals envisioned for the OCLS become even more crucial – to inspire a renewed sense of stewardship over Orange County, to encourage more peer-to-peer communication and interaction among the county's leaders, to infuse creative and long-term vision into the OC leadership dialogue, and to leave a positive legacy to the future of Orange County.

Dana Smith, Executive Director of LAFCO and OCLS Executive Team Member, will provide a presentation on OCLS and opportunities for OCCOG to engage in the OCLS dialogue.

**Recommendation:** Receive and file.

**Attachment:** None

**Staff Contact:** Heather Dion, Regional Issues Analyst, (714)972-0077

000021







ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM VII. A.

STAFF REPORT

**Subject:** Orange County Projections

**Summary:** Dr. Bill Gayk will give an update regarding the development of the Orange County Projections 2004.

**Recommendation:** Receive Report.

**Attachment:** None

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





ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM VII. B.

STAFF REPORT

**Subject:** Reduce Orange County Congestion Program

**Summary:** The Orange County Council of Governments (OCCOG) will be holding its first meeting of the Reduce Orange County Congestion (ROCC) Group scheduled tentatively for Tuesday, February 3, 2004. The purpose of this first meeting is the election of a chair and vice chair in addition to discussing the process by which the project criteria will be established.

The ROCC Group is composed of the following members:

Heather Sowers - TAC Representative, City of Fullerton;  
Pat Dapkus - TAC Representative, City of Huntington Beach;  
Jim Hart - City Manager, City of Rancho Santa Margarita;  
Lynn Harris - SCAG Representative;  
Sandra Balmir - FHWA Representative;  
Richard Marcus - OCTA Representative;  
Harry Persaud - County of Orange Representative, and  
Jennifer Johnson - TCA Representative.

**Recommendation:** Receive Report.

**Attachment:** None

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

000025





ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM VII. C.

STAFF REPORT

**Subject:** Inter-Regional Partnership

**Summary:** The Inter-Regional Partnership has been focusing on three primary strategies, as identified by the IRP Policy Committee. The first strategy, Infill Initiative, involves an Infill Capacity Analysis conducted by the Center for Demographic Research. The analysis was an undertaking of a thorough review of vacant and underutilized land near existing job centers and transportation nodes/corridors. OCCOG staff along with CDR staff met with 17 of the 34 jurisdictions to individually review the infill maps, and determine which under-utilized sties would be appropriate and feasible for future development as new housing. The final maps and a report will be distributed to each jurisdiction in late February.

The second strategy, Mixed-Use Development Initiative, is currently being developed in the form of a toolkit. The toolkit will be a guiding aide for jurisdictions who are in the initial stages of identifying, planning, and implementing mixed-use/infill projects in their jurisdictions. The toolkit will include: Introduction and Overview; Briefing and Policy Papers; Resources; and, Appendix. A final draft of the toolkit will be presented to the IRP Policy Committee at the Friday, February 20, 2004 meeting.

**Recommendation:** Receive Report.

**Attachment:** None

**Staff Contact:** Heather Dion, Regional Issues Analyst, (714)972-0077

000027





ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM VII. D.

STAFF REPORT

**Subject:** Growth Visioning Program

**Summary:** OCCOG kicked off Phase IV of the Growth Visioning Program at the 2003 General Assembly, held August 28, 2003. The focus of Phase IV is an educational toolkit and workshop geared toward Elected Officials, Planning Commissioners and City Staff to study and design model mixed-use and infill projects.

In the fall of 2003 OCCOG sent our approximately 110 Request for Proposals (RFPs) to a variety of consultants. OCCOG received twelve responses to the RFP. After interviewing four of the firms who responded, OCCOG selected Mainstreet Architects and Solimar Research as the consulting group for Phase IV of the Growth Visioning Program.

Staff has met with the consultants to begin designing the toolkit and workshop. The workshop will utilize six to eight county-wide sites, which have been identified through the infill capacity analysis, to be used as the models for design element.

The workshop is tentatively scheduled for March 2, 2004 at the Tustin Community Center from 11:00-4:00. OCCOG Staff will be sending out a Save-the-Date flyer next week, and invitations will be mailed by early February.

**Recommendation:** Receive Report.

**Attachment:** None

**Staff Contact:** Heather Dion, Regional Issues Analyst, (714)972-0077

000029







ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM VII. E.

STAFF REPORT

**Subject:** Rivers and Mountains Conservancy Outreach Program

**Summary:** Please find attached approved scope of work, schedule, and monitoring and assessment plan. As per the schedule, a review of RMC materials is underway.

**Recommendation:** Receive Report.

**Attachment:** None

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



**Exhibit A**  
**Scope of Work**  
**Orange County Council of Governments**  
**Open Space Opportunities Program**

The Orange County Council of Governments (OCCOG), a Joint Powers Authority, encompassing local government, education and private sector representation from Orange County works on behalf of its member agencies to provide services to its agencies. This scope outlines general tasks involved in coordinating OCCOG's involvement in the San Gabriel & Lower Los Angeles Rivers and Mountains Conservancy's (RMC) Proposition 40 efforts in Orange County. The focus area for this project will consist of the County of Orange in addition to the 10 municipalities falling within the portion of Orange County congruent with the tributary to the San Gabriel River.

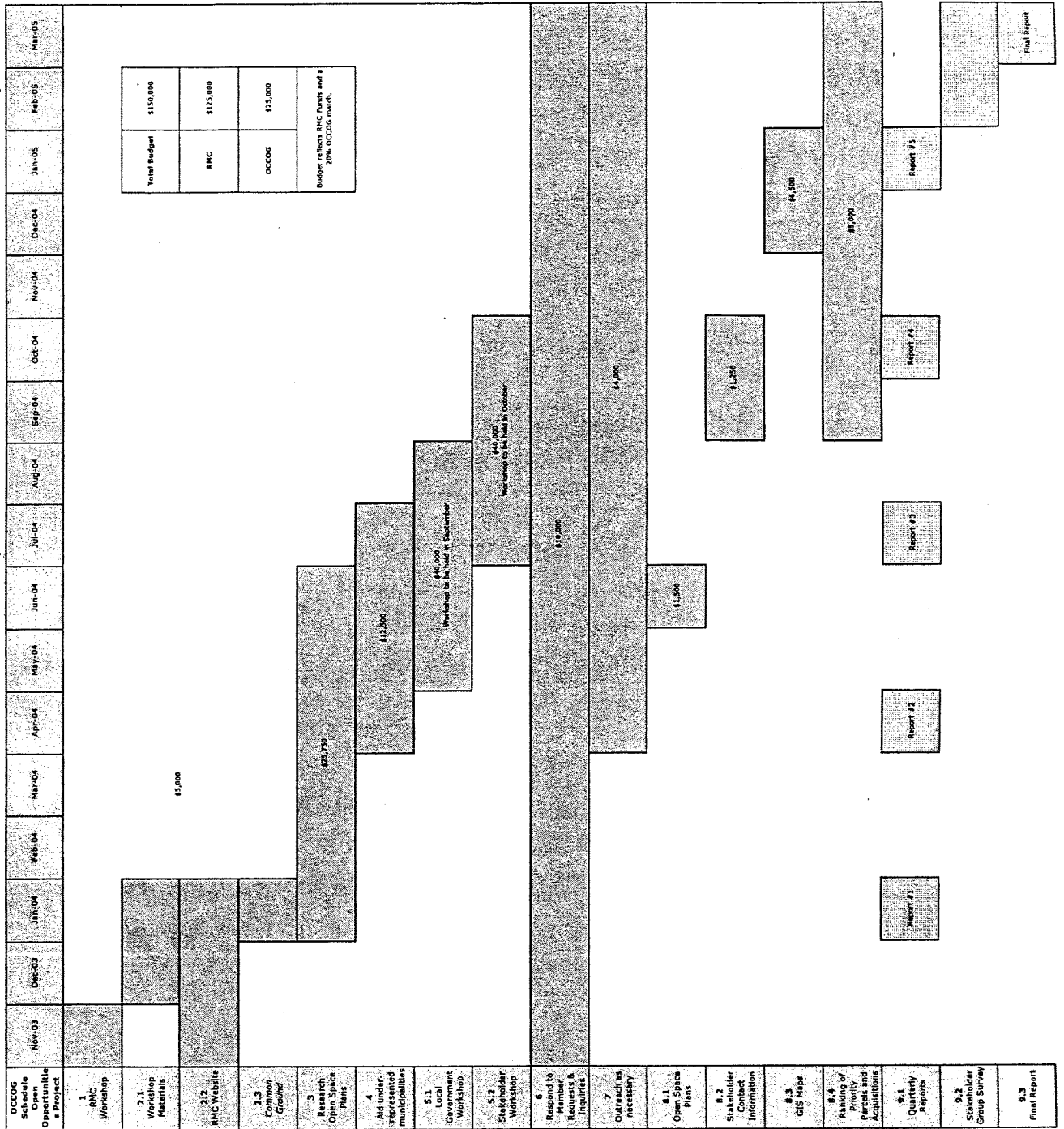
**Tasks:**

1. Have a representative attend the proposition 40 workshop to be held November 24 and 25, 2003.
2. Review Background Materials.
  - 2.1. RMC Website
  - 2.2. Workshop Materials
  - 2.3. *Common Ground*
3. Research open space plans in the 10 Orange County municipalities within focus area.
4. Aid underrepresented municipalities within the focus area to access RMC available funding for proposition 40 projects.
5. Work with cities and county to identify key parcels to protect and preserve local and regional habitat viability.
  - 5.1. Plan and conduct one local government stakeholder meeting.
  - 5.2. Plan and conduct one public workshop/visioning process meeting.
6. Respond to member requests and inquiries.
7. Outreach to member agencies and others as necessary.

8. Prepare reports, briefing papers, web site documents and other information to distribute to OCCOG members and present at OCCOG meetings.
  - 8.1. Data obtained while researching open space plans.
  - 8.2. Contact information for stakeholder groups.
  - 8.3. Copies of maps acquired and a GIS layer.
  - 8.4. Ranking of priority parcels and acquisitions.
9. Monitor and Assess project success and progress.
  - 9.1. Prepare and submit quarterly progress reports.
  - 9.2. Conduct stakeholder group survey.
  - 9.3. Compile final report including stakeholder group survey results.

Exhibit B

Schedule and Budget



Total Budget	\$150,000
BMC	\$115,000
OCDOE	\$25,000
Budget reflects BMC Funds and a 20% OCDOE match.	



**Exhibit C**  
**Monitoring and Assessment Plan**  
**Orange County Council of Governments**  
**Open Space Opportunities Program**

The Orange County Council of Governments (OCCOG), a Joint Powers Authority, encompassing local government, education and private sector representation from Orange County works on behalf of its member agencies to provide services to its agencies. In order to evaluate the success of work of OCCOG on the Open Space Opportunities program the following monitoring and assessment plan has been drafted.

1. OCCOG will provide the State of California Rivers and Mountains Conservancy with quarterly project updates outlining the progress made towards completion of project goals.
2. Upon completion of the project a stakeholder survey will be conducted to evaluate project success. Results of survey will be included in final report.
3. A final report will be compiled including pertinent deliverables, quarterly reports and results of the stakeholder survey.







ORANGE COUNTY  
COUNCIL OF GOVERNMENTS

ITEM VII. F.

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



# CALIFORNIA STATE LIBRARY

F O U N D E D 1 8 5 0

Date: February 6, 2004

To: California Libraries

From: Tom Andersen  
Assistant Chief  
Library Development Services Bureau  
California State Library

Subj: Library Services and Technology Act (LSTA) Funding in 2004/05.

Thank you for your responses to the State Library's questions regarding the LSTA program in 2004/05. We received many comments which proved that your opinions are as diverse as the communities you serve. We received opposing points of view on our initial program concepts as well as suggestions for many other types of programs. Your input has been extremely helpful as the State Librarian and his staff decided how to construct the 2004/05 LSTA program cycle.

## PRIORITY PROGRAMS

As has been noted in earlier messages, 2004/05 will be different for LSTA in California. The open competitive grant program will be suspended during that year. Ongoing and new projects that have been identified by the State Librarian as priorities will receive letters later this month inviting them to apply for grants. A partial listing of these projects includes:

- Public Library Staff Education Program
- Infopeople
- Librarians' Index to the Internet
- Live Homework Help
- California Preservation Program
- Rural Library Initiative
- Literacy Initiatives
- First Source Virtual
- California Center for the Book
- Library Services for People with Disabilities
- 24/7 Reference

We also plan to hold an orientation to State Library programs and services for new California public library directors during the 2004/05 fiscal year in Sacramento. Although the meeting will be targeted for directors hired within the past few years, it will be open to other directors or designated alternates, one per library jurisdiction.

#### TARGETED / MINI-GRANT PROGRAMS

In the comments that we received, no one program stood out as the most popular. However, there were several that received more favorable support. These included:

- Mini-grants for non-English language materials
- Mini-grants for library services to small businesses
- Digitization of local history resources
- Homework center/learning support for at-risk youth
- Digitization of small town newspapers
- Cultural programming in libraries

#### Non-English materials:

From 1984 through 2002 more than 3,750,000 people have immigrated to California from outside the U.S. Libraries often have been hard pressed to acquire and provide adequate informational and recreational materials to newcomers to America in their native languages to assist them in more fully participating in California and American society.

We will be offering a *Global Languages Materials Grant Program* in 2004/05. The program will be available to every public library jurisdiction in the state, with a predetermined award scale based on average annual county immigration. Libraries may choose to use a portion of their grant awards to outsource processing of the materials. Although libraries will need to explain how they determined which underserved language group(s) they intend to target and how the collection will be promoted, the application is being designed to be as simple and straightforward as possible. Program details will be announced later in February.

#### Small businesses:

There are 2.5 million small businesses in California, which employ 50% of the state's workforce and generate more than half of its gross domestic product. These small businesses are crucial to California's economy, yet they face steep obstacles in terms of obtaining reliable information to enable them to flourish.

We are developing a program for 2004/05 to assist libraries in providing services to small businesses. The two-tiered *Small Business Initiative* will involve LSTA grants of \$50,000-\$75,000 each to three or more libraries for demonstration projects that test new ways to deliver services. For a second group of up to 40 libraries, the "solution in a box" approach will be used. These libraries will receive a package of database subscriptions,

speakers, customizable outreach materials, Web pages, and reference services – as well as a small grant for collection development and other purchases related to the program.

All the libraries involved in this initiative will be working closely with local businesses in their communities, both before and during the grant period.

We will be issuing an announcement with program details later this month or in early March.

### Cultural programming

Cultural programming targeted at underserved ethnic groups provides the library with an opportunity to reach out to, and recruit new library patrons from these communities. But in this era of shrinking budgets, funding for targeted programming often evaporates. Yet some libraries continue to offer strong ethnic cultural programming with limited or almost no funding. Their secret is the establishment of a joint venture with an ethnic cultural entity that results in sustainable cultural library programming. To better explore the mechanisms of these relationships, a pilot program -- the *California Cultural Crossroads Grant Program* -- will be introduced in 2004/05. Through a competitive process, four California libraries will be selected to receive a grant of \$25,000, plus training and consultative assistance. Recipients will develop and implement a written joint venture agreement with an ethnic cultural entity that results in the establishment of sustainable ethnic cultural programming in the library.

### Digitization:

We are aware of the large and varied demand for LSTA support of digitization efforts. Training for librarians on the many aspects of the digitization process continues through Infopeople. The University of California, California Digital Library (CDL) will continue its work to incorporate the collections from LSTA funded digitization projects into the Online Archive of California. Standards for scanning and metadata creation will be updated to support long term access and preservation.

In 2004/05 State Library staff, in partnership with the CDL, will review and evaluate digitization projects that have been funded through LSTA. Particular attention will be paid to the strengths and weaknesses of completed projects, the breadth of access available to these collections, and changes required to respond to the high level of demand from the library community for assistance with local digitization projects. Information from other states' digitization projects will also be included to identify best practices. Reports from completed projects on the use of materials will be analyzed to identify patterns of use that may help in future project design.

The State Library is currently conducting a feasibility study for a California newspaper digitization initiative. Portions of the *Alta California* newspaper are being digitized by various vendors to determine the best method for digital access, with an eye to making all the newspaper files compatible at the time they are digitized. We are working with the

California Newspaper Project, the UC Digital Preservation and Archiving Center, and approximately ten vendors to develop the standards and “best practices.” When the feasibility study is completed, work will begin on the actual conversion and distillation of the titles destined to build the nucleus of a California newspaper research resource database.

From this process we will develop new targeted digitization programs for the 2005/06 LSTA funding cycle.

Homework centers:

We are currently funding an evaluation of the Live Homework Help project and plan to continue funding that program in 2004/05. We are also interested in exploring other aspects of homework centers and learning support for youth for projects in future years.

In addition:

Several other suggested programs received numerous votes of approval. These included:

- Training on library services to seniors
- “Book club in a box”
- Expansion and support of the statewide videoconferencing infrastructure
- A school libraries-focused project (content to be determined)

These and other suggestions received will be considered for future LSTA cycles.

Thank you again for helping us shape the 2004/05 LSTA grant program. Your advice and input are valuable to us.

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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 *ewm*

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

**DATE:** February 23, 2004

**BACKGROUND**

The recent Legislative Alerts from the California Special Districts Association (CSDA) and the California Library Association are contained in Agenda Item 25.

The news from Sacramento has been vague and is likely to remain so until after the March 2<sup>nd</sup> election. If the Bond measure fails we can anticipate an attempt to shift property tax.

The letter prepared for area legislators is Attachment A. It has not yet been sent so it may be modified at the meeting.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.







# PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

## Board of Trustees

January 23 2004

Richard DeVecchio, Ed.D.

Margaret V. Dinsmore

Betty Escobosa

Al Shkoler

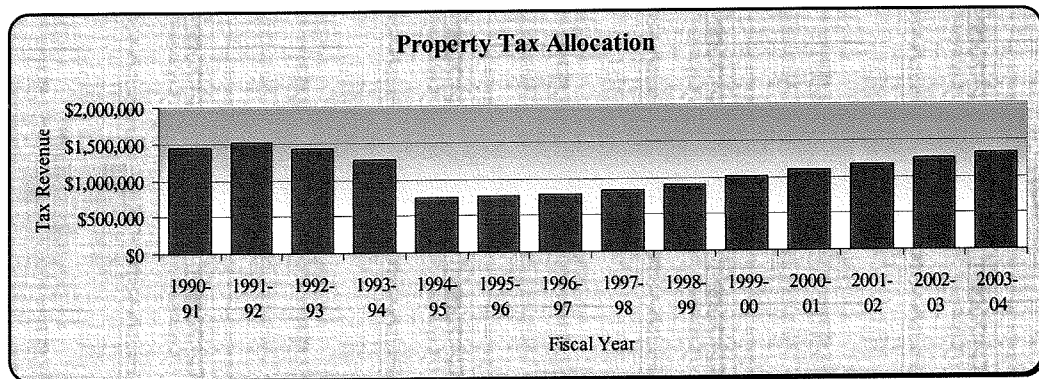
Gaeten M. Wood

The Honorable Lynn Daucher  
California State Assembly, 72nd District  
State Capitol Room 2158  
P.O. Box 942849  
Sacramento, CA 94249-0072

Dear Assemblywoman Daucher:

The Board of Trustees of Placentia Library District is very concerned about the potential impact of the proposed ERAF shift in the Governor's budget. We would like to ask your assistance in proposing a cap of the ERAF shift.

The rate of Placentia Library District's property tax transferred to ERAF beginning in Fiscal Year 1994-1995 was calculated by the Orange County Auditor to be 50.41%. Since property tax is the District's only tax revenue the loss was devastating to our services to area residents as half our staff was laid off and hours were reduced from 65 to 39 per week. The following is a summary of Placentia Library District's property tax revenue since ERAF was established:



Protecting the agencies hit with the highest ERAF shifts beginning in Fiscal Year 1994-1995 from an additional 12.5% shift now could be done by setting a maximum shift of 40% to 50%. The overall revenue loss to the State would be negligible since there are very few agencies already at the 50% level.

Your continuing support of Placentia Library will enable us to keep our doors open.

Respectfully,

Al Shkoler  
President



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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**  
**DATE:** February 23, 2004

**BACKGROUND**

Human Interaction Laboratory


The Library Director has canceled her travel plans for May and is now available to take the Human Interaction Laboratory course in Costa Mesa from May 1 through 6.

The course runs twelve hours per day for six days and encourages (but does not require) participants to stay at the course facility. Commuting could add an additional 1.5 hours per day since the morning commute would be at rush hour.

**RECOMMENDATION**

Determine if and when the Board would like the Library Director to take this course and authorize \$2,200 for tuition plus travel and housing costs to be paid from the General Fund.



TO: Elizabeth Minter, Library Director  
 FROM: Jim Roberts, Public Services Manager   
 DATE: February 17, 2004

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

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<u>TYD Total</u>	9	793

***CHILDREN'S SERVICES***

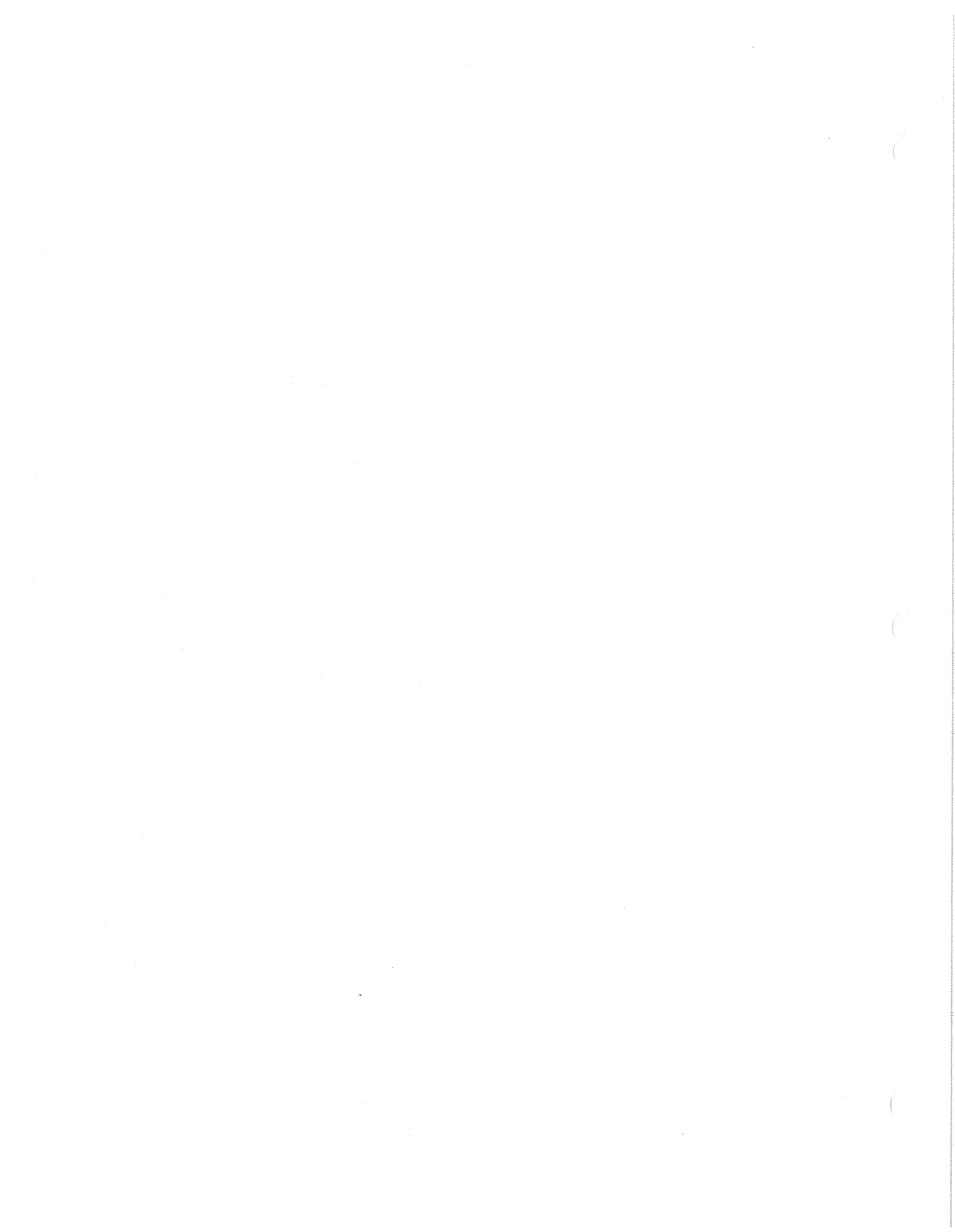
Wed. PM Story Times	4	102
Thurs. AM Story Times	4	128
3-4 year-old music times	4	142
5-6 year-old music times	4	52
Lapsits	4	102
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Springtime Party	0	0
In-N-out Program	0	0
<b>TOTAL FOR OCTOBER</b>	<u>20</u>	<u>470</u>
<b>YTD TOTAL</b>	<u>85</u>	<u>1,958</u>

***LITERACY SERVICES***

*Jan 2003-04*    *FY 2003-04 YTD*

Total Tutors	170	241
Total Students	227	306
Total Hours	1,585	12,021

For more detailed literacy statistics, see Agenda Item 37, pages 2 of 2, and 3 of 3.



To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian 

Date: January, 2004

**Subject: January Activities in the Children's Department**


**Reference Activity: 980 queries in-person and by phone.**

<b>TYPE OF PROGRAM</b>	<b>NUMER OF PROGRAMS</b>	<b>TOTAL ATTENDANCE</b>
Lapsits 2 years and under	4	102
Storytimes (a.m.) 3 - 6 year olds	4	128
Storytimes (p.m.) 3 - 6 year olds	4	46
MusicTimes 3 - 4 year olds	4	142
MusicTimes 5 - 6 year olds	4	52
<b>TOTALS</b>	<b>20</b>	<b>470</b>





TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: February 17, 2004

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

**Tutor Training.** The Literacy Coordinator conducted one regular workshop in January and fourteen (14) tutors were trained. Five additional adult tutors were trained for a total of nineteen (19) in January. All new tutors are presently matched or are being matched. The next tutor training is scheduled for March 7, 2004.

**Families for Literacy (FFL) Program Status.** FFL now serves over 50 family students who are either active or on the waiting list. The next FFL event will be a Dr. Seuss celebration on February 29. See the enclosed flyer. We plan to develop future FFL programs in conjunction with our *EVEN START* partners from Ruby Drive Elementary.

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP began again this year in September, and so far more than seventy high school students from El Dorado and Valencia High Schools have signed up. We presently have El Dorado PRREP volunteers helping after school at Brookhaven Elementary and Valencia PRREP volunteers helping again at Van Buren Elementary.

**Reach Out and Read.** PLLS continued its partnership in January with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. Our long time volunteer for this outreach, Diane Martlaro, has had to stop and we want to thank her for her many volunteer hours. Our other volunteer, Pettey Peterson, continues to read to the kids.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI is active again at Ruby Drive, we have eight staff working with Kindergarten Extended Day classes and third grade emerging English classes. So far, we have received more than 170 permission slips for students in these classes. We plan to have Federal Work Study staff begin at Rio Vista Elementary in February.

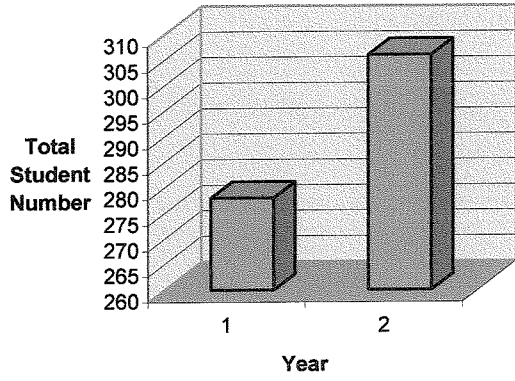
**Literacy statistics.** See Agenda Item 37, Pages 2 of 2, and 3 of 3.

## Placenta Library Literacy Services

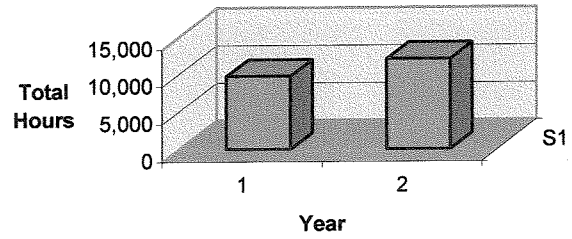
Report of Growth and Progress

	Jan 03-04	Jan-04	YTD 2003	YTD 2004
<b>Tutors</b>				
Adult	92	107	131	155
Teen	74	68	94	86
Hours Instruction	1,482	1,585	9,745	12,531
Other Volunteer Hours	36	48	548	490
Total Hours	1,578	1,633	10,293	12,021
<b>Training Workshops</b>				
Workshops Held	2	2	21	13
Tutors Trained	15	19	112	118
<b>Students</b>				
With Adult Tutors	126	127	167	186
With Teen Tutors	84	102	94	120
In Groups	2	0	10	0
Total Active Students	212	229	278	306
<b>Families for Literacy</b>				
Family Students	30	50	30	74
Family Tutors	30	25	30	27
Hours of Instruction	200	400	469	1,134
<b>ELLI Program</b>				
K-6th Grade Students	384	176	384	176
Tutors for K-6th Grade	5	9	12	12
Hours of Instruction	200	450	1,008	1,374
<b>Total Tutors</b>	166	170	224	241
<b>Total Students</b>	212	229	278	306
<b>Total Instruction Hours</b>	1,482	1,585	9,745	12,021

Change In Total Students




Increase in Instruction Hours





To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: February 17, 2004

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


In January, the Placentia Library District had 50,818 "hits" on the Web Site, an average of 1,640 a day. The following are our year to date statistics:

Pages Visited	August 03	Sept 03	Oct 03	Nov 03	Dec 03	Jan 04
Borrowers	122	132	188	136	135	167
Friends	63	56	98	76	30	99
District	76	108	135	75	104	116
Kids	144	154	206	169	165	154
Foundation	58	300	193	72	30	98
History Room	125	147	155	91	170	86
Literacy/CLC Logo	69	113	208	130	112	138
Passports	498	505	488	273	471	630
Total Views Most Hits	1,085	1,515	1,671	1,022	1,217	1,488

Total Most Hits YTD 9,353



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: February 23, 2004

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

**Information on the Placentia Library cable channel #53, updated January 5, 2004:**

*Note: Animation added to slides*

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Library Hours
4. President's Day Closures
5. Library Departments
6. Friends of Placentia Library Bookstore offering great bargains
7. Bookstore Volunteers Needed
8. Special Back Room Book Sale Every 2<sup>nd</sup> Sunday, Hours and Dates
9. Placentia Historical Afghan Sale
10. 2004 Authors Luncheon, Kelly Lange
11. Library Hours
12. President's Day Closures
13. Literacy Services logo
14. Literacy Program asking for volunteers
15. Wi Fi Here Now
16. Apply for your passport at Placentia Library
17. Passport Hours
18. Join us for Orange County Reads
19. Orange County Reads coming soon
20. Library Hours
21. President's Day Closures
22. Placentia's Newest Local History For Children & Adults
23. Lapsit Storyhours
24. Story Times, ages 3-6, no December hours
25. Music Times, ages 3-4, no December hours
26. Music Times, ages 5-6, no December hours
27. Story Time at Home, *Tumblebook Library*
28. Library Hours
29. President's Day Closures
30. Telephone Renewal Instructions
31. [www.placentialibrary.org](http://www.placentialibrary.org), 24/7 Reference, the Library Catalog
32. [www.placentialibrary.org](http://www.placentialibrary.org), Online Resources
33. Placentia History Room Hours
34. Placentia History Room Displays
35. Placentia History Room Collections
36. Placentia History Room Archival Resources

**General Newspaper articles published:**

1. Government Offices and Holiday Closures
2. Arnold Schwarzenegger's Budget/Property Tax Plan
3. City Sponsors Getty Museum Trip
4. Orange Library's House Gets a Home
5. Young Writers Honored in Short Story Contest
6. Placentia Founders Society/Bradford House

**Library Newspaper articles published:**


1. Schools and Libraries, *Letter from Mary Strazdas*
2. Tutor Training, Sunday from 1:30-4:30 P.M.
3. Tuesday Music Times for Ages 3-4 and 5-6
4. Wednesday Story Times for Ages 3-6
5. Chinese American Association Photo and Art Exhibit
6. Bargain Prices Set for Used Book Sale (3)
7. Book a Seat for Author's Luncheon
8. Library's History Room Open
9. "Great China" Art and Photo Exhibit
10. Chinese Beauty/"Great China"
11. China on Display

**Flyers and Notices:**

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book Sale Flyer
4. Author's Luncheon Waiter Invitations
5. Author's Luncheon Maitre'D Invitation
6. Orange County Reads One Book Event Notifications to LA Times
7. President's Day Closures signs
8. Author's Luncheon/Kelly Lange Flyer
9. *Notations*



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 Hours

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

**LIBRARY CLOSED**

Sunday, February 15<sup>th</sup>  
&  
Monday, February 16<sup>th</sup>


for  
**President's Day**

Placentia Library  
528-1906


Renewals Ext.# 6  
Adult Services Ext.# 209  
Children Services Ext.# 212  
Literacy Ext.# 213  
Passport Information Ext.# 265  
[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.  
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 - 4:30 P.M.  
Upcoming Sales: Jan 11, Feb 8, Mar 14, Apr 18

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

**Placentia Historical Afghans**

On Sale Now At The  
Library Circulation Desk


Green X Cranberry X Blue

\$55.00 plus tax



Proceeds support the Placentia History Room

**2004 Authors Luncheon**  
Saturday, March 6, Alta Vista Country Club

Featuring



**Kelly Lange**  
Newswoman & Mystery Writer  
Tickets go on sale January 19<sup>th</sup>



**Placentia Library Hours**

Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED


**LIBRARY CLOSED**

Sunday, February 15<sup>th</sup>  
&  
Monday, February 16<sup>th</sup>

for

**President's Day**



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

☎ 524-8408 Ext. 213

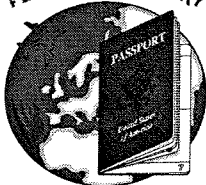
**Placentia Library Literacy Services**

- 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:  
February 1<sup>st</sup> & March 7<sup>th</sup> & April 4<sup>th</sup>

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


**WE FIT HERE NOW!**  
**Bring Your Passport!**

**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	12:00 - 8:30 P.M.
Tuesday	12:00 - 8:30 P.M.
Wednesday	12:00 - 8:30 P.M.
Thursday	10:00 A.M. - 5:30 P.M.
Friday	CLOSED
Saturday	10:00 A.M. - 2:00 P.M.

Placentia Library is an official U.S. Department of State  
Passport Acceptance Agency  
For Passport information  
call 528-1966 Ext. 265 or visit the Library Website [www.placentialibrary.org](http://www.placentialibrary.org)


**Join us and read**



**ORANGE COUNTY READS**  
*One Book. Many Stories.*

**Funny In Farsi:**  
**A Memoir of Growing Up Iranian in America**

by  
**Firoozeh Dumas**



**Event details coming soon!**

**Placentia Library Hours**

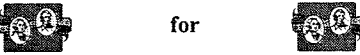
Sunday	1:00 - 5:00 P.M.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

**LIBRARY CLOSED**


**Sunday, February 15<sup>th</sup>  
&  
Monday, February 16<sup>th</sup>**

for

**President'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 Storyhours**  
*Presented by Kay Pfaffle*

Ages newborn to 2 years


Thursday Mornings  
10:15 - 10:35 A.M.  
January 8 - February 26  
Childrens Storyhour Room




Sponsored by the  
Gordon & Dixie Shaw Endowment

*No pre-registration required - no charge*

**Story Times  
For Children  
Ages 3 - 6**




Wednesday Evenings  
6:30 - 7:00 P.M.  
January 7 - February 25




Thursday Mornings  
11:00 - 11:30 A.M.  
January 8 - February 26

*Presented by Barbara Phillips  
No pre-registration required - no charge*



**Music Times  
For Children  
Ages 3 - 4**


Tuesday Evenings  
6:00 - 6:30 P.M.  
January 6 - February 24




Featuring Lynn Baesler

*No pre-registration required - no charge*

**Music Times  
For Children  
Ages 5 - 6**



Tuesday Evenings  
6:30 - 7:15 P.M.  
January 6 - February 24



Featuring Lynn 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.
Monday	12:00 - 9:00 P.M.
Tuesday	12:00 - 9:00 P.M.
Wednesday	12:00 - 9:00 P.M.
Thursday	10:00 A.M. - 6:00 P.M.
Friday	CLOSED
Saturday	CLOSED

**LIBRARY CLOSED**  
**Sunday, February 15<sup>th</sup>**  
**&**  
**Monday, February 16<sup>th</sup>**  
**for**  
**President's Day**





Renew your books by phone  
Using Telecirc

**714-765-1775**  
*24 hours a day / 7 days a week*

☑ 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

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



[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
- NovelList
- General Reference Center/Magazine Index
- Business & Company Resource Center
- Health & Wellness Resource Center

**Placentia History Room**

Staffed and Managed by Volunteers

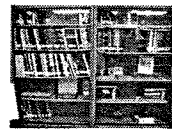
**Hours**  
Monday & Wednesday  
6:00 - 9:00 P.M.  
*Other hours by special arrangement*



**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

**LETTERS**

# **schools and libraries**

332

I read your article on school libraries and was so pleased to see so much factual information (Education, November issue, by Jennifer Leuer). You interviewed people who have worked in this area for years and really know what they are doing; I've had the opportunity to work with and for Linda Birtler when she was at Esperanza; how fortunate El Dorado is to have her now.

I am presently the reference librarian at the Placentia Library District and would like to add a P.S. to your article. We in the public libraries also are feeling the money crunch, both with budgets for materials and serious staff cutbacks. We like to think of ourselves as partners in literacy with the schools, for we too encourage learning as much as possible.

At Placentia, we have an extremely active literacy program that involves volunteer tutors who are both students and adults; our program keeps growing, for the need is great. We can help students in many of the same ways as the school libraries, and we are often available to the pub-

lic when the school libraries are closed. Placentia, for example, is open noon-9 p.m. Monday, Tuesday and Wednesday, 10 a.m.-6 p.m. Thursday, and 1-5 p.m. Sunday (we are the only public library in the Tri-City System that is open on Sunday.) We have attempted to seek grants wherever possible in order to have funds to purchase books and other things we need. We have become a Passport Acceptance Agency to allow us to pay some staff salaries and to increase our book budget. We are a living, breathing part of our community!

Thanks so very much for bringing a serious issue to everyone's attention. Articles such as yours help to focus attention on serious needs that should be better met than they are.

Mary Strazdas  
reference librarian  
Placentia Library District

## **COMMUNITY HAPPENINGS**

**TODAY**  
Happy New Year

**FRIDAY**  
Teen Center has special winter break hours from 12 p.m. to 5 p.m., 116 N. Walnut Ave. Call (714) 577-9459.

**SATURDAY**  
Falfun dafa, a Chinese exercise program, is offered from 8:30 to 10:30 a.m. at Tri-City Park, 2301 N. Kramer Blvd. Free. Call (714) 307-9485.

**SUNDAY**  
Tutor training for the Placentia Library adult literacy program will be held from 1:30 to 4:30 p.m. at the library, 411 East Chapman Ave. Only one training workshop needs to be attended to become a tutor, 717 N. Bradford Ave. Call (714) 524-8408 ext. 213.

**MONDAY**  
Tai chi classes are offered by the Human Services Division at 10 a.m. in the Senior Center, 143 S. Bradford Ave. Free. Call (714) 986-2332

**TUESDAY**  
MusicTimes for ages 3-4 meets from 6 to 6:30 p.m. and for ages 5-6 from 6:30 to 7:15 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

**WEDNESDAY**  
Story times for children ages 3 to 6 at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212, for times.

### **331 GOVERNMENT OFFICES**

- Federal, state and county offices and county libraries will be closed.
- Most city libraries will be closed. Fullerton, Orange, Placentia and Yorba Linda city libraries will be open. Some city halls will be open Monday. Aliso Viejo, Anaheim, Brea, Mesa, Huntington Beach, Irvine, Laguna Beach, Laguna Woods, Lake Forest, Newport Beach, Placentia, Rancho Santa Margarita, San Clemente, Santa Ana and Seal Beach will be closed.

### **GOVERNMENT**

Orange County budget analysts said Gov. Arnold Schwarzenegger's plan to move \$1.3 billion in property taxes to schools could cost the county \$62 million in lost revenue ... Aloha Airlines asked the U.S. Department of Transportation for permission to fly two daily nonstop flights from John Wayne Airport to Ronald Reagan Washington National Airport ... Former Gov. Pete Wilson was among those eulogizing former OC state senator and prominent Sacramento lobbyist Dennis Carpenter at his memorial service in Irvine.

# New group wants to bridge cultural gap

The Chinese-American Association will present a photo and art exhibit on Jan. 31

By Heather McRea  
Placentia News-Times

In the future, Isaac Wang believes China and the United States will be charged with leading the world.

Friendships with his Placentia neighbors today can only mean a stronger relationship between the two countries later, he said.

He has joined with other Chinese-Americans in the community to build bridges with their neighbors and with each other.

Immigrating to a new country can be lonely at times, even as the years pass, said Wendy Lin. Having the members of the Placentia Chinese-American Association to share and talk with has made it easier.

"On the one hand, we love the United States; they have given us such good help," Wang said. "On the other hand, we are Chinese, we have China in our blood. We want them to become friends."

The Placentia Chinese-American Association formed last summer and meets every Saturday at 3 p.m. at the Placentia Library.

The gatherings are informal. Candy is passed around, they chitchat.

A game of ping pong starts up and five or six break away to play Chinese checkers.

Since forming, members have been looking at ways to connect with the rest of the community.

They have donated books on China to the library and, on Jan. 31, they are holding a photograph and art exhibition at the library titled "Great China" as part of their Chinese New Year celebrations.

The exhibit features 60 vibrant pictures of life in rural and urban China.

"Most of the Americans do not really know the Chinese culture," said James Jing, adding he has even run into some that think Chinese men still wear their hair in long braids called queues, a practice ended in early 1900 with the fall of the Qing Dynasty.

"We invited our neighbors so they can understand China, so they can understand us," said David Ji.

And, as China opens, maybe seeing the pictures will make people want to travel there, members said.

"China is changing step by



JACK E. HANCOCK  
Placentia News-Times



Above, Bob Zhang, left, and Priscilla Huang engage in a lively game of ping pong during a recent gathering of Placentia's recently formed Chinese-American Association. Left, members play Chinese Jump Chess in a fast-paced game in the Placentia Library conference room. Players from left: Suping Xiang, Wendy Lin, May Shin, Shan Fengmin, Lan Lang Gong and Allen Lin.

step," Wang said. "Give them time to change."

Wang was born in Indonesia; his parents were from China. In 1953, he moved to China to attend college and work as an engineer for a coal mine.

After his wife died of leukemia, he fled China for America in 1975, near the end of the Cultural Revolution, one of the bloodiest times of the Communists' rule.

He brought with him three children. They settled in Placentia in 1985.

Now approaching retirement from a second career as an electrical engineer, he looks forward to a future sharing his time between Placentia and Shanghai.

His hope for the future shines through in his wide set, large brown eyes.

"We need peace for this world," he said. "If the people become more friendly they in-

fluence the governments too."

He believes the association's exhibition, which is only a first step in trying to become friends, will be welcomed by the community, he said.

"This is a very special nation," he said. "American people are very friendly, easy to accept."

Wang smiles as he watches a couple of members play ping-pong, the ball flying every which way but straight.

Several members of the association said that though they lived in Placentia for years they had never met each other.

The group started with three mothers striking up a conversation while waiting for their children at a swimming class.

"Sometimes I would feel lonely in Placentia," said Lan. "Sometimes I would feel not at home."

She said the camaraderie of the Chinese-American Association makes her happy.

And it is good for her American-born, 9-year-old son, she said.

"I like to bring him here," she said. "I want my son to still keep his Chinese culture."

## Great China Exhibit

Date: Jan. 31  
Time: 10 a.m. to 2 p.m.  
Where: Placentia Library conference room

Cost: Free to the public  
Information: Call (714) 528-8408 ext. 213

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post office box 11789  
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Placentia News  
Weekly JAN 15 2004

## BRIEFLY

### Bargain prices set for used book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Sunday, Feb. 8 at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and book store, the group will sell used, hard-cover volumes and paperback books on a variety of subjects for discounted prices.

The sale is held on the second Sunday each month. Enter from the loading dock area.

Also, the library is hosting a silent auction; the display in the lobby changes every month. Bidding sheets are in the library's book store.

For the coming weeks, various rare books will be up for grabs, including a 1935 edition of "Winnie the Pooh."

Information: (714) 528-1925, Ext. 201.

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Placentia News  
Weekly JAN 22 2004

## Bargain prices set for used book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Feb. 8 at the library, 411 E. Chapman Ave.

Opening its entire stock in addition to its lobby sales and

book store, the group will sell used, hard-cover volumes and paperback books at discount.

The sale is held on the second Sunday each month. Enter from the loading dock area.

Also, the library is hosting a

silent auction, whose display in the lobby changes every month. For the coming weeks, various rare books will be up for grabs, including a 1935 edition of "Winnie the Pooh."

Call (714) 528-1925, Ext. 201.

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Placentia News

Weekly JAN 15 2004

### BRIEFLY

#### City purchases more downtown property

The city reached a deal with John Poortinga last week to purchase 220 Santa Fe Avenue for \$550,000.

The City Council authorized the settlement, avoiding a lawsuit threatened by Poortinga, said City Attorney Thomas Nixon. "It never got to the actual point of filing for a lawsuit."

The issue was over the value of the property. After several months of negotiating, Poortinga set it as high as \$1.4 million. A 2001 evaluation by the city pegged the value at \$285,000, Nixon said.

Poortinga rented part of the property to Global Operations Development, a non-profit organization in its own struggle with the city over relocation pay.

#### City sponsors Getty Museum trip

The city's Parks and Recreation department is sponsoring two trips to the J. Paul Getty Museum in Los Angeles.

The first leaves Jan. 21 at 11 a.m. returning at 7 p.m. Another excursion is scheduled to leave at 9 a.m. Feb. 15, return-

ing by 5 p.m.

The museum has exhibits of Greek and Roman antiquities, manuscripts, European paintings, photographs and more.

The cost of the trips are \$12. Reservations are to be made at City Hall, 401 E. Chapman Ave. or by calling (714) 993-8232.

#### Book a seat for book forum now

Tickets go on sale Jan. 19 for the Friends of Placentia Library's author's brunch.

The featured speaker is Kelly Lange, author of "Dead File," "The Reporter," "Gossip: A Novel," and "Trophy Wife: A Novel."

The brunch is set for March 6 at the Alta Vista Country Club.

For information call (714) 528-1925, Ext. 201.

#### Library's History Room open

The Placentia Library's History Room is open to the public from 6 to 9 p.m. Monday and Wednesday.

The library is also inviting residents with historical items to discuss the preservation of materials at the library.

Information: (714) 996-8390.

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Placentia News

Weekly JAN 29 2004

#### Bargain prices set for used book sale

Friends of Placentia Library will hold its monthly Backroom Book Sale from 1 to 4 p.m. Feb. 8 at the library, 411 E. Chapman Ave.

Enter from the loading dock area.

Information: (714) 528-1925, Ext. 201.

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The Register

Daily JAN 23 2004

# Orange library's house gets a home

Family pays \$1 for the 1921 Craftsman, which will move to a lot in Old Towne.

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By JI T FONG CHIN

THE ORANGE COUNTY REGISTER

ORANGE • Everybody, breathe easy now.

After eight months of searching, the Orange Public Library has picked a buyer for the Edwards House, a 1921 Craftsman-style house that must move to make way for the library's expansion.

Nobody bit when the city first offered it at \$1 last April. Fortunately, publicity about

the lack of attention sparked more interest.

The buyers are Linda and Joe Day, property managers and owners

of a 10,700-square-foot lot seven blocks away at the southeast corner of Almond Avenue and Lemon Street.

Now, comes the tricky part.

Come summer, in the dead of the night, a contractor will drill holes in the house's foundation at 431 E. Chapman Ave., crank up the bluish-gray house with hydraulic lifts and slide it whole underneath

Agenda Item 39

Page 9 of 12

The house will be pulled, very, very slowly, around the Plaza. Then it'll head left onto Lemon Street, where the roadway is only three inches wider than the house.

"They might have to tilt it at different times," Linda Day said.

It'll be tough. But it's still a good deal. The Days are paying \$1 for the house, plus a \$10,499 donation to the library foundation. The rules of the purchase require them to keep the house in the historic Old Towne area.

The move will cost about \$30,000. Renovations will cost at least \$100,000, Joe Day said.

"It'll almost be easier to build a new house," Linda Day said. Except a new home might not have the same leaded-glass windows or a designation as one of 1,237 contributing structures in Orange's historic district.

It's not all about money anyway. Linda Day's family has owned the lot since grandfather Otto E. Scharer bought it in 1932. Grandfather was busy building his tractor business, and mother had other things to do, so the lot sat empty for 72 years. Realtors estimate the plot's value between \$250,000 and \$350,000.

"We've been saving it for

The Register  
Daily JAN 23 2004

# HOUSE

FROM PAGE 1

the right opportunity," Linda Day.

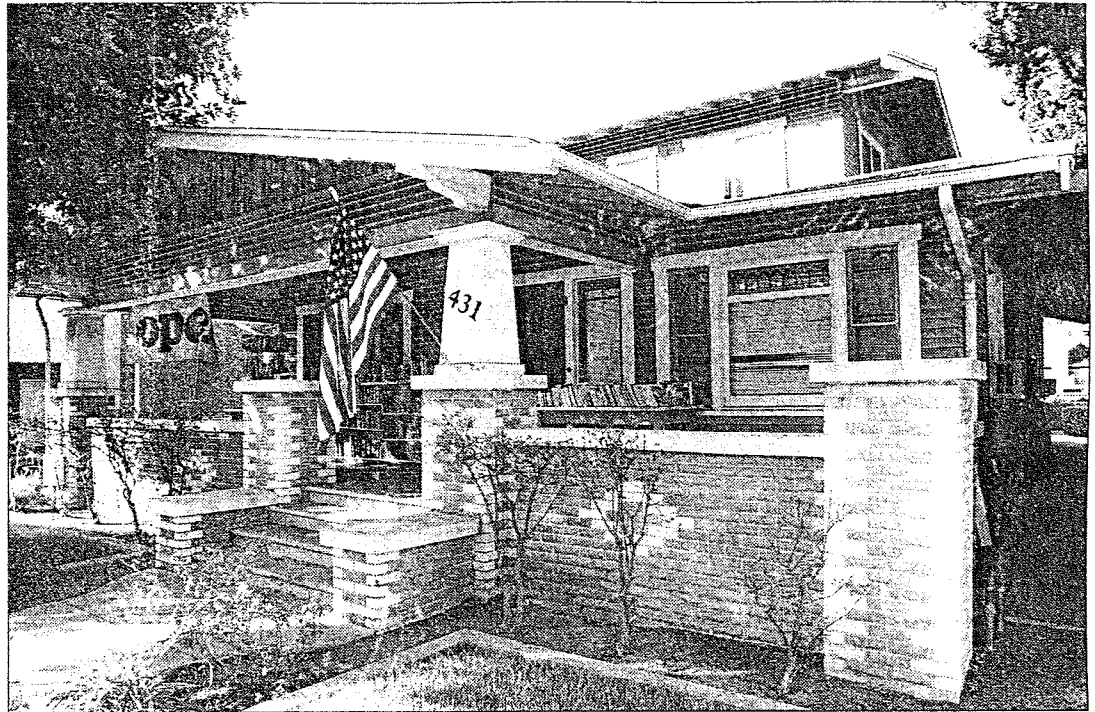
The Days beat out two other finalists because their lot was already vacant and the couple impressed city officials with their preparation, city librarian Nora Jacob said.

"An important part of this whole process was to ensure that the history was protected as we move forward with a library expansion," said Mayor Mark Murphy, who remembers walking past the vacant Lemon Street lot to Orange High School as a teenager.

"To find someone who appreciates the history of Orange, has the right property inside the historic district, and to take on a great project like this - it's just a winner for everybody," Murphy said.

After the house settles in at its new address at 242 W. Almond Ave., the Days' 22-year-old daughter, Barbara, will move in and supervise renovations. A new foundation must be built, the river rock porch reconstructed, the carpet stripped.

A mature oak tree on the lot might block the driveway. But Linda Day is confident they can build around it. "Oh, we would like to save it."



PHOTOS: ANDY TEMPLETON, FOR THE REGISTER

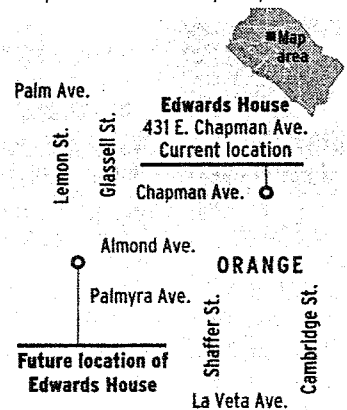
**SAVED:** The Edwards House is occupied by a used bookstore run by Friends of the Orange Public Library. The library needed to relocate the house because of its upcoming expansion.



**NEW OWNERS:** Joe and Linda Day, center, and daughter Liz Russell pose on the lot where they will move the Edwards House. The lot has been in Linda Day's family since the 1930s.

## Edwards House

A contractor will move the historic Edwards House seven blocks to another vacant lot within Old Towne Orange in summer. The 1921 Craftsman house must move to make way for the main library's expansion.



The Register



# Young writers honored in short story contest

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Elizabeth Murtough, 10, Catherine Trinh, 10 and Eimav Silverstein, 11, are the top three winners in the "Adventures in Writing" short story contest sponsored by the Irvine Barclay Theatre and the Orange County Public Library.

Other Irvine residents were among the 12 finalists - Adam Searl, 8; Rebekah Tobler, 8; Grace Liu, 8; Carina Pedersen, 10; Christopher Abutom, 10; Brittany Swearingen, 10; and Andry Planutis, 12.

This year's contest, for ages 8 through 12, was in honor of the Kennedy Center's staging of Hans Chris-

tian Andersen's "The Nightingale" on Feb. 6 at the Barclay.

The contest ran from Nov. 17 through Dec. 20. Three judges selected three winners and 12 finalists from the stories received by the 32 branches of the Orange County Public Library and the Barclay. Using Andersen's popular fairy tales as inspiration and applying creative aspects often found in fairy tales, young authors submitted original stories reflecting the 21st century.

The 15 winning stories will be published in a book called "Adventures in Writing: A Collection of Short Stories"

and will be placed in each of the library branches. In addition, a book-signing party will be held for the young authors at one of the library branches this coming April. With their family members, teachers and principals in attendance, the children will read excerpts from their stories and autograph copies of the book.

The 2003 "Adventures in Writing" contest marks the fifth time the Barclay has collaborated with the Orange County Public Library in fostering creativity and imagination of budding young authors. Entry forms were

printed and colorful posters were placed in the children's departments of each branch of the county library system, encouraging children to submit an original short story. Certificates of merit were mailed to the three top winners and 12 finalists as well as to all the entrants, in honor of their participation.

The top three winners will receive a Family Pack of four tickets to attend the evening performance of "The Nightingale" at the Barclay and will be given a chance to meet the cast at a special reception after the show.

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The Register  
Daily JAN 25 2004

## ASIAN-AMERICAN NOTEBOOK

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### IN ORANGE COUNTY

• **Volunteer honored:** Mai Cong, founder of Vietnamese Community of Orange County Inc., a nonprofit organization that has helped refugees settle in the area, received the Community Spirit Award from Garden Grove Mayor Bruce Broadwater at Thursday's annual Mayor's Prayer Breakfast.

Broadwater chose Cong for her nearly 30 years of community service and volunteerism.

Cong is seeking volunteer teachers who can help prepare children for kindergarten.

- Patrick Vuong  
(714) 445-6685

pvuong@ocregister.com

• **China on display:** In celebration of the lunar new year, the Placentia Chinese American Association is sponsoring the "Great China Art Exhibition" from 10 a.m. to 2 p.m. Saturday at the Placentia Library's Meeting Room, 411 E. Chapman Ave.

This free event, which is open to the public, features more than 60 paintings and photos from China.

Information: Jim Roberts,  
(714) 524-8408, Ext. 213.

- Patrick Vuong

This notebook, featured every Sunday, provides information to help readers participate in issues and events in local Asian-American communities. To submit an item, please e-mail or call the writers.

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The Register  
Daily JAN 27 2004

## PLACENTIA

• **Fresh faces:** The Placentia Founders Society will hold an informational meeting from 2 to 4 p.m. Friday on the history, architecture and furnishings of the 1902 Bradford House, part of an effort to attract new docents. The docents lead tours and make presentations to schools and community organizations about the Victorian house. Call Lynda Baker at (714) 528-4592 to make reservations.

- Heather McRea  
(714) 704-3796

placentianewstimes@ocregister.com

# pacific clippings

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The Register  
Daily JAN 31 2004

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## FAMILY

**AMA Supercross** with 7 p.m. opening ceremony. Races at 7:30 p.m. at Edison Field. \$32-\$47 general admission. Children 12 and younger are \$12. (714) 740-2000.

## COMMUNITY

The Brea Community Center's annual **bridal show**, featuring dozens of local caterers, florists, photographers and disc jockeys available for weddings, receptions and other parties, will be held from 11 am. to 4 p.m. today. \$4. 695 E. Madison Way, Brea. (714) 671-4428.

The Fullerton Pony baseball league is having registration from 9 a.m. to 3 p.m. at Duane Winters Field at Amerige Park, 340 W. Commonwealth Ave. A birth certificate is required during sign-ups and a player must be accompanied by a parent or guardian. (714) 773-4215.

The Fountain Valley High School Foundation will offer **practice PSAT, SAT I, SAT II and ACT exams** at 8 a.m. today and Feb. 7 in the school cafeteria. The tests are \$15 each. Only 11th-grade students

can take the SAT I. The other exams are open to any student in grade eight or above. Registration: [www.fvhs.com/foundation](http://www.fvhs.com/foundation) or (714) 968-4471.

The Placentia Chinese American Association is sponsoring a **"Great China" art and photography exhibit** at the Placentia Library, 401 E. Chapman Ave., from 10 a.m. to 2 p.m. today. The exhibit is free to the public. (714) 524-8408, Ext. 213.

The Surfrider Foundation member is sponsoring a **beach cleanup** from 9 a.m.-noon today south of the San Clemente pier. (949) 493-5642.

Friends of the Yorba Linda Library will hold its **annual membership drive and book sale**, 10 a.m. to 4 p.m. today at 18181 Imperial Highway. Proceeds sponsor library services, including the online tutoring program for students in grades 4-12. (714) 693-5044.

Laugh and sing with **comedians and musicians** at 7:30 p.m. at Temple Beth El, 2A Liberty, Aliso Viejo. Lois Wilson, a stand-up comic, emceeds an evening with friends Larry

# pacific clippings

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The Register  
Daily JAN 28 2004

## PLACENTIA

**Chinese beauty:** The Placentia Chinese American Association is sponsoring a "Great China" art and photography exhibit at the Placentia Library, 401 E. Chapman Ave., from 10 a.m. to 2 p.m. Saturday. The exhibit is free to the public. Information: (714) 524-8408, Ext. 213.

- Heather McRea

(714) 704-3796  
placentianewstimes@ocregister.com

## PLAN YOUR DAY

Scott, Bob Frady, Wes Marten, Gary Planter and TNT's Mark and Debbie Tate. Tickets are \$20 at the door. Wine reception at 7 p.m. (949) 362-3999.

Some 70 Cub Scouts from Westminster, Cypress, Seal Beach and Los Alamitos will race their handmade cars at a district **Pinewood Derby** event 10 a.m. to 2 p.m. at Westminster Mall, lower level near JC Penney. (714) 901-6656.

## MUSIC

**The Brazilian Guitar Quartet** perform at 8 p.m. at McKinney Theatre at Saddleback College, 28000 Marguerite Prkwy., Mission Viejo. 8 p.m. \$23-\$28. (949) 582-4656.

## SPORTS

**Los Angeles Clippers** at Orlando Magic. 4 p.m.

KTLA/5

**Los Angeles Kings** at Edmonton Oilers. 7 p.m. FSN.

**Cal State Fullerton** men's basketball at UCR. 7 p.m.

**UCLA** men's basketball at St. John's. 10:30 a.m. KCBS/2

Washington State at USC men's basketball. 8 p.m. FSN2.

## THEATER

**"Antigone"** - Sophocles' tale of individual rights focuses on Antigone's defiance of the king when she buries her warrior brother. Sat., 2:30 and 8 p.m. today; Sun., 2:30 & 7:30 p.m. Sunday at South Coast Repertory, 655 Town Center Dr., Costa Mesa. \$19-\$55. (714) 708-5555 or [www.scr.org](http://www.scr.org).

Closing of **"Follies"** - California Conservatory of the

Arts present Stephen Sondheim's musical masterpiece which centers around two couples as their return to the Weismann Theatre and reminisce their days of vaudeville performing. 8 p.m. at Irvine Barclay Theatre, 4242 Campus Dr., Irvine. \$18-\$28. (949) 854-4646 or [www.ccarts.net](http://www.ccarts.net).

## ART

**"Centered on the Center,"** a non-juried exhibition featuring over 200 regional artists with 325 pieces, including two and three dimensional wall work, sculpture, and installation. Noon-6 p.m. today and Noon-4 p.m. Sunday. Free. Huntington Beach Art Center, 538 Main St., Huntington Beach. (714) 374-1650

**"California Native Grandeur,"** featuring 43 historical landscape paintings by various artists depicting the seven

ecological regions of California. 11 a.m.-5 p.m. today at The Irvine Museum, 18881 Von Karman Ave., Irvine. Free. (949) 476-2565 or [www.irvine-museum.org](http://www.irvine-museum.org).

New exhibit: **"Marjetica Potre: Extreme Conditions and Noble Designs."** A Slovenian artist addresses the way people and animals interact with a changing urban environment. 11 a.m.-5 p.m. today and Sunday at Orange County Museum of Art, 850 San Clemente Drive, Newport Beach. Free-\$5. (949) 759-4848 or [www.ocma.net](http://www.ocma.net).

ITEMS SELECTED FOR PLAN YOUR DAY ARE FROM VARIOUS LISTINGS IN THE ORANGE COUNTY REGISTER.

FOR INFORMATION ON HOW TO NOTICES TO THE REGISTER, CALL (714) 796-7951.

SAFETY COMMITTEE MEETING  
JANUARY 21, 2004  
MINUTES

- I. Call to Order: 11:40 A.M.
- II. Members Attending: Caroline Gurkweitz  
Esther Guzman  
Katie Matas  
Donna Siloti
- III. Old Business  
None.
- IV. New Business  
1. Two sets of safety handouts will be distributed at the next staff meeting.

The next meeting will be February 25, 2004 at 11:30 A.M.

Respectfully submitted,



Katie Matas



# READ/Orange County

## Changing Lives through Literacy

Shari Selnick

READ/Orange County is the Literacy Service of the Orange County Public Library in California. This program provides tutoring for adults in English reading, writing, and speaking through family activities; teaches basic literacy skills to English speakers; provides assistance in the county jails; and offers an English as a Second Language (ESL) program. READ works to equip adults for their future with new knowledge that has practical applications in every area of their lives. The hundreds of dedicated READ volunteers work thousands of combined hours to make a difference in their community by giving the gift of literacy.

The Orange County Public Library (OCPL) understands that to impact the community, it must offer services to a variety of clients. Children's reading programs, teen programs, special events, book clubs, and other programs have become our foundation for outreach and service. "The library receives revenue from all members of the community to serve the entire community and, therefore, has a basic responsibility to serve all," states John M. Adams, county librarian. That basic responsibility extends to the literacy needs of the community. "For out-of-school adults, libraries are the only source for literacy programs," continues Adams. READ/Orange County, the literacy program of OCPL that was implemented in 1992, strives to reach out to the community, to make a difference by giving literacy students the tools they need to be successful in their future lives.

### Illiteracy Affects Many

Tone is a ninety-five-year-old retiree who remains vibrant and full of life. He cares about his community and is willing to devote his time and energy to make a change. Tone tutors a seventy-two-year-old man, Will (not his real name), in reading and writing skills. These two retired men have been meeting twice a week for eighteen months and have formed a special bond as friends, confidants, teachers, and students. Each learns and helps the other. Each plays the role of teacher and student and benefits greatly. Each is changing a life forever. Tone understands that by teaching Will, he is creating a ripple effect in that what Will learns today will affect him, help him, and

serve him the rest of his life. Will understands, through painful experience, that there is no area of his life that is not impacted by his lack of literacy skills. Increasing his literacy skills means he can become an example to his children and grandchildren, he can vote more responsibly, and can serve his community more effectively.

A lack of basic reading and writing skills affects many adults in the United States today. This deficiency keeps adults from meeting their full potential, affecting their ability to get and maintain a job, to provide for their families, to be members of their community, and even simply to read a book to their children. The detrimental effects of illiteracy can be combated with library programs to teach adults the skills they need.

To truly understand the importance of a literacy program, one must consider the number of adults affected by literacy. Current studies suggest that one out of every four adults nationwide needs assistance with basic reading and writing skills. In California, that represents between 3.5 and 4.8 million people. In Orange County alone, somewhere between 350,000 to 450,000 adults are unable to develop their potential because of their inability to read and write proficiently. The reasons for the lack of skills are as varied as the learners themselves. Some individuals had trouble comprehending in school, moved often, had to quit school to go to work, or made it through the system without the fundamental skills to continue their growth. The increase in population in the Orange County area means that the numbers of adults requiring assistance will continue to grow.

Many believe that in Southern California only immigrants need literacy assistance. There seems to be a common misconception that illiteracy affects only non-native English speakers. In fact, the number of Caucasian nonreaders in America is twice the number of African-American and Hispanic nonreaders combined. In the READ program, 62 percent of the learners are native English speakers.

### Community Support and Funding

The mission of READ/Orange County is to create a more literate community by

*Shari Selnick is Outreach Specialist and Training Coordinator for READ/Orange County in Santa Ana, California; readoc@ocpl.org.*

range of topics including accessing family health care, nutrition, employment skills, and helping their children succeed in school. These objectives lead to the creation of individual goals that become applicable to the learner.

The EL Civics one-to-one lessons last approximately twelve weeks, and the group sessions last fifteen weeks before an individual assessment to discover growth and enhancements. Repetition drills, dialogue role-playing, and other exercises help the learners explore and learn their new language.

## Tutor Training

All of the tutors joining READ receive extensive training. The twenty-three-hour Tutor Training Workshop exposes them to the philosophy, techniques, and tools they will need to work with adult learners. Upon completion, each tutor invests fifty hours with his or her learner throughout the year. Additional trainings, speakers, events, and meetings are offered. As READ is an accredited affiliate of ProLiteracy of America, all of its tutors are certified to train in all fifty states and one hundred countries.

The training sessions begin with an understanding of the collaborative process that is central to READ's success. The collaborative process stresses that the student's learning and the tutor's teaching are a shared experience and each brings new ideas, knowledge, and insight to each of the tutoring sessions. Each person plays the role of teacher and learner, working together toward the student's goals. Although the tutoring sessions sometimes take place in groups with a group goal, the individual is never lost and also establishes his or her own goals and has individual time with the tutor. Often, the learners in the group setting become tutors themselves. Student Richard Carrizosa came to READ after visiting the booth at the Orange County Fair. He has been making great strides as he explains that "earlier this year, a new student wanted to join our group. She was a little behind the rest of us so I volunteered to help her catch up. So now I am helping someone else to read." It is this give and take between tutors and learners, and the learners themselves, that adds uniqueness to the program.

As the training continues, new tutors learn that reading is not just putting together sound/symbol relationships; they acquire a full understanding that reading entails three views of moving from pronouncing words, to identifying and defining words, to bringing meaning and comprehending what the words put into sentences mean. Tutors are taught techniques for direct instruction including phonics, word patterning, writing, and reading for comprehension. They learn how one only needs a piece of paper and a pen to teach an adult to read. The tutor writes down the student's own words as they are stated, reads from those sentences, lets the student choose the words that he or she doesn't know or wants to work on, and continues the lesson from that point on using all of the techniques presented. This is called the Language Experience Approach (LEA) and has been very successful with adult learners, as it lets them see their own words used in their education. In Tone and Will's case, the practice letters written become their LEA.

Lesson planning and goal setting are also important components of the training as they assist the new tutors in understanding that what READ does is for the student and each lesson follows the READ ideologies of being *student-centered, goal-oriented, context-based, immediately relevant, and a bridge to the future*. All of the techniques taught are incorporated into the tutoring sessions, and trainees practice creating lesson plans as part of their workshop experience. Goal setting starts with discussion with the learners as to their roles as an adult and the goals they want to accomplish within those roles. Trainers understand the importance of the student's goals and how they can help him or her achieve them by learning how to make them SMART—Specific, Measurable, Action-oriented, Realistic, and Time-bound.

## Being Recognized for Making a Difference

READ/Orange County received the National Association of Counties Acts of Caring Award in 2001 and 2003. This award honors community services provided by a county-sponsored volunteers program that enhances or preserves the

quality of life for its residents. READ/Orange County was also recognized as a November 2001 Points of Light designee. The FFL program was awarded Congressional Recognition. In 1998, READ received the International Reading Association Honor. The program has also been given many accolades from local cities and the county.

"The READ/Orange County program has made a profound difference by providing crucial tools to the students who can use them to cope in society and improve their lives," states Adams. And Tone and his learner agree. They, like many of the participants in the READ program, have seen a difference in their lives. Will has improved his ability to read and is working toward that goal of someday writing his son a letter. Carol Marshall, a tutor with the program since 1995 and a student at Cal State Long Beach working on her teaching credential because of her experiences, proclaims that "it's fun and it's a neat learning experience and I learned a lot about myself."

Because READ is making a difference in the lives of its students and volunteers, it will continue to have an expanding role in the county library system. "If the numbers were to decline in those who need READ's assistance, it would be a magnificent day," declares Adams. "Until then, we will expand to include more students to start even more ripples and continue to make a difference in even more lives." ■

## References

1. Sondra Stein, *Equipped for the Future Content Standards: What Adults Need to Know and Be Able to Do in the 21st Century* (Washington, D.C.: National Institute for Literacy, 2000).
2. *The Literacy Beat*, Newsletter of the Educational Writers Association 2, no. 4 (June 1988).
3. Stephen J. Steurer, Linda Smith, and Alice Tracy, *Three State Recidivism Study* (Lanham, Md.: Correctional Educational Association, 2001).

For additional information about READ/Orange County and its components, visit [www.readoc.org](http://www.readoc.org).