

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

April 26, 2004

Library Conference Room

Administration

From: "Jeri Takeda" <jtakeda@mcls.org>
To: "MCLS/SLS/SSSCLS/Associate Member Directors" <mclshq@mcls.org>
Cc: "Susan McGlamery ...snip...
"smacgregor" <smacgregor@mcls.org>, "palger" <palger@mcls.org>
Subject: FW: [CALIX:2277] NEWS FROM THE CAPITOL

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

From: owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu]
Sent: Monday, April 26, 2004 12:13 PM
To: CLA Listserve- CALIX
Subject: [CALIX:2277] NEWS FROM THE CAPITOL

April 26, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyists

Christina Dillon, Lobbyists

RE: NEWS FROM THE CAPITOL

LOCAL GOVERNMENT AND GOVERNOR'S OFFICE DISCUSSION ON BUDGET ISSUES

At the request of CLA Executive Director, Susan Negreen, and CLA Legislative Chair, Anne Cain, we have been asked to respond to a statement that was posted on CALIX last Friday, in regards to local government discussions relative to the Budget. The posting stated that the "*CSAC compromise is gaining favor with the Governor and for the most part is 'Christmas' for local government since it would be true reform for the first time since 1978, promising a return to property tax funding for local governments.*" The CALIX posting goes on to note that the CSAC compromise would "*take \$16 million from the Public Library Foundation.*" The posting asked if CLA was aware of the development and if "anyone was watching" on CLA's behalf.

We think the CALIX posting above makes reference to an alternative proposal that was originally offered by the Legislative Analyst's Office (including eliminating \$16 million from the Public Library Foundation) back in February, and then was subsequently modified by CSAC. While the CSAC proposal was less of a property tax hit to local governments, as compared to the Governor's plan, we would not qualify any of these major ERAF shift proposals as anything resembling "Christmas" for local governments – as, under any of these scenarios, cities, counties, and special districts would still be required to shift hundreds of millions of dollars to ERAF.

As many of you may have read, several of the major newspapers are reporting that representatives of the Governor's Office and local government officials have been having discussions, centering around the Governor's January Budget proposal to shift \$1.3 billion of property taxes from local government to help balance the Budget, and the so-called "LOCAL Initiative" that qualified for the November ballot last Friday. We wanted to let you know that libraries have been represented in those discussions. The

parties who have been invited to take part in the discussions with the Governor's Office are the League of Cities, CSAC, and the Special District's Association. We have been meeting regularly with one of the lead participants in the meetings, and have received briefings on the discussions almost daily. All parties involved have been asked to keep the discussions confidential until an agreement is reached, and we are honoring that commitment.

We have also been working with key legislators and staff who have been assisting us with the library components of the so-called "deal" with the Governor's Office. At issue is insulating special district and so-called "ERAF Orphan" libraries from any property tax shift, by utilizing SB 1648-Dills (statutes of 1994) – a little known law that would prohibit the future ERAF reduction from libraries. [see "News From the Capitol" February 5, 2004]. We are also working to try to maintain the \$15.8 million for the PLF Funding in the Governor's Budget. On CLA Legislative Day, the CLA leadership met with representatives from the Governor's Office regarding both of these components, and urged the Governor's strong support for protecting library funding.

While we would like to be able to share some of the components of the pending deal, the deal still remains in flux and, as referenced, we have been under a tight "gag order" since the talks began several weeks ago. Please note that CLA is looking out for your best interests and is working very hard to secure the best deal possible for the libraries, under these very challenging Budget circumstances. If an agreement is ultimately reached, it still must pass both houses of the Legislature before it would be in effect. We will provide you with all of the details as soon as the plan is fully developed and finalized by the Governor.

To: eminter@placentia library.org
From: gneill@csda.net
Subject: Special District Reform (SB 1272) update

Dear CSDA Member,

Senate Bill 1272 was passed by the Senate Local Government Committee yesterday, with the commitment by Senator Ortiz to bring the bill back to the Committee prior to a Senate Floor vote. The bill, as amended, now moves to the Senate Appropriations Committee. During the hearing, Senator Ortiz offered numerous amendments and agreed to continue to meet with opponents to work on the provisions relating to ethics training, special district audits and the whistle-blower language. Senator Ortiz also indicated a willingness to continue a dialogue with opponents regarding the compensation/reimbursement provisions, although she indicated that she is strongly committed to the language currently in Senate Bill 1272. Among the main topics of discussion yesterday:

1. A 2-tiered structure for board member per meeting stipends. The first tier would relate to districts with 2 million or more population and \$100 million budgets, allowing board members to receive a stipend of up to \$100 per Brown Act noticed meeting, capped at 10 meetings per month. All other district board member stipends would be up to \$100 per Brown Act noticed meeting, capped at 6 meetings per month. For those districts with stipends below \$100 per meeting would remain at their current stipend level. For those few districts that pay board members a salary, Senator Ortiz indicated that she needs more information as to the history relative to those districts and will make a decision as to amendments, if any, at a later date. The Senator focused on districts receiving \$2000 plus per month in stipends and the fact that they are there to serve, not to collect a paycheck. The bill will also require directors to get preauthorization at a public meeting before going to other meetings like conferences where they would receive a stipend, and would require directors to give written reports on attendance at 'outside' events like conferences.
2. Confirmed that travel will be reimbursed only for that which is equal to state employees' travel reimbursement rates, and all expenses must have receipts in accordance with standard IRS accountable plan guidelines.
3. Confirmed that effective 1/1/05, no district may provide health/retirement benefits unless the board member pays 100% of the costs for such benefits.
4. Accepted the language of Costa's 2001 bill relating to ethics training. The language was removed from the final wording of the bill, and at the time related only to water districts and employees. To find a copy of that bill, go to www.leginfo.ca.gov, click on 'Bill Information', set the search for the 2001-02 legislative session, and search for 609. Click on 'SB 609', then, once you are in the 'Bill Documents' page, select the version of the bill from 07/20/2001.
5. Will continue to work on the audit component, as there is not only opposition from special districts, but also from auditors and CPAs.

Thanks to all that wrote opposition/concern letters to the Committee.

Geoffrey Neill
Public Affairs Assistant
California Special Districts Association
877/924-CSDA
www.csda.net

- Every district that can participate should contribute, even those which may have been exempted in the past;
- Enterprise districts, which are perceived to have more mechanisms to generate additional revenue should pay a greater portion of the shift;
- Public safety and health care agencies should contribute at a reduced rate to protect emergency services;

With these expectations, CSDA and the special district community reached a general consensus on the following principles:

- Enterprise functions must bear a greater amount of the shift;
- Exemptions should be removed including multi-county;
- Minimal impact on public safety.

This morning, the Schwarzenegger Administration approved a formula developed with input from CSDA and the special district community that determines how special districts will contribute to the new ERAF shift. Expectations given to us during negotiations with the Governor's Office included:

Without this package, it is very likely that special districts will face an additional ongoing ERAF shift in excess of \$400 million annually. By limiting the agreed to contribution to two years, districts will save \$100 million immediately and billions in the long run.

- \$350 million from cities
- \$350 million from counties
- \$350 million from special districts
- \$250 million from redevelopment agencies

Under the Governor's budget and reform package, the \$1.3 billion includes:

As you are aware, Gov. Schwarzenegger yesterday announced an agreement with local governments that calls for local governments to contribute \$1.3 billion in additional funds in fiscal years 2004-05 and 2005-06 to help resolve the state's budget crisis. In exchange, the Governor will propose constitutional protection for local government revenues which will include a permanent cap on ERAF shifts beginning in 2006 and that will allow special districts, cities and counties to capture all future growth in property tax revenues.

SPECIAL DISTRICT ALLOCATION FORMULA FOR SCHARZENEGGER BUDGET AND REFORM PACKAGE DETAILS



- Multi-county districts and transit will be included in this shift at the same rate as single-county districts.

These principles led special districts to suggest the following formula which was subsequently accepted by the Administration.

- Enterprise districts will pay, as a total, no more than \$200 million in each of the next two fiscal years. This will result in enterprise districts will contributing approximately 40 percent of their net allocation of ad valorem property tax revenues. The actual percentage may increase or decrease somewhat depending upon whether the actual number of dollars to be collected under this formula exceeds, or fails to reach, a total of \$200 million.

- Non-enterprise districts will contribute approximately 25 percent of their net allocation of ad valorem property tax revenues in an amount not to exceed a total of \$150 million. Once again, the actual percentage may increase or decrease depending on whether the total collection would exceed or be less than the \$150 million cap.

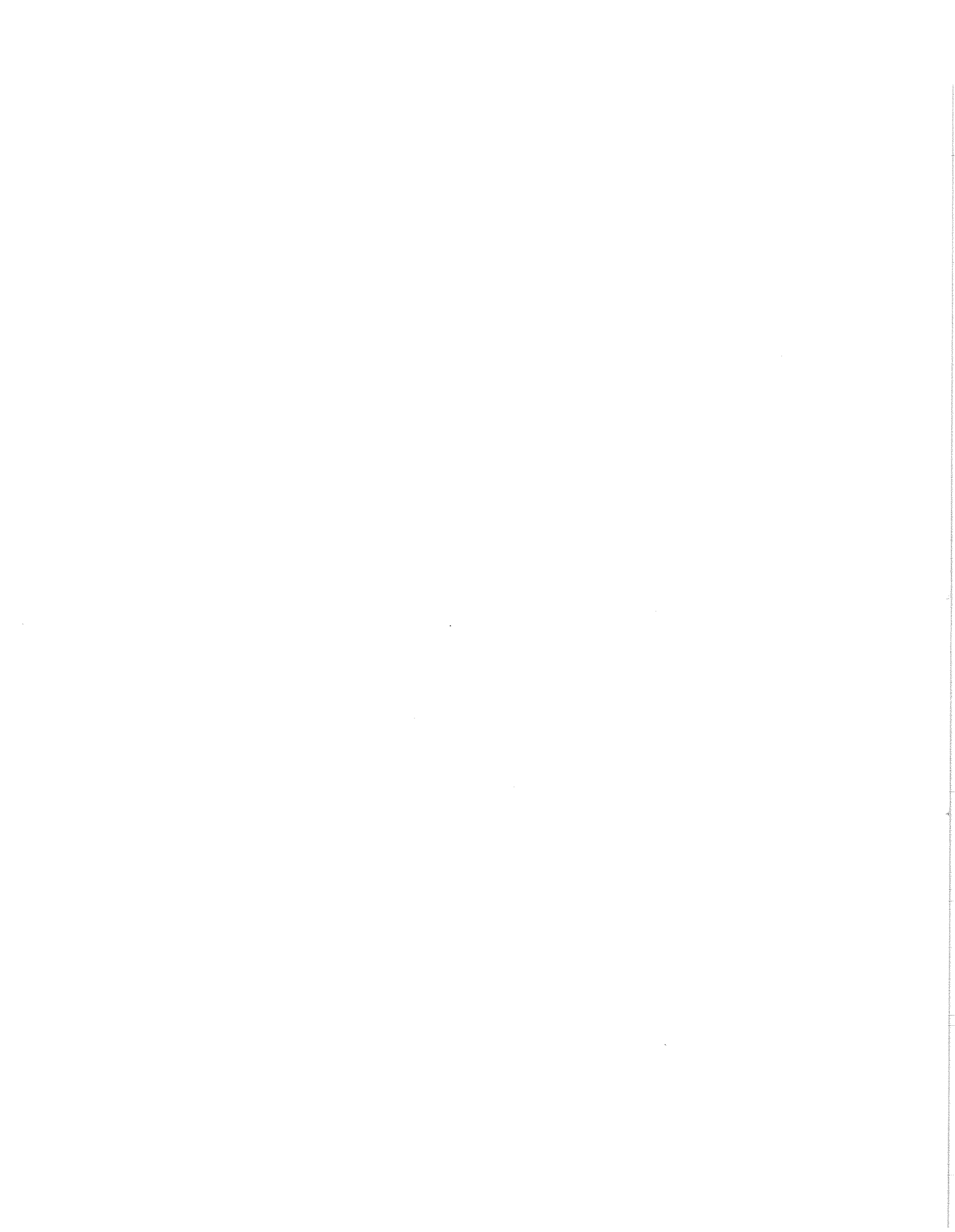
- Districts that provide fire protection, police services and/or health care/hospital services and receive over \$1 million in ad valorem property tax revenues will shift 3 percent of their net property taxes. Funds collected from these districts will be attributed to the non-enterprise share (\$150 million) of the shift, but these districts will be exempt from any necessary additional shift needed to reach the total contribution. Fire, police and healthcare districts that receive less than \$1 million in net property tax revenues will not be required to participate in the shift.

- Multi-county and transit districts are included under the same percentages as their single-county counterparts. Therefore, a multi-county enterprise district would contribute at the 40 percent rate, a multi-county non-enterprise district would contribute at the 25 percent rate, and a multi-county public safety or health care district would be responsible for a 3 percent shift.

The budget package discussed above is coupled with a constitutional amendment that will secure the protection language and must be approved by the Legislature and the voters. The ballot measure will appear in November 2004. The LOCAL initiative will appear on the same ballot because it has qualified but will no longer be subject to an active campaign if the Governor's package is approved by the Legislature.

Beginning in fiscal year 2006-07, after the constitutional changes are approved by the Legislature and voters, ERAF shifts will be capped at 2003-04 levels and local districts will capture all new property tax revenues generated by growth. In addition, the Governor's budget and reform package will require payment of deferred mandate reimbursements to local government beginning in 2006-07. Mandates that cannot be funded will be void.

Gov. Schwarzenegger has vowed to campaign and raise funds, as he did for Propositions 57 and 58, on behalf of the constitutional amendment and to return long-term stability to local



Special Summer Events and explained a little about each one. She is enthusiastic about her plans for this and other programs in her department.

Chair Reports: **1) Volunteers and Bookstore**-Pat Irot reported that a few vacancies exist in the Book Store. The new magazine rack has been delivered. The old one will be discarded. We can store magazines in the rack used for National Geographics. Perhaps we will purchase a second rack since the new one is smaller than we expected. **2) Publicity**- Pat Irot's letter to the News-Times correcting some facts about the Christmas Books 2003, was printed. Pat continues to place appropriate items in the local newspaper. **3) Second Sunday Book Sale** April 18 will be Ginny Sanatar and Virginia Walker. May 16 will be Ellie Rankin and Camille Himes. Unsold books will be taken care of as last month.

Trustee-Betty Escobosa thanked us for the hard work we do for the library. The profits from the Author's Brunch all go to the Foundation. It is our service project for them.

Library Reports: **Elizabeth Minter** **1)** The window treatment in the Community Room is the next face-lift project. Experts are giving advice and a decision will be made soon. **2)** American Business Women's Association, Stars Chapter, has nominated our library employee, Katie Maddox, to be honored as an outstanding American Business Woman. Elizabeth asked the Friends Board to pay the cost for her family to attend this dinner event at the Foxfire. Barbara Hemmerling made a motion to pay \$140 to cover the cost for Katie's husband, daughter, and parents. Ginny Sanatar seconded this motion. The motion carried. **2)** Jim Roberts reported that there were 7 hours of Read Around the Clock with "Funny in Farsi". He and Laranne will involve the school district next year. The district was not given enough notice to participate this year.

Announcements-**1)**Pat Irot and Ellie Rankin went to the Anaheim Library Foundation's Mystery Writers Luncheon. There were three authors with a moderator asking questions. **2)** Elizabeth and Ellie attended an Orange County Reads event, at Cal State Fullerton. Firoozeh Dumas was a guest **3)** A discussion was held on the preferred time to start our meetings. An informal hand count showed that 7 PM is best.

Next meeting Monday May 3 7PM



MINUTES April 5, 2004

FRIENDS OF PLACENTIA BOARD MEETING

President , Eleanor Rankin called the meeting to order. The following Directors were present: Eleanor Rankin, Ginny Sanatar, Virginia Walker, Jill Botha, Renee Scott, Frances Stoller, Pat Irot, Barbara Hemmerling, Brenda Benner, and Camille Himes. Elizabeth Minter, Jim Roberts and Laranne Millonzi represented the staff. Betty Escobosa represented the Trustees. NadineBlansett was a guest. The **minutes** of the March meeting were approved as corrected. **Treasurer**-Camille Himes reported a balance of \$10,609.38. **Financial Secretary**- Ginny Sanatar, reported deposits for March of \$1,383.80. **Bills**- There were no bills presented. **Budget for year 2004**-Eleanor worked out a proposed budget for this year. It lists our usual expenses and anticipates when they will be due. This paper is attached to these minutes. This will allow us to see what obligations are coming and we will better know how many discretionary dollars we may have.

President's Report: 1) Trustee's meeting- Ellie attended on March 22. She reported that \$9,500 was the net profit from the Author's event and an additional \$3,000 check was received from Placentia-Linda Hospital. 2) Foundation meeting -There has not been a meeting since our last report. Ellie will attend on April 14. 3) Author's Brunch- Trustees participating as Celebrity Waiters were Peggy Dinsmore, Betty Escobosa, Al Shkoler, and Gaeten Wood. From the Foundation, Michael Ebenhock, served as a Celebrity Waiter and Jean Lasley, arrived later and briefly addressed those in attendance. Those from the Friend's board who served as waiters were Brenda Benner, Camille Himes and Barbara Hemmerling. Eleanor gave each person at this Friends Board Meeting an opportunity to critique the event. The responses were very favorable as they have been from the general public. One area that we need to plan for carefully in the future is the sale of the author's books. There can be a snag when the author brings copies and the library orders copies. We sold the second highest number of tickets since the beginning this fund raiser. 4) Annual meeting will be Monday April 19. Ginny Sanatar reported that her committee has met and things are in order. Our speaker will be Bill Diepenbrock of the Placentia News-Times. The theme of this Annual Meeting will be "Volunteers Bring Sweet Rewards". Laranne Millonzi has the Appreciation Certificates. Invitations will include an RSVP to facilitate planning. All directors have agreed to have their names on the ballot (with the exception of Jill Botha whose resignation takes effect at that meeting.) Nadine Blansett has agreed to have her name on the ballot. This will give us the required number of members.

Children's Librarian- Caroline Gurkweitc, was introduced. She told us of her plans for the Summer Reading Program. The theme is "Ride a Wild Tale". She gave us the list of

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
March 29, 2004**

CALL TO ORDER President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on March 29, 2004 at 9:05 A.M.

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

Members Absent: None

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

ADOPTION OF AGENDA No action was taken on the Agenda.

ORAL COMMUNICATIONS No members of the public requested to address the Board.

REVIEW OF PLACENTIA LIBRARY DISTRICT POLICY HANDBOOK Board of Trustees discussed and revised Section 2240 through Section 2327 of the Placentia Library District Policy Manual. Library Director Minter will present the revised Personnel Section of the Policy Manual at the Regular Board meeting scheduled for April 26, 2004.

ADJOURNMENT President Shkoler adjourned the Special Meeting of the Board of Trustees of the Placentia Library District at 10:58 A.M.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:40 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 8:43 P.M. No Action was taken.

The Worksession that was scheduled to be held after this meeting was rescheduled for Monday, March 29, 2004 at 9:00 A.M. in the Conference Room.

**AGENDA
PREPARATION**

Agenda Preparation for the April Regular Meeting will be held on Monday, April 26, 2004 at 6:30 P.M. President Shkoler requested that a closed session be included at the end of the Agenda.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for March 22, 2004 adjourned at 8:44 PM.

**APRIL
MEETING**

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

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

(CLA) concerning recent legislative developments. She reported that the State Legislature is still talking about realigning property taxes. They are also considering making Special District Libraries a local responsibility. This concept was studied previously by the Legislature with the results included in the Little Hoover Commission Report. Library Director Minter will provide copies of the report to the trustees. She urged the trustees to watch for additional updates.

Library Director Minter reported that it looks like there may be two referendums on the November ballot concerning allocation of property taxes. She feels that it is unlikely the Legislature will pass any legislation regarding property tax shifts prior to the November election.

**TRAVEL/TRAINING
AUTHORIZATIONS**

It was determined that President Shkoler will attend the Independent Special District Selection Committee Meeting on April 29, 2004 and vote on behalf of Placentia Library District. It was also determined that the Placentia Library District would not nominate a candidate to the Independent Special District Selection Committee.

**DATE & TIME FOR
APRIL BOARD
MEETING**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to change the date of the April Board Meeting to Monday, April 26, 2004 at 6:30 P.M.

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 35-40.

Program Committee Report for February 2004.

Children's Services Report for February 2004.

Placentia Library Literacy Services Report for February 2004.

Placentia Library Web Site Report for February 2004.

Publicity Materials produced for February 2004.

Safety Committee Minutes for February 2004.

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

The Regular Library Board Meeting was suspended at 7:34 P.M.

Acquisitions Report for February 2004

Collection Agency Report for February 2004

Gifts Report for February 2004

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

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 20 through 31.

Building Maintenance Report for February 2004.

Personnel Report for February 2004

Volunteer Report for February 2003

Circulation Report for February 2003

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

Legislative Alerts from the California Library Association.

Status Report on the Two Percent Assessment Appeals Case.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Poet Laureate Report.

Meeting Notice and Agenda for the February 26, 2004 Orange County Council of Governments. The next meeting is Thursday, March 25, 2004 at 9:00 A.M.

Report to the staff on the status of the investments in the Placentia Library District Money Purchase Pension Plan (Pension Fund) by First American Trust, effective January 31, 2004, presented March 10, 2004.

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

**LEGISLATIVE
ISSUES**

Library Director Minter distributed the latest e-mails from California Special Districts Association (CSDA) and California Library Association

**PLACENTIA
HISTORY ROOM
REPORT**

The History Room Oversight Committee consisting of Pat Irot, Pat Jertberg, and Maria Schmidt reported that they plan on retiring at the end of the year. They staff the History Room two nights a week and catalogue and preserve historic materials. Library Director Minter said that other staffing arrangements will need to be made and these arrangements will be determined following the outcome of the budget negotiations.

Library Director Minter reported that the next big project for the History Room is to get its copies of the local newspapers digitized. She said that Online Computer Library Center (OCLC) has a branch that will make a full text readable copy. We will seek grant money to fund the project.

CLAIMS

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

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

Claim 4569 forwarded by Library Trustees for a total of \$35,900; and Claims 4567, 4568, 4570, 4571, 4572, and 4573 forwarded by Library Director for a total of \$13,010.89; with a combined total of \$48,910.89 for this report.

Claims 4574, 4575, 4576, 4577, 4578 and 4579 for a subtotal for Claims of \$20,936.17; and Payrolls 4580 for \$30,603.80 and 4581 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$82,143.77.

FY2003-2004 Cash Flow Analysis through March 22, 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 Secretary Escobosa and seconded by Trustee DeVecchio to receive and file Agenda Items 15 through 19.

Secretary Escobosa expressed concern that several accounts on the Financial Reports are over budget. Library Director Minter reported that the overages in those accounts were made up in other accounts that are under budget, such as Salaries. She reported that Computer Maintenance is over budget because of the need to upgrade the Administrative computers so that they could interface with Anaheim Public Library's system and the expense of the LAN upgrade.

Financial Reports for February 2004

Office General Ledger & Check Registers for February 2004

TRUSTEE REPORTS

Secretary Escobosa congratulated Jim Roberts on receiving the PLUM Award.

Trustee Dinsmore added her congratulations to Jim Roberts. She also reported that she attended the Chamber Mixer at California National Bank. Literacy Coordinator Jim Roberts reported that he also attended the mixer and Branch Manager Maria Solis told him the Bank has community grant money available.

Trustee DeVecchio did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that Library Aide Ruth Peterson is back at work after a stay in the hospital. Library Clerk Beatrice Quintanar will be going into the hospital for surgery soon.

Library Director Minter reported that a Technology Report has been included in the Board Book.

Library Director Minter reported that the Public Services staff has recommended a major redesign of the Library's website, which has not had any major changes in six years. They are studying other library websites and seeking bids for the work.

Library Director Minter reported that as part of the Orange County Reads One Book Program, the Library sponsored "Read Around the Clock," where volunteers read aloud and sponsors' donations were accepted.

Library Director Minter reported that the Independent Special District Library Directors are planning to meet to discuss current legislative issues.

Library Director Minter congratulated President of the Friends Eleanore Rankin for being named the local feature columnist at the News Times.

Trustee Dinsmore reported that former Volunteer Coordinator Jillian Rakos was still listed as a contact in the News Times. Library Director Minter reported that Pat Irot has previously contacted the paper to request the correction and will do so again.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

President of the Friends Eleanore Rankin reported that this year's Author's Luncheon was very successful, making approximately \$9,500 for the Placentia Library Foundation. Tenet Healthcare Foundation also presented a \$3,000 check to the Foundation at the Luncheon.

Eleanore Rankin also reported that she and Pat Irot attended Anaheim Public Library's Foundation Fundraiser. They had three mystery authors answering questions from the audience and conducted both silent and live auctions. Library Director Minter reported that Anaheim Library's Director told her they made approximately \$10,000 on the event.

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 22, 2004**

CALL TO ORDER

President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on March 22, 2004 at 6:37 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, President of the Friends of the Library Eleanore Rankin, and Administrative Assistant Donna Siloti.

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to approve the Minutes of the February 23, 2004 Regular Meeting, the February 23, 2004 Work Session, and the March 15, 2004 Work Session.

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

**ORAL
COMMUNICATIONS**

No members of the public requested to address the Board.

**PRESIDENT'S
REPORT**

President Shkoler reported that he attended the Staff Meeting on March 10. Representatives from First American Trust, the company that manages the Library's pension plan, gave a presentation and answered questions from the staff. President Shkoler said that he did not feel that it was necessary for the representatives to make a presentation to the Board.

President Shkoler reported that he, along with most of the other trustees, attended the PLUM Award Ceremonies. Literacy Coordinator Jim Roberts was honored by the Placentia-Yorba Linda Unified School District as Community Volunteer of the Year.

President Shkoler reported that he attended an activity at the Richard Nixon Library celebrating the Girl Scout's and Pat Nixon's Birthdays. Various ethnic dance groups performed and there were a variety of booths.

PLACENTIA LIBRARY BOARD CALENDAR

April 2004 - March 2005

Apr 2004

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December

- 20 6:30 PM Library Board Meeting
- 23 9:00 AM Orange County Council of Governments, OC Sanitation District
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

January

- 3 6:30 PM Friends Board Meeting, Wood
- 13 1:03 PM Foundation Board Meeting -- Annual Meeting
- 24 6:30 PM Library Board Meeting
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

February

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

March

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

Oct 2004

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Nov 2004

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PLACENTIA LIBRARY BOARD CALENDAR

April 2004 - March 2005

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July

29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

August

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 6:30 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

28 CSDA Annual Conference, Indian Wells (Palm Springs), through Sep 30

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

October

4 6:30 PM Friends Board Meeting, Shkoler

7 1:02 PM Foundation Board Meeting

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 6:30 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 6:30 PM Friends Board Meeting, DeVecchio

Oct 2004

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PLACENTIA LIBRARY BOARD CALENDAR

April 2004 - March 2005

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Sep 2004						
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April

- 5 6:30 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

- 21 CLA Legislative Day, Sacramento
- 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 6:30 PM Friends Board Meeting, DeVecchio
- 12 8:30 AM CSDA Government Affairs LOCAL Days, Sacramento, through May 13
- 17 6:30 PM Library Board Meeting
- 23 Library Closed for Monday Holiday
- 24 Library Closed for Memorial Day
- 27 9:00 AM Orange County Council of Governments, OC Sanitation District
- 7:15 AM Placentia Chamber of Commerce Breakfast

June

- 7 6:30 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

Oct 2004						
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Mar 2005						
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7:40
CLOSED SESSION

- 7:47
48. Closed Session to Discuss a Personnel Matter

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

ADJOURNMENT

49. Agenda Preparation for the May Regular Meeting, which will be held on Monday, May 24, 2004 at 6:30 P.M.

50. Review of Action Items.

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

51. Adjourn 8:02

37. This Agenda Item has been withdrawn.

NEW BUSINESS

Request written report included in Bd Book

38. Format and Content of Director's Report

*M: E
S: D All*

Presentation: Trustee De Vecchio

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

Communication paramount. Write report valuable, could include comments from staff.

39. Resolution to Cover Volunteers in Placentia Library District's Workers' Compensation Program. The California Public Entity Insurance Authority (CPEIA) now requires confirmation of coverage for volunteers of member agencies. This resolution does not change existing District policy regarding coverage of volunteers for workers' compensation.

Presentation: Library Director

Recommendation: Read Resolution 04-01 by Title Only

*M: D All
S: W*

Adopt Resolution 04-01

*M: D
S: W
Aye - S, E, D, D, W*

40. Travel Authorization for the California Special Districts Association (CSDA) Government Affairs Day, California Special Districts Association (CSDA) Government Affairs Day and LOCAL Coalition's Legislative Action Days, May 12-13, 2004 in Sacramento.

Hear good speakers, meet legislators

Presentation: Library Director

Recommendation: Determine who will attend the CSDA Legislative Day and the LOCAL Coalition Legislative Action Days program in Sacramento on May 12 - 13, 2004 and authorize payment of registration and travel expenses from the General Fund.

*M:
S:*

STAFF REPORTS (Items 41 - 47)

41. Program Committee Report for March 2004 (Roberts)

42. Children's Services Report for March 2004 (Gurkweitz)

*M: W All
S: E*

43. Placentia Library Literacy Services Report for March 2004 (Roberts)

44. Placentia Library Web Site Report for March 2004 (Roberts)

45. Technology Report for March 2004 (Shook)

46. Publicity Materials Produced in March 2004. (Millonzi)

47. Safety Committee Minutes for March 2004 (Matas)

Gates Computer 5 yrs old, hard drive keyboard failed. AI will look at it. Difficulty = School / tech people Middle School - Science.

Jillian's name still listed

- 32. Meeting Notice for the quarterly meeting of the Independent Special Districts of Orange County for Thursday, April 29, 2004 at 11:30 A.M. at the Municipal Water District of Orange County. (Receive & File)
- 33. Preliminary Report for the Proposed Amendments to the Redevelopment Plans Merging the Alpha, River Valley, Plaza, Commercial/Industrial, West Anaheim Commercial Corridors, and Stadium Redevelopment Projects as distributed by the Anaheim Redevelopment Agency. (Receive & file) *Prop tax Area not in our District. C*
- 34. Letter from Costa Mesa Sanitary District dated March 18, 2004 requesting the District's support of the candidacy of Arlene Schafer for the Local Area Formation Commission of Orange County in the upcoming election. (Receive & File) *to Radar process, appeal phone. know on Prop tax. Ordered map to see in our District. C*
- 34a. Application to the State Library of California for a Library Services and Technology Act (LSTA) Grant for \$6,000 for Korean, Chinese, Vietnamese and Spanish language materials. (Receive & File) *Staff to help w/ translation/catalog*
- 34b. Proposed Local Area Formation Commission (LAFCO) of Orange County budget allocations for Fiscal Year 2004-2005 showing no increase to funding agencies' contributions and Placentia Library's contribution of \$1,000. (Receive & File) *From St Lib (Tobys 1st grant app)*

CONTINUING BUSINESS

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

#33 } M: 0
 #34a } S: De

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

*Up dated info - CSDD, CLA. Today mtg - Dir of Ind sp Lib Dist (LA/O.C.)
 Reviewed. K. Smith - dir ~~CLA~~. Secret negotiation w/ gov officials re: shift, proceeding fairly quickly. Lib Dist being exempted.
 (Dill's bill) from future prop tax shifts. CLA/CSDD brought up.
 Know at least 2 from Palos Verdes to CSDD Gov't De
 Sat May 8 10-12 @ Buena Park Ind sp Dist Lib Trustees EDM led
 history of funding (Betty, Rich) Public Meeting (posted) ~~CSDD officials invited~~*

- 36. Policy Handbook Review

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

5/10 9AM - Special Mtg

M:
 S:

FINANCIAL REPORTS (Items 14 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

M: W
S: D
All

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

GENERAL CONSENT CALENDAR (Items 19 - 34b)

Presentation: Library Director
Recommendation: Approve by Motion

M: D
S: W
All

19. Building Maintenance Report for March 2004. (Receive & File)
20. Personnel Report for March 2004. (Receive, File, and Ratify Appointments)
21. Volunteer Report for March 2004. (Receive & File)
22. Circulation Report for March 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 and the California Library 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. Meeting Notice and Agenda for the March 25 and April 22, 2004 Orange County Council of Governments Board of Directors Meetings and the Minutes of the February 26 and March 25, 2004 Meetings. The next meeting is Thursday, May 27, 2004 at 9:00 A.M. (Receive & File)
30. Report from Sandra Stark on the Special District Risk Management Authority Board Meeting held on March 24, 2004. (Receive & File)
31. Mid-Year Literacy Services Report to the State Library of California. (Receive & File)

7. Library Director's Report ^{1) Jim & EDM - series of Book Presentation, Elephants thru efforts of C. Lowe purchasing book for 3rd graders.. attending presentations, Huston Rm Com helped w/ research. 500 copies ^{sold} here. ~~500~~ # → Found AAO.}
 2) Staff Mtg - presentation on Lib Funding, Issues we're watching. Reporting volume sat 5/8 Mtg - Lib^{SP} Dist Trustees detail

8. Friends of Placentia Library Board of Directors Report - Ellie ^{1) Laggan w/ annual Mtg. Volunteer WK → Nat'l Lib WK. 2) Elected Directors, N. Blawcott replacing J. Botha. Election of officer - 5/3 by Board. 3) Author's Lunch EDM suggestion from Kelly Lange (4) Thom Racine. 4) Katie - Award w/ed Dinner}

9. Placentia Library Foundation Board of Directors Report

CLAIMS (Items 10 - 13)

Presentation:	Library Director
Recommendation:	Approve by Motion

M: D
S: W AU

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 4582, 4583, 4584, 4585, 4586, 4587 and 4588 forwarded by Library Director for a total of \$29,382.27.

12. Current Claims and Payroll (Approve)

Claims 4589, 4590, 4591, 4592, 4593 and 4594 for a subtotal for Claims of \$21,273.83; and Payrolls 4595 for \$30,603.80, 4596 for \$30,603.80 and 4597 for \$30,603.80 for a subtotal for Payrolls of \$91,811.40; with a combined total of Claims and Payroll of \$113,085.23.

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

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, April 26, 2004
6:30 P.M.

Library Conference Room

Call to Order: 6:30

- 1. Roll Call Administrative Assistant
S E D Ellie
E W JR
De DS
- 2. Adoption of Agenda
Presentation: Library Director M: D
Recommendation: Adopt by Motion S: W All
- 3. Minutes of the March 22, 2004 Regular Meeting and the March 29, 2004 Work Session.
Presentation: Library Director M: ~~S~~ E
Recommendation: Approve by Motion S: W All
- 4. Oral Communications

REPORTS

- 5. Board President Report - D Thank Friends For Annual Mtg. Congrat to Laramie Mayor Judy Dickins. Potential initiatives.
- 2) Sup. Norby's Luncheon w/ Peggy - speaker Judy Dickins. Potential initiatives. Norby thinks should adjust RE VLE, Inc tax, sales tax (get funding from one source). La Habra Mayor - contract w/ LA City Fire. Process very open.
- 3) Chamber Mixer - Villa de Palma well attended, quite nice.
- 6. Trustee Reports
Betty - apologize for not attend Friends Annual Mtg.
Friends Mtg - well run.
Gae - Thanks for annual mtg. nicely done.
Rich - attended Lib Found Bd Dir - Pres assertion plans for raising funds. Decide how to allocate. (part of final report for Foundation - in next Bd Book)
Peggy - Sup Norby's Luncheon / Villa de Palma

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. Closed Session to Discuss a Personnel Matter

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

ADJOURNMENT

5. Agenda Preparation for the April Regular Meeting, which will be held on Monday, April 26, 2004 at 6:30 P.M.

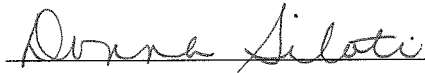
6. Review of Action Items.

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 April 26, 2004 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, April 21, 2004.



AGENDA

SPECIAL MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





Monday, April 26, 2004

2:00 P.M.

Library History 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: Board President
Recommendation: Adopt by Motion

2004 and authorize payment of registration and travel expenses from the General Fund.

STAFF REPORTS (Items 41 – 47)

Items 41 – 47 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.

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

CLOSED SESSION

- 48. Closed Session to Discuss a Personnel Matter

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

ADJOURNMENT

- 49. Agenda Preparation for the May Regular Meeting, which will be held on Monday, May 24, 2004 at 6:30 P.M.
- 50. Review of Action Items.

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

- 51. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the April 26, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, April 22, 2004.

Donna Siloti

- 34a. Application to the State Library of California for a Library Services and Technology Act (LSTA) Grant for \$6,000 for Korean, Chinese, Vietnamese and Spanish language materials. (Receive & File)
- 34b. Proposed Local Area Formation Commission (LAFCO) of Orange County budget allocations for Fiscal Year 2004-2005 showing no increase to funding agencies' contributions and Placentia Library's contribution of \$1,000. (Receive & File)

CONTINUING BUSINESS

- 35. 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

- 36. Policy Handbook Review

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

- 37. This Agenda Item has been withdrawn.

NEW BUSINESS

- 38. Format and Content of Director's Report

Presentation: Trustee De Vecchio
Recommendation: Action to be determined by the Library Board of Trustees

- 39. Resolution to Cover Volunteers in Placentia Library District's Workers' Compensation Program. The California Public Entity Insurance Authority (CPEIA) now requires confirmation of coverage for volunteers of member agencies. This resolution does not change existing District policy regarding coverage of volunteers for workers' compensation.

Presentation: Library Director
Recommendation: Read Resolution 04-01 by Title Only

Adopt Resolution 04-01

- 40. Travel Authorization for the California Special Districts Association (CSDA) Government Affairs Day, California Special Districts Association (CSDA) Government Affairs Day and LOCAL Coalition's Legislative Action Days, May 12-13, 2004 in Sacramento.

Presentation: Library Director
Recommendation: Determine who will attend the CSDA Legislative Day and the LOCAL Coalition Legislative Action Days program in Sacramento on May 12 - 13,

GENERAL CONSENT CALENDAR (Items 19 – 34b)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 34b 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 March 2004. (Receive & File)
20. Personnel Report for March 2004. (Receive, File, and Ratify Appointments)
21. Volunteer Report for March 2004. (Receive & File)
22. Circulation Report for March 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 and the California Library 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. Meeting Notice and Agenda for the March 25 and April 22, 2004 Orange County Council of Governments Board of Directors Meetings and the Minutes of the February 26 and March 25, 2004 Meetings. The next meeting is Thursday, May 27, 2004 at 9:00 A.M. (Receive & File)
30. Report from Sandra Stark on the Special District Risk Management Authority Board Meeting held on March 24, 2004. (Receive & File)
31. Mid-Year Literacy Services Report to the State Library of California. (Receive & File)
32. Meeting Notice for the quarterly meeting of the Independent Special Districts of Orange County for Thursday, April 29, 2004 at 11:30 A.M. at the Municipal Water District of Orange County. (Receive & File)
33. Preliminary Report for the Proposed Amendments to the Redevelopment Plans Merging the Alpha, River Valley, Plaza, Commercial/Industrial, West Anaheim Commercial Corridors, and Stadium Redevelopment Projects as distributed by the Anaheim Redevelopment Agency. (Receive & file)
34. Letter from Costa Mesa Sanitary District dated March 18, 2004 requesting the District's support of the candidacy of Arlene Schafer for the Local Area Formation Commission of Orange County in the upcoming election. (Receive & File)

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 4582, 4583, 4584, 4585, 4586, 4587 and 4588 forwarded by Library Director for a total of \$29,382.27.

- 12. Current Claims and Payroll (Approve)

Claims 4589, 4590, 4591, 4592, 4593 and 4594 for a subtotal for Claims of \$21,273.83; and Payrolls 4595 for \$30,603.80, 4596 for \$30,603.80 and 4597 for \$30,603.80 for a subtotal for Payrolls of \$91,811.40; with a combined total of Claims and Payroll of \$113,085.23.

- 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 March 2004 (Receive & File)
- 15. Office General Ledger & Check Registers for March 2004 (Receive & File)
- 16. Acquisitions Report for March 2004 (Receive & File)
- 17. Collection Agency Report for March 2004 (Receive & File)
- 18. Gifts Report for March 2004 (Receive & File)

3. Minutes of the March 22, 2004 Regular Meeting and the March 29, 2004 Work Session.

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

REPORTS

5. Board President Report

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

6. Trustee Reports

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

7. Library Director's Report

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

8. Friends of Placentia Library Board of Directors Report

9. Placentia Library Foundation Board of Directors Report

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 April Regular Meeting, which will be held on Monday, April 26, 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 March 29, 2004 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, March 25, 2004.

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


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

3/31/04

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
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	7462		1300	00		105.00		
	8090		1300	00		16.67		
	8091		1300	00		16.67		
	8092		1300	00		16.67		
	8093		1300	00		50.00		
						205.01		

The claims listed above (totaling \$205.01) 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

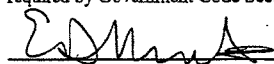
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

4/9/04

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
N01074 The Gas Company PO Box C Monterey Park, CA 91756	2/23/04-3/23/04		2800	00		565.73		
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	April 2004		0300	00		186.30		
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	472779		1800	00		104.42		
N03997H Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	3/21/04		1000	00		178.64		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	445841		1800	00		136.38		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1564903		1800	00		30.10		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	4/21/04		1800	00		1,254.78		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202320322		1800	00		631.72		
			1803	00		6.60		
			2700	01		360.77		
						999.09		

The claims listed above (totaling \$3,455.44) 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

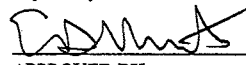
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
 HIS CHECK FROM FUND 707

4/9/04

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
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	4/1/04-5/1/04		0300	00		105.00		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	8204		1800	00		57.22		

The claims listed above (totaling \$162.22) 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
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	085143		1800	00		29.50		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2296770		0700	01		343.12		
	714-223-1698							
	T2301079		0700	08		41.46		
	714-524-8408							
	T2314549		0700	01		268.97		
	714-253-2062					653.55		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	236032		1400	00		277.27		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	April 2004		1900	00		35.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	3/31/04		1900	00		55.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062788		1400	00		1,100.00	2	
N06808E Postage by Phone (Pitney Bowes) Reserve Account P.O. Box 952856 St. Louis, MO 63195-2856	4/7/04		1803	00		830.00		

The claims listed above (totaling \$2,980.82) 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

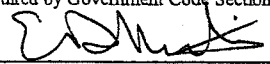
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	89356		1400	00		122.38		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870-3078 (SSN: 557-46-8389)	3/26/04		1900	01		277.28	2	
N25348 Ana Maria Garcia 1962 W. La Palma Ave Anaheim, CA 92801 SSN 608-40-2381	3/26/04		1900	01		194.48	2	
N26342A Inter-Tel Technologies P.O. Box 53240 Phoenix, AZ 85072-3240	1269735		1400	00		455.50		
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630	5/1/04-6/1/04		0300	00		5,976.90		

The claims listed above (totaling \$7,026.54) 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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ATTESTED AND/OR COUNTERSIGNED BY

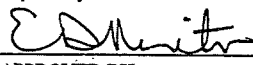
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2344893		0700	00		131.94		
	714-528-1906							
	T2344908 714-528-8236		0700	01		35.86 167.80		
N06569B Demco P.O. Box 8048 Madison, WI 53708-8048	1577559		1800	00		639.89		
N06638B Certified Termite & Pest Control, Inc. 1860 Miraloma Ave., Ste. F Placentia, CA 92870	2004-000421		1400	00		90.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20040401		1900	00		405.55		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200404-58		1900	00		15.00		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	140647		1900	00		267.74		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	5/1/04-5/31/04		0300	00		619.60		
N23030 Linda Baesler 150 Anned Dr. Placentia, CA 92870 502-50-4248	February 2004		1900	00		450.00	2	

The claims listed above (totaling \$2,655.58) 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
Current Claims and Payroll
April 26, 2004

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4589	11,686.91
	4590	3,801.65
	4591	1,646.54
	4592	1,546.30
	4593	1,250.36
	4594	1,342.07
TOTAL CURRENT CLAIMS		<u>\$21,273.83</u>
PAYROLL	4595	30,603.80
	4596	30,603.80
	4597	30,603.80
		<u>\$91,811.40</u>
	TOTAL	<u><u>\$113,085.23</u></u>

Prepared by: Donna Siloti

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/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N03642A NewsBank P.O. Box 1130 Chester, VT 05413	RN398558		2400	03		9,290.00		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1977462 1990712		2400	05		249.34 85.99 335.33		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	4384		1900	00		42.00		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Office Petty Cash 2/24/04-4/20/04		1800	00		10.32		
			1803	00		6.04		
						16.36		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	Petty Cash Cking 3/17/04-4/20/04		0900	00		69.93		
			0900	08		71.79		
			1800	00		106.56		
			1900	00		50.00		
			2700	01		90.00		
			2700	03		307.00		
						695.28		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	7330591-AP04		2100	00		134.74		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5645201P 5656124P 5658076P 5688423P 5698921P 5699335P 5699335PA		2400	05		372.82		
			2400	05		96.98		
			2400	05		127.15		
			2400	05		256.88		
			2400	05		87.49		
			2400	05		242.65		
			2400	05		-10.77		
						1,173.20		

The claims listed above (totaling \$11,686.91) 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
HIS CHECK FROM FUND 707

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	480488		1800	00		16.95		
	U760626		2400	01		447.40		
	U760628		2400	01		225.28		
	U760629		2400	01		234.59		
	U765265		2400	01		53.67		
	U765266		2400	01		16.54		
	U777918		2400	01		152.51		
	U777919		2400	01		27.64		
	U777920		2400	01		37.91		
	U777921		2400	01		270.47		
	U777922		2400	01		50.56		
	U777923		2400	01		23.38		
	U777924		2400	01		341.93		
	U777925		2400	01		166.65		
	U777926		2400	01		25.30		
	U777927		2400	01		59.36		
	U777928		2400	01		37.92		
	U777929		2400	01		115.86		
	U777930		2400	01		37.92		
	U777931		2400	01		22.36		
	U780641		2400	01		43.99		
	U780642		2400	01		23.33		
	U780643		2400	01		315.59		
	U780644		2400	01		18.48		
	U780645		2400	01		67.55		
	U780646		2400	01		18.09		
	U780647		2400	01		12.60		
	U790675		2400	01		19.45		
	U790676		2400	01		53.55		
	U790677		2400	01		33.03		
	U790678		2400	01		139.25		
	U790679		2400	01		33.03		
U790680		2400	01		29.57			
U790681		2400	01		21.39			
U790682		2400	01		23.37			
U790683		2400	01		229.07			
U795974		2400	01		54.42			
U795975		2400	01		8.82			
U802045		2400	01		246.41			
U802046		2400	01		11.72			
U802047		2400	01		22.36			
U802048		2400	01		12.38			
						3,801.65		

The claims listed above (totaling \$3,801.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03833 Brodart Co. P.O. Box 3488 Williamsport, PA 17705	U802049		2400	01		19.45		
	U802050		2400	01		66.22		
	U811626		2400	01		34.88		
						120.55		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	07221507		2400	02		259.16		
	07265892		2400	02		68.87		
	07306959		2400	02		135.12		
	07321414		2400	02		24.41		
	07337461		2400	02		20.39		
	07394687		2400	02		30.87		
	87930326		2400	01		38.39		
	87930327		2400	01		45.36		
	87930328		2400	01		13.88		
	87930329		2400	01		6.02		
	87930330		2400	01		33.83		
	87933278		2400	05		172.40		
	88004797		2400	01		16.97		
	88004798		2400	01		12.09		
	88004799		2400	01		16.79		
	88004800		2400	01		16.85		
	88004801		2400	01		19.43		
	88004802		2400	01		16.22		
	88004803		2400	01		13.34		
	88004804		2400	01		17.56		
	88004805		2400	01		15.25		
	88025648		2400	01		66.75		
	88025649		2400	01		15.02		
	88043425		2400	01		58.12		
	88091837		2400	01		63.22		
	88098775		2400	01		14.66		
	88098776		2400	01		17.30		
88098777		2400	01		18.81			
88098778		2400	01		16.71			
88098779		2400	01		16.69			
88098780		2400	01		15.93			
88098781		2400	01		139.26			
88098782		2400	01		30.47			
88098783		2400	01		12.66			
88130480		2400	01		17.74			
88189041		2400	01		12.67			
88203797		2400	01		16.78			
						1,525.99		

The claims listed above (totaling \$1,646.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	88203798		2400	01		32.87		
	88203799		2400	01		14.83		
	88203800		2400	01		49.51		
	88203801		2400	01		15.85		
	88203802		2400	01		33.59		
	88203803		2400	01		33.43		
	88203804		2400	01		16.17		
	88203805		2400	01		241.34		
	88273973		2400	01		17.54		
	88273974		2400	01		49.78		
	88273975		2400	01		16.77		
	88273976		2400	01		16.91		
	88273977		2400	01		16.78		
	88273978		2400	01		16.18		
	88273979		2400	01		50.28		
	88273980		2400	01		105.99		
	88273981		2400	01		16.74		
	88273982		2400	01		15.59		
	88273983		2400	01		152.00		
	88273984		2400	01		34.56		
	88273985		2400	01		15.97		
	88273986		2400	01		17.30		
	88273987		2400	01		16.71		
88279683		2400	01		17.88			
88330328		2400	01		24.36			
88330329		2400	01		11.89			
88330330		2400	01		16.31			
88330331		2400	01		16.43			
88330333		2400	01		35.80			
88330334		2400	01		8.20			
						1,127.56		
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	R 664561		2400	01		160.80		
N05294B Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	242905		1400	00		257.94		

The claims listed above (totaling \$1,546.30) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,546.30

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N06771 The H.W. Wilson Company 950 University Ave. Bronx, NY 10452-4297	55859631		2400	04		278.08		
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	Mary Strazdas May 2004		1600	00		185.00		
N09111A EBSCO Subscription Services PO Box 92901 Los Angeles, CA 90009-2901	0243960		2400	04		345.57		
N09284 JEFFCO, INC. Attn: Accounts Receivable 1671 S. Research Loop Tuscon, AZ 85710-6795	393380		1800	00		33.95		
N22357 William Brown 122 Anned Dr. Placentia, CA SSN 517-20-2681	179801		1400	00		128.79		
N25796A BWI (Book Wholesalers, Inc.) PO Box 91691 Chicago, IL 60693	1731788		2400	01		119.00		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	148786		2400	05		59.96		
N28413A Copy America 3564 E. Enterprise Dr. Anaheim, CA 92807	8331 8332 8333 8334		1300 1300 1300 1300	00 00 00 00		16.67 16.67 16.67 50.00		
						100.01		

The claims listed above (totaling \$1,250.36) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

Page Total

1,250.36

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
(need vendor #) Greenwood Publishing Group P.O. Box 5007 Westport, CT 06881-5007	2332197		2400	01		449.98		
(need vendor #) Rainbow Resource Directory 1330 E. 223rd St., Suite 523 Carson, CA 90745	0026412-IN		2400	01		59.07		
(need vendor #) World Book, Inc. P.O. Box 856009 Louisville, KY 40285-6009	1235590		2400	01		833.02		

The claims listed above (totaling \$1,342.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,342.07

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 04/26/04
REPORT NO 4595

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District Account # 2011939659 Route #121000248	05/13/04 Pay period # 23 April 30, 2004 May 13, 2004		0100	00		28,428.98		
	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, May 13, 2004								

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 04/26/04
REPORT NO 4596

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	05/27/04 Pay period # 24 May 14, 2004 May 27, 2004		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, May 27, 2004								

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 04/26/04
REPORT NO 4597

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/	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
WELLS FARGO BANK Placentia Main Office Branch 8845 for Placentia Library District	06/10/04 Pay period # 25 May 28, 2004 June 10, 2004		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, June 10, 2004								

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Cash Flow Analysis
DATE: April 26, 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 April 26, 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		Library Passport Revenue, Jan	10,550.92		466,072.13
02/04/04		Library Revenue, Jan	2,085.57		468,157.70
02/04/04		State Library OCLC Grant	69.00		468,226.70
02/04/04	4556	General by Library Director		1,804.38	466,422.32
02/04/04	4557	General by Library Director		2,212.43	464,209.89
02/05/04		Public Utility #1	11,786.34	29.47	464,180.42
02/12/04	4558	General by Library Director		3,513.62	460,666.80
02/12/04	4559	General by Library Director		7,067.53	453,599.27
02/19/04		Special District Augmentation Fund # 1	4,060.00		457,659.27
02/19/04		Supplemental #7	870.52		458,529.79
02/23/04	4560	General		6,381.75	452,148.04
02/23/04	4561	General		3,784.84	448,363.20
02/23/04	4562	General		1,205.49	447,157.71
02/23/04	4563	General		9,509.84	437,647.87
02/23/04	4564	General		4,855.19	432,792.68
02/23/04	4565	Payroll to wire Mar 18, 2004		30,603.80	402,188.88
02/23/04	4566	Payroll to wire Apr 1, 2004		30,603.80	371,585.08
02/24/04		Interest Jan	722.12	66.71	371,518.37
02/25/04		Library Passport Revenue, Feb	12,326.62		383,844.99
02/25/04		Library Revenue, Feb	1,636.52		385,481.51
02/25/04		Interest, Bank of the West	7.68		385,489.19
02/25/04	4567	General by Library Director		1,446.99	384,042.20
02/25/04	4568	General by Library Director		814.67	383,227.53
02/25/04	4569	General by Library Trustees		35,900.00	347,327.53
03/03/04	4570	General by Library Director		2,160.44	345,167.09
03/03/04	4571	General by Library Director		4,240.45	340,926.64
03/09/04		State Library - Foundation Funds	23,537.00		364,463.64
03/09/04		Library Passport Revenue, Feb	6,703.65		371,167.29
03/09/04		Library Revenue, Feb	762.48		371,929.77
03/10/04	4572	General by Library Director		4,304.65	367,625.12
03/10/04	4573	General by Library Director		43.69	367,581.43
03/16/04		Library Passport Revenue, Mar	8,457.48		376,038.91
03/16/04		State Library - Interlibrary Loan	3,393.79		379,432.70
03/16/04		Library Revenue, Grant - Mervyn's Literacy	1,000.00		380,432.70
03/16/04		Library Revenue, Mar	997.14		381,429.84
03/16/04		Interest - Bank of the West	3.92		381,433.76
03/18/04		Secured #5	73,062.61		454,496.37
03/18/04		Supplemental #8	2,771.27	182.66	457,084.98

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/19/04		Interest - Feb	552.80	54.34	457,583.44
03/22/04	4574	General		8,540.29	449,043.15
03/22/04	4575	General		4,216.79	444,826.36
03/22/04	4576	General		1,196.62	443,629.74
03/22/04	4577	General		3,149.02	440,480.72
03/22/04	4578	General		1,672.02	438,808.70
03/22/04	4579	General		2,161.43	436,647.27
03/22/04	4580	Payroll to wire Apr 15, 2004		30,603.80	406,043.47
03/22/04	4581	Payroll to wire Apr 29, 2004		30,603.80	375,439.67
03/25/04	4582	General by Library Director		12,896.66	362,543.01
03/25/04	4583	General by Library Director		205.01	362,338.00
03/31/04	4584	General by Library Director		3,455.44	358,882.56
03/31/04	4585	General by Library Director		162.22	358,720.34
04/07/04	4586	General by Library Director		2,980.82	355,739.52
04/07/04	4587	General by Library Director		7,026.54	348,712.98
04/14/04	4588	General by Library Director		2,655.58	346,057.40
04/26/04	4589	General		11,686.91	334,370.49
04/26/04	4590	General		3,801.65	330,568.84
04/26/04	4591	General		1,646.54	328,922.30
04/26/04	4592	General		1,546.30	327,376.00
04/26/04	4593	General		1,250.36	326,125.64
04/26/04	4594	General		1,342.07	324,783.57
04/26/04	4695	Payroll to wire May 13, 2004		30,603.80	294,179.77
04/26/04	4596	Payroll to wire May 27, 2004		30,603.80	263,575.97
04/26/04	4597	Payroll to wire Jun 10, 2004		30,603.80	232,972.17
					232,972.17

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	
03/11/04	Prior Year Secured Taxes & Penalties #8 Feb	
03/19/04	Current secured #5	5% - 7%
03/19/04	Supplemental #8 Feb	
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%

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

3/31/04

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

APPROVED CLAIMS

Payee Name and Address	Social Security/Tax ID	Date/Invoice#	Orgn	Obj/Rev/BS Acct	Sub/Obj/Rev	Rept/Cat	AMOUNT	A C's Use Only	Doc Number	SC
N036556 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711		2/19/04-3/17/04		2800 00			135.89			
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641		4/1/04-5/1/04		0300 00			269.77			
N06619E Orange County Fire Authority P.O. Box 51985 Irvine, CA 92619-1985				1700 00			280.00			
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870				1400 00			233.22			
N22769A ABN AMRO, Incorporated 3859 Paysphere Circle Chicago, IL 60674				2200 00			7,371.08			
N28150 Blue Cross of California File 54630 Los Angeles, CA 90054-0630		4/1/04-5/1/04		0300 00			4,542.90			
N28353 Donna Sliott c/o Placentia Library District 411 East Chapman Avenue Placentia, CA 92870-6198		1/20/04-2/5/04		2700 01			10.13			
		3/3/04-3/17/04		2700 01			11.67			
							21.80			
							42.00			

The claims listed above (totaling \$12,896.66) 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

Summary of Claims Forwarded by the Library Director and Library Trustees
April 26, 2004

DATE	CLAIM NUMBER	AMOUNT
March 25, 2004	4582	12,896.66
March 25, 2004	4583	205.01
March 31, 2004	4584	3,455.44
March 31, 2004	4585	162.22
April 7, 2004	4586	2,980.82
April 7, 2004	4587	7,026.54
April 14, 2004	4588	2,655.58
		<u>\$ 29,382.27</u>

LIBRARY DIRECTOR

TOTAL BY LIBRARY DIRECTOR

Prepared by Donna Siloti

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
April 26, 2004

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Silotti

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
April 26, 2004

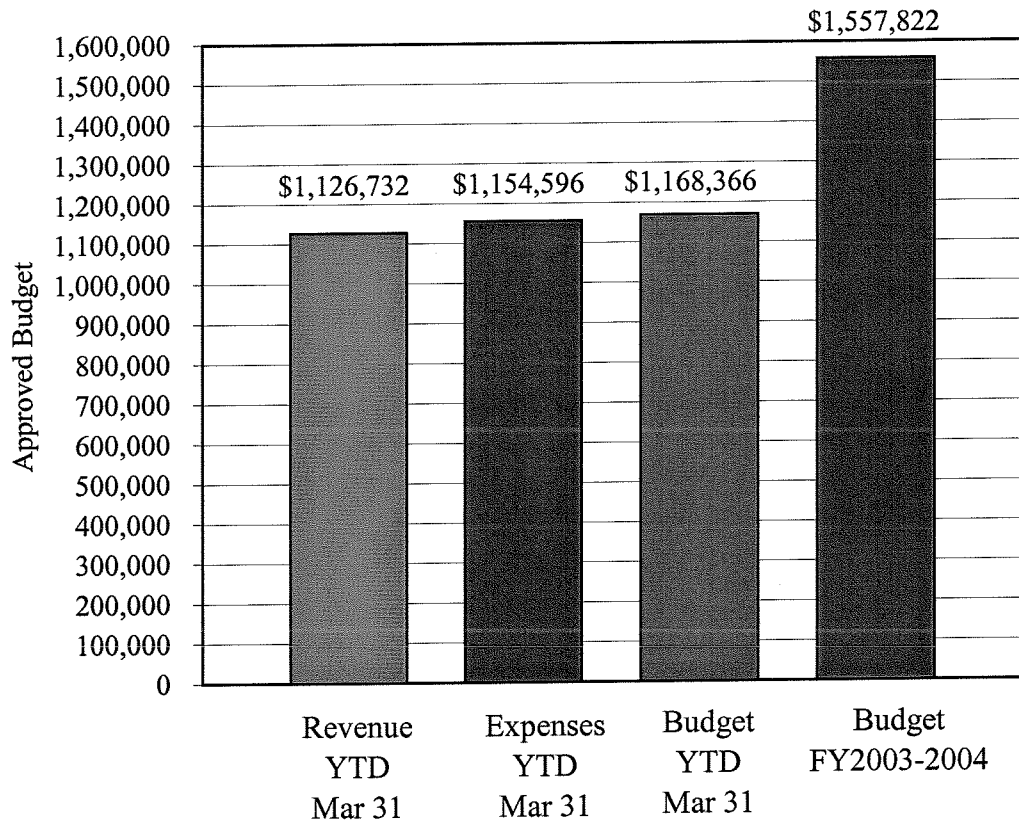
	Fiscal Year 2003-2004						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-03	118,846.09	10,052.98	160,401.17	518,205.57	9,809.52	817,315.33	299,109.76
31-Jul-03	118,833.87	10,051.95	160,384.68	451,500.55	9,808.51	750,579.56	299,079.01
31-Aug-03	118,967.59	10,063.26	160,509.55	400,642.44	9,819.55	700,002.39	299,359.95
30-Sep-03	119,075.36	10,072.38	160,654.95	314,934.39	9,828.45	614,565.53	299,631.14
31-Oct-03	119,194.54	10,082.47	160,815.76	197,523.75	9,838.29	497,454.81	299,931.06
30-Nov-03	119,298.06	10,091.23	160,955.42	235,572.22	9,846.84	535,763.77	300,191.55
31-Dec-03	119,635.03	10,119.72	161,410.07	611,904.10	9,874.66	912,943.58	301,039.48
31-Jan-04	119,750.61	10,129.50	161,566.01	545,332.06	9,884.20	846,662.38	301,330.32
28-Feb-04	119,875.17	10,140.04	161,734.07	523,002.49	9,894.48	824,646.25	301,643.76
31-Mar-04	119,984.08	10,149.26	161,881.01	492,191.83	9,903.47	794,109.65	301,917.82
30-Apr-04	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						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-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)
April 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 Mar 2004	FY2002-2003 Mar 2003	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	733,973.28	681,800.97	73,062.61	71,054.05	63.96%
6210-01	Public Utility	22,500	11,786.34	11,127.47	0.00	0.00	52.38%
6210-04	Teeter Plan - current delinquent	0	0.00	(60.93)	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	745,759.62	692,867.51	73,062.61	71,054.05	63.74%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	56,521.08	54,527.97	0.00	0.00	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	4,060.00	3,915.00	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	33,066.36	27,885.04	2,771.27	2,266.11	82.67%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	40,000	37,180.04	27,885.04	2,771.27	2,266.11	92.95%
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	875,995.91	809,550.29	75,833.88	73,320.16	67.12%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
April 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 Mar 2004	FY2002-2003 Mar 2003	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	3,603.26	4,862.82	556.72	657.24	42.39%
6610-01	Interest - old bond fund	0	3.77	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	8,500	3,607.03	4,862.82	556.72	657.24	42.44%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	8,703.95	8,169.27	0.00	0.00	53.56%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	14,060.25	11,875.98	3,393.79	3,776.54	140.60%
6970-01	State - CA Foundation Funds	0	23,537.00	46,377.00	23,537.00	46,377.00	
6970-02	State - CA Literacy Campaign	22,000	51,194.00	24,725.00	0.00	24,725.00	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	69.00	11,676.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.68	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	88,860.93	231,363.98	26,930.79	74,878.54	170.89%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	17,313.53	22,612.60	1,759.62	2,109.31	57.71%
7670-01	Local Revenue -- Passport	146,000	112,237.68	84,553.66	15,161.13	14,111.30	76.88%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	20,003.25	13,000.00	1,000.00	2,000.00	
	TOTAL LOCAL REVENUE	176,000	149,554.46	120,166.26	17,920.75	18,220.61	84.97%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	9.94	0.00	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,557,822	1,126,732.22	1,174,112.62	121,242.14	167,076.55	72.33%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 MAR 2004	FY2002-2003 MAR 2003	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	503,957.65	449,308.50	55,260.98	53,224.60	72.56%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	70,129.68	75,726.49	4,349.64	4,071.68	71.47%
	Health & Life Insurance/Blue Shield CA	51,886.00	32,186.40	25,103.89	3,887.76	(444.01)	62.03%
	Long Term Disability/CNA	3,300.00	2,601.87	2,076.76	538.59	0.00	78.84%
	Life Insurance/Fortis & Protective Life	1,405.00	1,698.75	791.20	105.00	253.75	120.91%
	Vision Service Plan/VSP	2,682.00	1,720.74	1,442.16	186.30	186.30	64.16%
	Dental/Ameritas	7,597.00	6,432.30	3,924.40	526.30	600.50	84.67%
0300	Total Employee Insurance	66,870.00	44,640.06	33,338.41	5,243.95	596.54	66.76%
0310	Unemployment Insurance	0.00	140.00	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	628,550.39	561,894.40	64,854.57	57,892.82	72.29%
0700-00	Communications - Telephone	1,750.00	1,052.51	1,050.76	285.23	0.00	60.14%
0700-01	Communications - Modem/Fax	7,600.00	6,890.20	3,895.55	682.94	63.93	90.66%
0700-02	Communications - Internet/Database	800.00	0.00	504.87	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	1,939.50	862.00	431.00	0.00	71.83%
0700-07	Communications - ELLI Grant	0.00	0.00	250.00	0.00	250.00	
0700-08	Communications - Adult Literacy	1,500.00	977.09	973.99	44.00	156.54	65.14%
	Total Communications	14,350.00	10,859.30	7,537.17	1,443.17	470.47	75.67%
0900-00	Food - General Fund	350.00	298.36	68.06	149.42	0.00	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	225.37	85.21	122.86	0.00	
0090-09	Food - Families for Literacy	0.00	403.57	68.63	105.30	0.00	
	Total Food	500.00	927.30	221.90	377.58	0.00	185.46%
1000-00	Household Expense	4,250.00	2,361.23	2,564.22	1,197.21	0.00	55.56%
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)
April 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 MAR 2004	FY2002-2003 MAR 2003	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	1,957.27	2,127.49	902.76	917.52	65.24%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	40,030.00	11,304.37	0.00	0.00	200.15%
1300-07	Maintenance of Equipment - ELLI 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	41,987.27	13,666.49	902.76	917.52	178.67%
	HVAC						
	Carpet Cleaning	7,500.00	2,571.44	5,689.88	0.00	0.00	34.29%
	Groundskeeping, City of Placentia	2,750.00	522.72	430.98	0.00	0.00	19.01%
	Plumbing	27,500.00	20,256.62	17,409.92	3,704.61	0.00	73.66%
	Electrical	3,000.00	2,650.01	1,033.97	786.42	105.75	88.33%
	Cleaning Service	1,500.00	5,140.51	1,442.49	0.00	0.00	342.70%
	Locksmith	13,700.00	9,900.00	8,800.00	1,100.00	1,100.00	72.26%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	1,000.00	297.72	1,307.54	233.22	124.68	29.77%
	Total Maintenance of Building & Grounds	6,000.00	8,957.59	2,188.82	1,424.31	801.23	149.29%
1400-00		62,950.00	50,296.61	38,303.60	7,248.56	2,131.66	79.90%
	Memberships - General Fund	2,200.00	3,482.00	1,618.00	195.00	0.00	158.27%
1600-07	Memberships - ELLI Grant	0.00	0.00	125.00	0.00	0.00	
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	3,582.00	2,223.00	195.00	0.00	130.25%
	Miscellaneous Expense - General Fund	0.00	4,991.58	3,285.00	280.00	0.00	
1700-07	Miscellaneous Expense - ELLI 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	4,991.58	3,285.00	280.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 MAR 2004	FY2002-2003 MAR 2003	FY2003-2004 % EXP BUD
	Library Supplies	12,000.00	7,782.58	7,991.78	397.68	1,049.29	64.85%
	Printing	11,500.00	9,668.22	5,883.18	1,814.94	250.95	84.07%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	463.82	861.55	195.00	0.00	42.17%
	Paper	700.00	388.53	184.43	0.00	0.00	55.50%
	Drinking Water Service	350.00	251.50	220.00	29.50	27.50	71.86%
	Other Office Supplies	10,000.00	8,953.08	5,418.02	1,032.78	830.30	89.53%
1800-00	Total Office Supply Expense - General Fund	35,650.00	27,507.73	20,558.96	3,469.90	2,158.04	77.16%
1800-07	ELLI Grant Supply Expense	0.00	255.71	921.33	0.00	20.27	
	Printing	1,500.00	1,712.25	0.00	570.75	0.00	
	Publications	2,500.00	1,639.63	4,045.59	1,189.71	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	0.00	
1800-08	Total Adult Literacy Office Supply Expense	5,500.00	3,351.88	4,352.52	1,760.46	0.00	60.94%
1800-09	Supply Expense Families for Literacy	2,500.00	1,576.84	108.54	102.60	0.00	
	Total Office Expense	43,650.00	32,692.16	25,941.35	5,332.96	2,178.31	74.90%
1803-00	Postage Expense - General Fund	4,500.00	2,582.12	2,772.70	10.30	0.00	57.38%
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	42.50	50.00	5.50	0.00	
	Total Postage Expense	4,750.00	2,661.62	2,872.70	15.80	0.00	56.03%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 MAR 2004	FY2002-2003 MAR 2003	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	280.00	280.00	0.00	35.00	66.67%
	Pension Contribution & Operating Expenses	7,000.00	5,345.13	5,126.63	0.00	0.00	76.36%
	Anaheim Consortium Automated Library System	34,000.00	32,222.53	30,169.74	0.00	0.00	94.77%
	Anaheim Consortium Computer Technical & Consulting Services	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	430.00	331.71	84.00	84.00	85.32%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	7,508.73	7,329.22	54.34	60.18	88.34%
	Advertising (Including WEB Site)	4,000.00	1,522.50	1,127.52	15.00	0.00	38.06%
	Medical Exams	1,200.00	610.00	984.00	111.00	166.50	50.83%
	Collection Services - Accounts Receivable	2,250.00	1,843.90	1,189.54	257.25	0.00	81.95%
	Audit & Accounting Services	5,250.00	5,420.00	4,385.00	0.00	0.00	103.24%
	Payroll Preparation	3,600.00	2,580.51	2,371.56	246.55	542.50	71.68%
	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	30,308.39	8,947.17	1,250.00	4,299.02	216.49%
1900-00	Total Specialized Services - General Fund	84,224.00	88,071.69	62,242.09	2,018.14	5,187.20	104.57%
1900-01	Specialized Services - Partnerships for Change Grant	0.00	1,867.30	0.00	471.76	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	471.74	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000.00	3,860.00	5,204.99	0.00	834.14	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	2,005.71	1,764.06	182.66	27.82	16.05%
	Total Specialized Services	102,224.00	96,954.70	69,682.88	2,672.56	6,049.16	94.85%
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	568.40	313.58	8.66	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 MAR 2004	FY2002-2003 MAR 2003	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	101,485.46	58,208.29	43,271.08	0.00	96.65%
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	45,335.54	31,489.92	11,381.89	0.00	34.39%
2400-02	Special Department Expense - Video	0.00	2,710.79	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0.00	21,393.69	31,790.29	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0.00	7,528.14	7,766.01	20.56	0.00	
2400-05	Special Department Expense - Audio	0.00	7,692.24	4,599.56	3,047.60	0.00	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	1,623.98	0.00	448.31	
2400-08	Special Department Expense - Adult Literacy	2,000.00	1,811.96	5,579.93	0.00	600.00	90.60%
2400-09	Special Department Expense - Families for Literacy	0.00	2,940.65	794.08	0.00	0.00	
	Total Special Department Expense	133,840.00	90,228.74	83,643.77	14,450.05	1,048.31	67.42%
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	3,334.70	2,093.56	2,145.00	0.00	133.39%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	2,105.56	3,165.40	303.66	224.36	46.79%
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	1,110.00	399.00	90.00	0.00	148.00%
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	209.22	0.00	0.00	
	Total Transportation/Travel - Meetings	10,250.00	6,625.14	7,286.21	2,538.66	286.28	64.64%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
April 26, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 MAR 2004	FY2002-2003 MAR 2003	FY2003-2004 % EXP BUD
2800-00	Electricity	60,000.00	34,456.39	14,500.67	6,007.54	0.00	57.43%
	Gas	3,500.00	2,584.29	1,140.48	944.90	514.96	73.84%
	Water	3,750.00	2,704.75	2,300.72	311.74	134.95	72.13%
	Total Utilities	67,250.00	39,745.43	17,941.87	7,264.18	649.91	59.10%
	TOTAL SUPPLIES & SERVICES	587,314.00	497,279.30	341,444.13	87,198.23	13,731.62	84.67%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	5,725.84	5,383.80	0.00	0.00	143.15%
4000-00	Equipment - General Fund	20,000.00	23,040.76	5,420.29	0.00	0.00	115.20%
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	23,040.76	8,146.30	0.00	0.00	115.20%
4200-00	Structures/Improvements	0.00	0.00	462.25	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000.00	23,040.76	8,608.55	0.00	0.00	115.20%
5200	PROVISION FOR CONTINGENCIES	77,000.00	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0.00	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,557,822.00	1,154,596.29	917,330.88	152,052.80	71,624.44	74.12%
	ELLI Grant Summary Object Code 07	0	1,094	3,786	0	719	2.40
	CLC Summary Object Code 08	16,300	10,363	20,713	1,927	1,591	
	FFL Grant Summary Object Code 09	3,150	6,166	1,230	213	62	
	TOTAL LITERACY (Excluding Personnel)	19,450	17,623	25,729	2,141	2,371	

04/19/04

Placentia Library District
Balance Sheet
 As of March 31, 2004

	<u>Mar 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	4,953.38
County Exempt - Savings	5,276.88
General Fund - Checking	14,214.09
General Fund - Savings	3,406.35
Literacy Fund - Savings	7,136.68
Payroll Checking - Wells Fargo	15,770.40
Payroll Checking (CDs)	
0028205565	21,830.67
0028205573	21,830.67
Total Payroll Checking (CDs)	<u>43,661.34</u>
Total Checking/Savings	<u>94,419.12</u>
Total Current Assets	<u>94,419.12</u>
TOTAL ASSETS	<u>94,419.12</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	<u>-10,978.62</u>
Total Equity	<u>94,419.12</u>
TOTAL LIABILITIES & EQUITY	<u>94,419.12</u>

Placentia Library District
 Profit & Loss by Class
 March 2004

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Friends - Summer Reading	4,000.00	0.00	0.00	0.00	4,000.00
COE Interest	1.35	0.00	0.00	0.00	1.35
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	320.00	0.00	0.00	0.00	320.00
COE Passport Chck Reimbursement	5,414.60	0.00	0.00	0.00	5,414.60
COE Test Proctoring Income	30.00	0.00	0.00	0.00	30.00
GF Bankcard Deposit	0.00	7,680.18	0.00	0.00	7,680.18
GF Cash Register - Copy/Debit	0.00	426.80	0.00	0.00	426.80
GF Cash Register - Fines	0.00	2,210.53	0.00	0.00	2,210.53
GF Cash Register - Lost Items	0.00	119.09	0.00	0.00	119.09
GF Cash Register - Misc.	0.00	4.00	0.00	0.00	4.00
GF Cash Register - Reserves	0.00	114.25	0.00	0.00	114.25
GF Fed Work Study Reimbursement	0.00	3,177.63	0.00	0.00	3,177.63
GF Interest	0.00	6.90	0.00	0.00	6.90
GF Non Government Grant	0.00	1,000.00	0.00	0.00	1,000.00
GF Passport Revenue	0.00	24,486.08	0.00	0.00	24,486.08
GF State Library Reimbursements	0.00	3,393.79	0.00	0.00	3,393.79
GF State of CA Foundation Funds	0.00	23,537.00	0.00	0.00	23,537.00
GF Transfers from County	0.00	417.83	0.00	0.00	417.83
LIT Book Sales	0.00	0.00	25.86	0.00	25.86
LIT Interest Inc - Savings	0.00	0.00	1.81	0.00	1.81
PA Wire Transfer from County	0.00	0.00	0.00	61,207.60	61,207.60
Total Income	9,805.83	66,574.08	27.67	61,207.60	137,615.18
Expense					
COE Bank fees	17.00	0.00	0.00	0.00	17.00
COE Friend's Director's Fund	180.00	0.00	0.00	0.00	180.00
COE Meeting Room Maintenance	311.04	0.00	0.00	0.00	311.04
COE Passport Expenses	5,503.25	0.00	0.00	0.00	5,503.25
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	162.89	0.00	0.00	162.89
GF Food	0.00	141.72	0.00	0.00	141.72
GF Office Expense	0.00	-0.28	0.00	0.00	-0.28
GF Postage	0.00	8.46	0.00	0.00	8.46
GF Transfer to COE	0.00	2,457.30	0.00	0.00	2,457.30
GF Transfer to GF Savings	0.00	3,004.18	0.00	0.00	3,004.18
GF Transfers to County	0.00	60,835.30	0.00	0.00	60,835.30
GF Travel Staff	0.00	20.00	0.00	0.00	20.00
GF Travel Trustees	0.00	167.00	0.00	0.00	167.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	3,311.52	3,311.52
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
March 2004**

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	15,797.67	15,797.67
PA Salaries	0.00	0.00	0.00	41,192.48	41,192.48
Total Expense	6,011.29	66,800.57	0.00	60,996.69	133,808.55
Net Income	3,794.54	-226.49	27.67	210.91	3,806.63

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

04/19/04

	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 - Summer Reading	4,000.00	0.00	0.00	0.00	4,000.00
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	9.64	0.00	0.00	0.00	9.64
COE Life Insur Suplmt(EDM)	398.80	0.00	0.00	0.00	398.80
COE Meeting Room Income	4,200.00	0.00	0.00	0.00	4,200.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	33,209.35	0.00	0.00	0.00	33,209.35
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	420.00	0.00	0.00	0.00	420.00
GF Bankcard Deposit	0.00	38,861.01	0.00	0.00	38,861.01
GF Cash Register - Childrens	0.00	374.00	0.00	0.00	374.00
GF Cash Register - Copy/Debit	0.00	2,357.75	0.00	0.00	2,357.75
GF Cash Register - Fines	0.00	13,795.33	0.00	0.00	13,795.33
GF Cash Register - Lost Items	0.00	904.80	0.00	0.00	904.80
GF Cash Register - Misc.	0.00	147.23	0.00	0.00	147.23
GF Cash Register - Reserves	0.00	886.35	0.00	0.00	886.35
GF County Reimbursements	0.00	2,998.94	0.00	0.00	2,998.94
GF Fed Work Study Reimbursement	0.00	16,398.59	0.00	0.00	16,398.59
GF Interest	0.00	40.85	0.00	0.00	40.85
GF Miscellaneous Income	0.00	1,141.52	0.00	0.00	1,141.52
GF Non Government Grant	0.00	20,003.25	0.00	0.00	20,003.25
GF Office Expense Reimbursement	0.00	31.10	0.00	0.00	31.10
GF Passport Revenue	0.00	122,214.33	0.00	0.00	122,214.33
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	14,060.25	0.00	0.00	14,060.25
GF State of CA Foundation Funds	0.00	23,537.00	0.00	0.00	23,537.00
GF Transfer from Foundation AAB	0.00	869.35	0.00	0.00	869.35
GF Transfers from County	0.00	4,303.66	0.00	0.00	4,303.66
GF Typewriter Income	0.00	9.15	0.00	0.00	9.15
LIT Book Sales	0.00	0.00	1,241.28	0.00	1,241.28
LIT Interest Inc - Savings	0.00	0.00	14.86	0.00	14.86
PA Interest Inc - CD's	0.00	0.00	0.00	855.96	855.96
PA Wire Transfer from County	0.00	0.00	0.00	560,030.02	560,030.02
PA Wire Transfer from Paychex	0.00	0.00	0.00	87.33	87.33
Total Income	44,991.64	315,762.82	1,256.14	560,973.31	922,983.91

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

Expense	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
COE Bank fees	105.00	0.00	0.00	0.00	105.00
COE Child'n'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	1,023.38	0.00	0.00	0.00	1,023.38
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	1,555.20	0.00	0.00	0.00	1,555.20
COE Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00
COE Passport Expenses	33,683.00	0.00	0.00	0.00	33,683.00
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	28.00	0.00	0.00	28.00
GF Bankcard Service Charge	0.00	1,368.86	0.00	0.00	1,368.86
GF Food	0.00	825.32	0.00	0.00	825.32
GF Insurance	0.00	-31.10	0.00	0.00	-31.10
GF Library Materials (books)	0.00	120.00	0.00	0.00	120.00
GF Literacy	0.00	2,655.64	0.00	0.00	2,655.64
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	1,024.94	0.00	0.00	1,024.94
GF Postage	0.00	132.76	0.00	0.00	132.76
GF Prof & Spec Services	0.00	494.47	0.00	0.00	494.47
GF Transfer to COE	0.00	18,132.09	0.00	0.00	18,132.09
GF Transfer to Foundation	0.00	50.00	0.00	0.00	50.00
GF Transfer to GF Savings	0.00	14,649.78	0.00	0.00	14,649.78
GF Transfer to Literacy Savings	0.00	103.44	0.00	0.00	103.44
GF Transfers to County	0.00	271,977.22	0.00	0.00	271,977.22
GF Travel Staff	0.00	-1,070.76	0.00	0.00	-1,070.76
GF Travel Trustees	0.00	612.00	0.00	0.00	612.00
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	28,526.14	28,526.14
PA Employee 125 Co-Pay	0.00	0.00	0.00	5,336.65	5,336.65
PA Employee Life Insurance	0.00	0.00	0.00	398.80	398.80
PA Payroll Taxes	0.00	0.00	0.00	153,067.34	153,067.34
PA Salaries	0.00	0.00	0.00	393,571.50	393,571.50
Total Expense	39,613.42	311,223.68	2,155.00	580,970.43	933,962.53
Net Income	5,378.22	4,539.14	-898.86	-19,997.12	-10,978.62

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 03/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						3,428.78
Cleared Transactions						
Checks and Payments - 76 items						
Check	12/30/2003	4779	Elizabeth D Minter	X	-11.10	-11.10
Check	2/17/2004	4850	Passport Services	X	-55.00	-66.10
Check	2/18/2004	4852	Passport Services	X	-55.00	-121.10
Check	2/18/2004	4851	Passport Services	X	-55.00	-176.10
Check	2/19/2004	4856	Passport Services	X	-55.00	-231.10
Check	2/19/2004	4855	Passport Services	X	-55.00	-286.10
Check	2/19/2004	4853	Passport Services	X	-55.00	-341.10
Check	2/19/2004	4854	Passport Services	X	-55.00	-396.10
Check	2/21/2004	4857	Passport Services	X	-55.00	-451.10
Check	2/21/2004	4858	Passport Services	X	-115.00	-566.10
Check	2/22/2004	4860	Passport Services	X	-55.00	-621.10
Check	2/22/2004	4859	Passport Services	X	-110.00	-731.10
Check	2/23/2004	4861	Passport Services	X	-115.00	-846.10
Check	2/24/2004	4863	Passport Services	X	-190.00	-1,036.10
Check	2/24/2004	4862	Passport Services	X	-55.00	-1,091.10
Check	2/25/2004	4865	Passport Services	X	-95.00	-1,186.10
Check	2/25/2004	4866	Passport Services	X	-230.00	-1,416.10
Check	2/25/2004	4869	Passport Services	X	-55.00	-1,471.10
Check	2/25/2004	4868	Passport Services	X	-55.00	-1,526.10
Check	2/25/2004	4864	Passport Services	X	-55.00	-1,581.10
Check	2/25/2004	4870	Passport Services	X	-55.00	-1,636.10
Check	2/25/2004	4871	Passport Services	X	-13.65	-1,649.75
Check	2/25/2004	4867	Passport Services	X	-315.00	-1,964.75
Check	2/28/2004	4872	Passport Services	X	-115.00	-2,079.75
Check	3/2/2004	4874	Passport Services	X	-110.00	-2,189.75
Check	3/2/2004	4873	Passport Services	X	-55.00	-2,244.75
Check	3/3/2004	4876	Passport Services	X	-95.00	-2,339.75
Check	3/3/2004	4875	Passport Services	X	-115.00	-2,454.75
Check	3/4/2004	4878	Passport Services	X	-55.00	-2,509.75
Check	3/4/2004	4877	Passport Services	X	-175.00	-2,684.75
Check	3/4/2004	4879	Passport Services	X	-115.00	-2,799.75
Check	3/6/2004	4882	Passport Services	X	-55.00	-2,854.75
Check	3/6/2004	4883	Passport Services	X	-40.00	-2,894.75
Check	3/6/2004	4881	Passport Services	X	-55.00	-2,949.75
Check	3/6/2004	4880	Passport Services	X	-55.00	-3,004.75
Check	3/6/2004	4884	Passport Services	X	-110.00	-3,114.75
Check	3/7/2004	4885	Passport Services	X	-55.00	-3,169.75
Check	3/7/2004	4886	Passport Services	X	-55.00	-3,224.75
Check	3/8/2004	4888	Passport Services	X	-55.00	-3,279.75
Check	3/8/2004	4887	Passport Services	X	-110.00	-3,389.75
Check	3/9/2004	4889	Passport Services	X	-55.00	-3,444.75
Check	3/10/2004	4890	Passport Services	X	-115.00	-3,559.75
Check	3/11/2004	4892	Passport Services	X	-55.00	-3,614.75
Check	3/14/2004	4895	Passport Services	X	-165.00	-3,779.75
Check	3/14/2004	4894	Passport Services	X	-120.00	-3,899.75
Check	3/14/2004	4893	Passport Services	X	-100.00	-3,999.75
Check	3/15/2004	4897	Passport Services	X	-55.00	-4,054.75
Check	3/15/2004	4896	Passport Services	X	-40.00	-4,094.75
Check	3/15/2004	4898	Passport Services	X	-55.00	-4,149.75
Check	3/15/2004	4900	Passport Services	X	-150.00	-4,299.75
Check	3/15/2004	4899	Passport Services	X	-55.00	-4,354.75
Check	3/16/2004	4902	Passport Services	X	-40.00	-4,394.75
Check	3/16/2004	4901	Passport Services	X	-55.00	-4,449.75
Check	3/17/2004	4905	Passport Services	X	-80.00	-4,529.75
Check	3/17/2004	4904	Passport Services	X	-128.65	-4,658.40
Check	3/18/2004	4909	Passport Services	X	-120.00	-4,778.40
Check	3/18/2004	4908	Passport Services	X	-110.00	-4,888.40
Check	3/18/2004	4910	Passport Services	X	-128.65	-5,017.05
Check	3/18/2004	4911	Passport Services	X	-68.65	-5,085.70
Check	3/18/2004	4913	Passport Services	X	-55.00	-5,140.70
Check	3/18/2004	4907	Passport Services	X	-55.00	-5,195.70
Check	3/20/2004	4914	Passport Services	X	-128.65	-5,324.35
Check	3/20/2004	4916	Passport Services	X	-110.00	-5,434.35
Check	3/20/2004	4915	Passport Services	X	-230.00	-5,664.35
Check	3/21/2004	4918	Passport Services	X	-55.00	-5,719.35

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 03/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Check	3/21/2004	4917	Passport Services	X	-110.00	-5,829.35
Check	3/22/2004	4919	Passport Services	X	-128.65	-5,958.00
Check	3/23/2004	4922	Passport Services	X	-115.00	-6,073.00
Check	3/23/2004	4920	Passport Services	X	-55.00	-6,128.00
Check	3/23/2004	4921	Passport Services	X	-55.00	-6,183.00
Check	3/24/2004	4924	Passport Services	X	-55.00	-6,238.00
Check	3/24/2004	4925	Passport Services	X	-110.00	-6,348.00
Check	3/24/2004	4923	Passport Services	X	-115.00	-6,463.00
Check	3/25/2004	4929	Passport Services	X	-115.00	-6,578.00
Check	3/31/2004			X	-11.00	-6,589.00
Check	3/31/2004		Bank of the West	X	-6.00	-6,595.00
Total Checks and Payments					-6,595.00	-6,595.00
Deposits and Credits - 25 items						
Deposit	3/3/2004			X	95.00	95.00
Deposit	3/4/2004			X	290.00	385.00
Deposit	3/8/2004			X	810.00	1,195.00
Deposit	3/8/2004			X	55.00	1,250.00
Deposit	3/8/2004			X	220.00	1,470.00
Deposit	3/8/2004			X	110.00	1,580.00
Deposit	3/9/2004			X	110.00	1,690.00
Deposit	3/10/2004			X	55.00	1,745.00
Check	3/11/2004	4891	PLUM	X	0.00	1,745.00
Deposit	3/11/2004			X	170.00	1,915.00
Deposit	3/15/2004			X	385.00	2,300.00
Deposit	3/16/2004			X	170.00	2,470.00
Deposit	3/17/2004			X	208.65	2,678.65
Deposit	3/18/2004			X	270.00	2,948.65
Deposit	3/22/2004			X	110.00	3,058.65
Deposit	3/22/2004			X	128.65	3,187.30
Deposit	3/22/2004			X	90.00	3,277.30
Deposit	3/22/2004			X	55.00	3,332.30
Deposit	3/23/2004			X	1,647.30	4,979.60
Deposit	3/24/2004			X	4,000.00	8,979.60
Deposit	3/25/2004			X	55.00	9,034.60
Deposit	3/29/2004			X	170.00	9,204.60
Deposit	3/29/2004			X	165.00	9,369.60
Deposit	3/29/2004			X	55.00	9,424.60
Deposit	3/31/2004			X	80.00	9,504.60
Total Deposits and Credits					9,504.60	9,504.60
Total Cleared Transactions					2,909.60	2,909.60
Cleared Balance					2,909.60	6,338.38
Uncleared Transactions						
Checks and Payments - 16 items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	3/18/2004	4906	PLUM		-270.00	-380.00
Check	3/18/2004	4969	Passport Services		-55.00	-435.00
Check	3/25/2004	4927	Passport Services		-55.00	-490.00
Check	3/25/2004	4930	Passport Services		-55.00	-545.00
Check	3/25/2004	4926	Passport Services		-55.00	-600.00
Check	3/25/2004	4928	Passport Services		-55.00	-655.00
Check	3/27/2004	4931	Passport Services		-55.00	-710.00
Check	3/28/2004	4935	Passport Services		-55.00	-765.00
Check	3/28/2004	4932	Passport Services		-55.00	-820.00
Check	3/28/2004	4933	Passport Services		-110.00	-930.00
Check	3/28/2004	4934	Passport Services		-110.00	-1,040.00
Check	3/29/2004	4936	Passport Services		-110.00	-1,150.00
Check	3/30/2004	4937	Passport Services		-40.00	-1,190.00

Placentia Library District Reconciliation Detail

County Exempt - Checking, Period Ending 03/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Check	3/31/2004	4939	Passport Services		-80.00	-1,270.00
Check	3/31/2004	4938	Passport Services		-115.00	-1,385.00
Total Checks and Payments					-1,385.00	-1,385.00
Total Uncleared Transactions					-1,385.00	-1,385.00
Register Balance as of 03/31/2004					1,524.60	4,953.38
New Transactions						
Checks and Payments - 29 items						
Check	4/1/2004	4941	Passport Services		-115.00	-115.00
Check	4/1/2004	4940	Passport Services		-55.00	-170.00
Check	4/1/2004	4942	Passport Services		-55.00	-225.00
Check	4/3/2004	4943	Passport Services		-110.00	-335.00
Check	4/4/2004	4944	Passport Services		-95.00	-430.00
Check	4/5/2004	4946	Passport Services		-55.00	-485.00
Check	4/5/2004	4945	Passport Services		-55.00	-540.00
Check	4/5/2004	4947	Passport Services		-55.00	-595.00
Check	4/6/2004	4949	Passport Services		-55.00	-650.00
Check	4/6/2004	4948	Passport Services		-55.00	-705.00
Check	4/7/2004	4951	Passport Services		-55.00	-760.00
Check	4/7/2004	4950	US Postmaster Pla...		-57.50	-817.50
Check	4/8/2004	4958	Passport Services		-135.00	-952.50
Check	4/8/2004	4957	Passport Services		-230.00	-1,182.50
Check	4/8/2004	4955	Passport Services		-55.00	-1,237.50
Check	4/8/2004	4954	Passport Services		-55.00	-1,292.50
Check	4/8/2004	4953	Passport Services		-55.00	-1,347.50
Check	4/8/2004	4952	Passport Services		-55.00	-1,402.50
Check	4/8/2004	4956	Passport Services		-55.00	-1,457.50
Check	4/10/2004	4960	Passport Services		-40.00	-1,497.50
Check	4/10/2004	4959	Passport Services		-150.00	-1,647.50
Check	4/12/2004	4961	Passport Services		-110.00	-1,757.50
Check	4/12/2004	4963	Passport Services		-115.00	-1,872.50
Check	4/12/2004	4962	Passport Services		-55.00	-1,927.50
Check	4/13/2004	4964	Passport Services		-55.00	-1,982.50
Check	4/13/2004	4966	Passport Services		-100.00	-2,082.50
Check	4/13/2004	4967	Passport Services		-55.00	-2,137.50
Check	4/13/2004	4968	Passport Services		-115.00	-2,252.50
Check	4/13/2004	4965	Passport Services		-55.00	-2,307.50
Total Checks and Payments					-2,307.50	-2,307.50
Deposits and Credits - 6 items						
Deposit	4/7/2004				1,228.65	1,228.65
Deposit	4/7/2004				55.00	1,283.65
Deposit	4/12/2004				190.00	1,473.65
Deposit	4/13/2004				57.50	1,531.15
Deposit	4/13/2004				110.00	1,641.15
Deposit	4/14/2004				110.00	1,751.15
Total Deposits and Credits					1,751.15	1,751.15
Total New Transactions					-556.35	-556.35
Ending Balance					968.25	4,397.03

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Placentia Library District Reconciliation Detail

County Exempt - Savings, Period Ending 03/31/2004

Agenda Item 15
County Exempt Savings
Page 9 of 16

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,196.69
Cleared Transactions						
Checks and Payments - 1 item						
Check	3/3/2004	1518	Greg's Carpet & Up...	X	-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Deposits and Credits - 12 items						
Deposit	3/1/2004			X	30.00	30.00
Deposit	3/4/2004			X	30.00	60.00
Deposit	3/4/2004			X	70.00	130.00
Deposit	3/10/2004			X	35.00	165.00
Deposit	3/10/2004			X	19.94	184.94
Deposit	3/11/2004			X	30.00	214.94
Deposit	3/15/2004			X	30.00	244.94
Deposit	3/16/2004			X	65.00	309.94
Deposit	3/18/2004			X	30.00	339.94
Deposit	3/24/2004			X	19.94	359.88
Deposit	3/25/2004			X	30.00	389.88
Deposit	3/31/2004			X	1.35	391.23
Total Deposits and Credits					391.23	391.23
Total Cleared Transactions					235.71	235.71
Cleared Balance					235.71	5,432.40
Uncleared Transactions						
Checks and Payments - 1 item						
Check	3/30/2004	1519	Greg's Carpet & Up...		-155.52	-155.52
Total Checks and Payments					-155.52	-155.52
Total Uncleared Transactions					-155.52	-155.52
Register Balance as of 03/31/2004					80.19	5,276.88
New Transactions						
Deposits and Credits - 4 items						
Deposit	4/1/2004				30.00	30.00
Deposit	4/7/2004				54.94	84.94
Deposit	4/7/2004				30.00	114.94
Deposit	4/8/2004				30.00	144.94
Total Deposits and Credits					144.94	144.94
Total New Transactions					144.94	144.94
Ending Balance					225.13	5,421.82

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4/14/04

Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 03/31/2004

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						12,452.13
Cleared Transactions						
Checks and Payments - 16 items						
Check	2/19/2004	4817	County of Orange	X	-120.00	-120.00
Check	2/26/2004	4822	CM School Supply	X	-74.29	-194.29
Check	2/29/2004	4823	Jim Roberts	X	-53.99	-248.28
Check	3/1/2004		Bank of the West	X	-152.55	-400.83
Check	3/2/2004	4825	Mary Strazdas	X	-8.46	-409.29
Check	3/2/2004	4824	Marie Schmidt	X	-5.92	-415.21
Check	3/2/2004		Bank of the West	X	-5.84	-421.05
Check	3/3/2004	4826	Placentia Library Di...	X	-810.00	-1,231.05
Check	3/3/2004	4827	Placentia Library G...	X	-3,004.18	-4,235.23
Check	3/9/2004	4828	Placentia Glass & S...	X	-18.62	-4,253.85
Check	3/17/2004	4830	Sam's Club	X	-69.93	-4,323.78
Check	3/17/2004	4829	Placentia Chamber ...	X	-25.00	-4,348.78
Check	3/22/2004		Bank of the West	X	-4.50	-4,353.28
Check	3/22/2004	4832	Placentia Library Di...	X	-1,647.30	-6,000.58
Check	3/23/2004	4833	Fry's Electronics	X	-37.68	-6,038.26
Check	3/24/2004	4834	Placentia Chamber ...	X	-30.00	-6,068.26
Total Checks and Payments					-6,068.26	-6,068.26
Deposits and Credits - 40 items						
Deposit	3/1/2004			X	177.00	177.00
Deposit	3/1/2004			X	587.76	764.76
Deposit	3/1/2004			X	29.14	793.90
Deposit	3/1/2004			X	123.00	916.90
Deposit	3/2/2004			X	147.00	1,063.90
Deposit	3/3/2004			X	321.60	1,385.50
Deposit	3/4/2004			X	196.00	1,581.50
Deposit	3/4/2004			X	204.01	1,785.51
Deposit	3/5/2004			X	2.00	1,787.51
Deposit	3/8/2004			X	214.60	2,002.11
Deposit	3/8/2004			X	189.00	2,191.11
Deposit	3/9/2004			X	417.83	2,608.94
Deposit	3/9/2004			X	129.00	2,737.94
Deposit	3/10/2004			X	97.20	2,835.14
Deposit	3/11/2004			X	17.70	2,852.84
Deposit	3/12/2004			X	35.80	2,888.64
Deposit	3/15/2004			X	30.00	2,918.64
Deposit	3/15/2004			X	180.00	3,098.64
Deposit	3/15/2004			X	29.14	3,127.78
Deposit	3/16/2004			X	755.00	3,882.78
Deposit	3/17/2004			X	120.00	4,002.78
Deposit	3/18/2004			X	389.00	4,391.78
Deposit	3/18/2004			X	99.09	4,490.87
Deposit	3/19/2004			X	29.14	4,520.01
Deposit	3/19/2004			X	230.50	4,750.51
Deposit	3/22/2004			X	174.30	4,924.81
Deposit	3/22/2004			X	283.68	5,208.49
Deposit	3/22/2004			X	120.00	5,328.49
Deposit	3/23/2004			X	322.00	5,650.49
Deposit	3/23/2004			X	534.50	6,184.99
Deposit	3/25/2004			X	210.00	6,394.99
Deposit	3/25/2004			X	237.00	6,631.99
Deposit	3/25/2004			X	90.00	6,721.99
Deposit	3/26/2004			X	152.00	6,873.99
Deposit	3/29/2004			X	87.00	6,960.99
Deposit	3/29/2004			X	84.52	7,045.51
Deposit	3/30/2004			X	387.50	7,433.01
Deposit	3/30/2004			X	262.00	7,695.01

Placentia Library District Reconciliation Detail

General Fund - Checking, Period Ending 03/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	3/30/2004			X	87.00	7,782.01
Deposit	3/31/2004			X	316.00	8,098.01
Total Deposits and Credits					8,098.01	8,098.01
Total Cleared Transactions					2,029.75	2,029.75
Cleared Balance					2,029.75	14,481.88
Uncleared Transactions						
Checks and Payments - 4 items						
Check	10/28/2003	4769	Debra Haag		-64.00	-64.00
Check	3/18/2004	4831	PLUM		-120.00	-184.00
Check	3/30/2004	4835	ISDOC		-12.00	-196.00
Check	3/31/2004	4836	Sam's Club		-71.79	-267.79
Total Checks and Payments					-267.79	-267.79
Total Uncleared Transactions					-267.79	-267.79
Register Balance as of 03/31/2004					1,761.96	14,214.09
New Transactions						
Checks and Payments - 6 items						
Check	4/6/2004	4839	Placentia Library G...		-3,716.26	-3,716.26
Check	4/6/2004	4837	Placentia Library Di...		-1,228.65	-4,944.91
Check	4/6/2004	4838	Placentia Library Di...		-35.00	-4,979.91
Check	4/8/2004	4842	Cornell University Li...		-15.00	-4,994.91
Check	4/8/2004	4841	Photography by Joh...		-53.88	-5,048.79
Check	4/13/2004	4843	ABWA		-50.00	-5,098.79
Total Checks and Payments					-5,098.79	-5,098.79
Deposits and Credits - 2 items						
Deposit	4/1/2004				387.59	387.59
Check	4/8/2004	4840	Sam's Club		387.59	387.59
Total Deposits and Credits					387.59	387.59
Total New Transactions					-4,711.20	-4,711.20
Ending Balance					-2,949.24	9,502.89

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4/14/04*

Placentia Library District Reconciliation Detail

General Fund - Savings, Period Ending 03/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,707.08
Cleared Transactions						
Checks and Payments - 5 items						
Check	3/4/2004	1228	Orange County Aud...	X	-31,258.13	-31,258.13
Check	3/15/2004	1229	Orange County Aud...	X	-15,449.31	-46,707.44
Check	3/16/2004	1230	Cristina David	X	-30.00	-46,737.44
Check	3/26/2004		Bank of the West	X	-120.00	-46,857.44
Check	3/26/2004		Bank of the West	X	-4.00	-46,861.44
Total Checks and Payments					-46,861.44	-46,861.44
Deposits and Credits - 47 items						
Deposit	3/1/2004			X	414.37	414.37
Deposit	3/1/2004			X	1,036.55	1,450.92
Deposit	3/1/2004			X	660.00	2,110.92
Deposit	3/1/2004			X	630.00	2,740.92
Deposit	3/2/2004			X	23,537.00	26,277.92
Deposit	3/2/2004			X	626.80	26,904.72
Deposit	3/3/2004			X	501.75	27,406.47
Deposit	3/4/2004			X	648.50	28,054.97
Deposit	3/8/2004			X	3,004.18	31,059.15
Deposit	3/8/2004			X	277.95	31,337.10
Deposit	3/8/2004			X	330.00	31,667.10
Deposit	3/8/2004			X	1,098.50	32,765.60
Deposit	3/8/2004			X	816.00	33,581.60
Deposit	3/9/2004			X	3,393.79	36,975.39
Deposit	3/9/2004			X	958.80	37,934.19
Deposit	3/10/2004			X	1,596.98	39,531.17
Deposit	3/10/2004			X	613.75	40,144.92
Deposit	3/11/2004			X	1,000.00	41,144.92
Deposit	3/11/2004			X	1,120.30	42,265.22
Deposit	3/15/2004			X	850.04	43,115.26
Deposit	3/15/2004			X	780.00	43,895.26
Deposit	3/15/2004			X	455.14	44,350.40
Deposit	3/15/2004			X	120.00	44,470.40
Deposit	3/16/2004			X	738.80	45,209.20
Deposit	3/17/2004			X	1,006.00	46,215.20
Deposit	3/17/2004			X	120.00	46,335.20
Deposit	3/18/2004			X	1,580.65	47,915.85
Deposit	3/18/2004			X	547.74	48,463.59
Deposit	3/22/2004			X	662.00	49,125.59
Deposit	3/22/2004			X	552.88	49,678.47
Deposit	3/22/2004			X	723.15	50,401.62
Deposit	3/22/2004			X	420.00	50,821.62
Deposit	3/22/2004			X	540.00	51,361.62
Deposit	3/23/2004			X	545.57	51,907.19
Deposit	3/24/2004			X	668.89	52,576.08
Deposit	3/25/2004			X	736.20	53,312.28
Deposit	3/25/2004			X	150.00	53,462.28
Deposit	3/29/2004			X	842.00	54,304.28
Deposit	3/29/2004			X	451.19	54,755.47
Deposit	3/29/2004			X	450.00	55,205.47
Deposit	3/29/2004			X	856.80	56,062.27
Deposit	3/29/2004			X	420.00	56,482.27
Deposit	3/30/2004			X	480.00	56,962.27
Deposit	3/30/2004			X	757.45	57,719.72
Deposit	3/30/2004			X	62.50	57,782.22
Deposit	3/31/2004			X	899.45	58,681.67
Deposit	3/31/2004			X	6.90	58,688.57
Total Deposits and Credits					58,688.57	58,688.57
Total Cleared Transactions					11,827.13	11,827.13
Cleared Balance					11,827.13	17,534.21

Placentia Library District Reconciliation Detail

General Fund - Savings, Period Ending 03/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 1 item						
Check	3/30/2004	1231	Orange County Aud...		-14,127.86	-14,127.86
Total Checks and Payments					-14,127.86	-14,127.86
Total Uncleared Transactions					-14,127.86	-14,127.86
Register Balance as of 03/31/2004					-2,300.73	3,406.35
New Transactions						
Deposits and Credits - 20 items						
Deposit	4/1/2004				701.71	701.71
Deposit	4/5/2004				50.00	751.71
Deposit	4/5/2004				416.29	1,168.00
Deposit	4/5/2004				660.00	1,828.00
Deposit	4/5/2004				390.00	2,218.00
Deposit	4/5/2004				968.10	3,186.10
Deposit	4/6/2004				180.00	3,366.10
Deposit	4/6/2004				809.75	4,175.85
Deposit	4/6/2004				98.75	4,274.60
Deposit	4/7/2004				756.00	5,030.60
Deposit	4/7/2004				3,716.26	8,746.86
Deposit	4/8/2004				577.25	9,324.11
Deposit	4/8/2004				330.00	9,654.11
Deposit	4/12/2004				90.55	9,744.66
Deposit	4/12/2004				511.00	10,255.66
Deposit	4/12/2004				690.00	10,945.66
Deposit	4/13/2004				2,176.35	13,122.01
Deposit	4/13/2004				978.60	14,100.61
Deposit	4/14/2004				240.00	14,340.61
Deposit	4/14/2004				774.55	15,115.16
Total Deposits and Credits					15,115.16	15,115.16
Total New Transactions					15,115.16	15,115.16
Ending Balance					12,814.43	18,521.51

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04/14/04

Placentia Library District Reconciliation Detail

Literacy Fund - Savings, Period Ending 03/31/2004

Agenda Item 15
Literacy Fund Savings
Page 14 of 16

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						7,109.01
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	3/22/2004			X	12.93	12.93
Deposit	3/31/2004			X	12.93	25.86
Deposit	3/31/2004			X	1.81	27.67
Total Deposits and Credits					27.67	27.67
Total Cleared Transactions					27.67	27.67
Cleared Balance					27.67	7,136.68
Register Balance as of 03/31/2004					27.67	7,136.68
New Transactions						
Deposits and Credits - 2 items						
Deposit	4/5/2004				646.50	646.50
Deposit	4/6/2004				100.00	746.50
Total Deposits and Credits					746.50	746.50
Total New Transactions					746.50	746.50
Ending Balance					774.17	7,883.18

*2004
4/14/04*

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 03/31/2004

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						18,993.67
Cleared Transactions						
Checks and Payments - 34 items						
Check	2/11/2004	3924	Denetra Gipson	X	-60.44	-60.44
Check	2/11/2004	3923	Hubert Chim	X	-652.78	-713.22
Check	2/25/2004	3954	Hilda Rivera	X	-284.88	-998.10
Check	2/25/2004	3935	Esther P. Guzman	X	-272.85	-1,270.95
Check	2/25/2004	3953	Angelica Alatorre	X	-145.06	-1,416.01
Check	2/25/2004	3932	Dorothy J. Cummings	X	-54.59	-1,470.60
Check	2/25/2004	3957	Nationwide Retirem...	X	-1,655.76	-3,126.36
Check	2/25/2004	3943	Beatrice V. Quintanar	X	-307.82	-3,434.18
Check	3/9/2004		Paychex	X	-17,040.52	-20,474.70
Check	3/10/2004	3994	Nationwide Retirem...	X	-1,655.76	-22,130.46
Check	3/10/2004	3988	Lorraine Gunderson	X	-288.25	-22,418.71
Check	3/10/2004	3989	Shantay Iosia	X	-345.46	-22,764.17
Check	3/10/2004	3990	Melissa Porter	X	-335.88	-23,100.05
Check	3/10/2004	3991	Hilda Rivera	X	-311.59	-23,411.64
Check	3/10/2004	3992	Orange County Aud...	X	-327.57	-23,739.21
Check	3/10/2004	3993	Placentia Library Di...	X	-19.94	-23,759.15
Check	3/10/2004	3985	Angelica Alatorre	X	-217.59	-23,976.74
Check	3/10/2004	3975	Joshua Robbins	X	-172.41	-24,149.15
Check	3/10/2004	3974	Pamela Radeka	X	-151.11	-24,300.26
Check	3/10/2004	3973	Beatrice V. Quintanar	X	-307.82	-24,608.08
Check	3/10/2004	3964	Alexander Hernandez	X	-121.56	-24,729.64
Check	3/10/2004	3963	Joyce G. Hampton	X	-331.10	-25,060.74
Check	3/10/2004	3962	Esther P. Guzman	X	-272.85	-25,333.59
Check	3/10/2004		Paychex	X	-8,008.01	-33,341.60
Check	3/10/2004	3958	Gary Bell	X	-222.62	-33,564.22
Check	3/10/2004	3978	Soham Shah	X	-118.44	-33,682.66
Check	3/10/2004	3959	Dorothy J. Cummings	X	-227.80	-33,910.46
Check	3/23/2004		Paychex	X	-16,891.50	-50,801.96
Check	3/24/2004	4000	Joyce G. Hampton	X	-331.10	-51,133.06
Check	3/24/2004		Paychex	X	-7,789.66	-58,922.72
Check	3/24/2004	4026	Melissa Porter	X	-211.56	-59,134.28
Check	3/24/2004	4027	Hilda Rivera	X	-401.07	-59,535.35
Check	3/24/2004	4028	Orange County Aud...	X	-327.57	-59,862.92
Check	3/24/2004	4029	Placentia Library Di...	X	-19.94	-59,882.86
Total Checks and Payments					-59,882.86	-59,882.86
Deposits and Credits - 2 items						
Deposit	3/4/2004			X	30,603.80	30,603.80
Deposit	3/18/2004			X	30,603.80	61,207.60
Total Deposits and Credits					61,207.60	61,207.60
Total Cleared Transactions					1,324.74	1,324.74
Cleared Balance					1,324.74	20,318.41
Uncleared Transactions						
Checks and Payments - 16 items						
Check	3/10/2004	3986	Hubert Chim		-459.37	-459.37
Check	3/10/2004	3987	Denetra Gipson		-60.44	-519.81
Check	3/24/2004	4030	Nationwide Retirem...		-1,655.76	-2,175.57
Check	3/24/2004	4025	Shantay Iosia		-345.46	-2,521.03
Check	3/24/2004	4024	Lorraine Gunderson		-293.56	-2,814.59
Check	3/24/2004	4023	Denetra Gipson		-96.71	-2,911.30
Check	3/24/2004	4022	Hubert Chim		-290.12	-3,201.42
Check	3/24/2004	4021	Angelica Alatorre		-217.59	-3,419.01
Check	3/24/2004	4014	Soham Shah		-116.87	-3,535.88
Check	3/24/2004	4011	Joshua Robbins		-172.41	-3,708.29
Check	3/24/2004	4010	Beatrice V. Quintanar		-217.82	-3,926.11
Check	3/24/2004	4001	Alexander Hernandez		-124.67	-4,050.78
Check	3/24/2004	3996	Trang Goebel		-30.89	-4,081.67
Check	3/24/2004	3995	Dorothy J. Cummings		-143.62	-4,225.29

Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 03/31/2004

Type	Date	Num	Name	Cir	Amount	Balance
Check	3/24/2004	3999	Esther P. Guzman		-272.85	-4,498.14
Check	3/28/2004	2028	Soham Shah		-49.87	-4,548.01
Total Checks and Payments					-4,548.01	-4,548.01
Total Uncleared Transactions					-4,548.01	-4,548.01
Register Balance as of 03/31/2004					-3,223.27	15,770.40
New Transactions						
Checks and Payments - 18 items						
Check	4/6/2004		Paychex		-16,697.10	-16,697.10
Check	4/7/2004	4034	Esther P. Guzman		-272.85	-16,969.95
Check	4/7/2004	4035	Joyce G. Hampton		-331.10	-17,301.05
Check	4/7/2004	4036	Alexander Hernandez		-124.67	-17,425.72
Check	4/7/2004	4044	Beatrice V. Quintanar		-312.82	-17,738.54
Check	4/7/2004	4045	Joshua Robbins		-151.00	-17,889.54
Check	4/7/2004	4055	Hubert Chim		-314.31	-18,203.85
Check	4/7/2004	4056	Denetra Gipson		-101.58	-18,305.43
Check	4/7/2004	4057	Lorraine Gunderson		-323.60	-18,629.03
Check	4/7/2004	4058	Shantay Iosia		-361.37	-18,990.40
Check	4/7/2004	4059	Melissa Porter		-114.29	-19,104.69
Check	4/7/2004	4060	Hilda Rivera		-384.36	-19,489.05
Check	4/7/2004	4061	Orange County Aud...		-327.57	-19,816.62
Check	4/7/2004	4062	Placentia Library Di...		-19.94	-19,836.56
Check	4/7/2004	4063	Nationwide Retirem...		-1,655.76	-21,492.32
Check	4/7/2004	4031	Dorothy J. Cummings		-155.66	-21,647.98
Check	4/7/2004	2029	Paychex		-7,746.45	-29,394.43
Check	4/7/2004	4054	Angelica Alatorre		-217.59	-29,612.02
Total Checks and Payments					-29,612.02	-29,612.02
Deposits and Credits - 1 item						
Deposit	4/1/2004				30,603.80	30,603.80
Total Deposits and Credits					30,603.80	30,603.80
Total New Transactions					991.78	991.78
Ending Balance					-2,231.49	16,762.18

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4/14/04

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

	GENERAL FUND			ADOPF-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	2,142.50	126	122	0.00	0	0	2,142.50	126	122	146.90	8	8	2,289.40	134	130
Adult Circulating Non-Fiction	5,257.19	240	235	0.00	0	0	5,257.19	240	235	354.75	13	13	5,611.94	253	248
Adult Reference	2,782.36	32	26	0.00	0	0	2,782.36	32	26	478.40	6	6	3,260.76	38	32
Adult Print Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuities	9,290.00	6	6	0.00	0	0	9,290.00	6	6	0.00	0	0	9,290.00	6	6
Total Adult Non-Fiction	17,329.55	278	267	0.00	0	0	17,329.55	278	267	833.15	19	19	18,162.70	297	286
TOTAL ADULT PRINT MATERIALS	19,472.05	404	389	0.00	0	0	19,472.05	404	389	980.05	27	27	20,452.10	431	416
Adult Audio/Music	172.40	16	16	0.00	0	0	172.40	16	16	485.00	31	29	657.40	47	45
Adult Audio Books	1,502.36	28	28	0.00	0	0	1,502.36	28	28	64.00	1	1	1,566.36	29	29
Total Adult Audio	1,674.76	44	44	0.00	0	0	1,674.76	44	44	549.00	32	30	2,223.76	76	74
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	45.00	2	2	45.00	2	2
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	45.00	2	2	45.00	2	2
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	1,674.76	44	44	0.00	0	0	1,674.76	44	44	594.00	34	32	2,268.76	78	76
TOTAL ADULT MATERIALS	21,146.81	448	433	0.00	0	0	21,146.81	448	433	1,574.05	61	59	22,720.86	509	492
Juvenile Fiction	248.70	12	4	0.00	0	0	248.70	12	4	0.00	0	0	248.70	12	4
Juvenile Circulating Non-Fiction	82.59	3	3	0.00	0	0	82.59	3	3	0.00	0	0	82.59	3	3
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuities	190.66	2	2	0.00	0	0	190.66	2	2	0.00	0	0	190.66	2	2
Juvenile Electronic Continuities	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	273.25	5	5	0.00	0	0	273.25	5	5	0.00	0	0	273.25	5	5
TOTAL JUVENILE PRINT MATERIALS	521.95	17	9	0.00	0	0	521.95	17	9	0.00	0	0	521.95	17	9
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	96.98	3	3	0.00	0	0	96.98	3	3	0.00	0	0	96.98	3	3
Total Juvenile Audio	96.98	3	3	0.00	0	0	96.98	3	3	0.00	0	0	96.98	3	3
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	96.98	3	3	0.00	0	0	96.98	3	3	0.00	0	0	96.98	3	3
TOTAL JUVENILE MATERIALS	618.93	20	12	0.00	0	0	618.93	20	12	0.00	0	0	618.93	20	12
Total Fiction	2,391.20	138	126	0.00	0	0	2,391.20	138	126	146.90	8	8	2,538.10	146	134
Total Non-Fiction	17,602.80	283	272	0.00	0	0	17,602.80	283	272	833.15	19	19	18,435.95	302	291
Total Audio	1,771.74	47	47	0.00	0	0	1,771.74	47	47	549.00	32	30	2,320.74	79	77
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	45.00	2	2	45.00	2	2
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	21,765.74	468	445	0.00	0	0	21,765.74	468	445	1,574.05	61	59	23,339.79	529	504

OUTSTANDING ORDERS AS OF MARCH 31, 2004

General Fund	Amount	Adopt-A-Book	TOTAL
	\$16,339.96	Amount	Amount
		\$3,377.73	\$19,717.69

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	7,236.69	452	424	5,165.70	342	310	12,402.39	794	734	1,638.23	80	79	14,040.62	874	813
Adult Circulating Non-Fiction	11,054.04	535	516	7,102.89	326	314	18,156.93	861	830	5,851.40	242	236	24,008.33	1,103	1,066
Adult Reference	12,576.76	79	56	2,267.05	33	29	14,843.81	112	85	1,740.90	40	36	16,584.71	152	121
Adult Print Communications	308.59	10	10	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Communications	30,284.69	17	17	0.00	0	0	30,284.69	17	17	0.00	0	0	30,284.69	17	17
Total Adult Non-Fiction	54,224.08	641	599	9,369.94	359	343	63,594.02	1,000	942	7,592.30	282	272	71,186.32	1,282	1,214
TOTAL ADULT PRINT MATERIALS	61,460.77	1093	1093	14,535.64	701	653	75,996.41	1,794	1,676	9,230.53	362	351	85,226.94	2,156	2,027
Adult Audio/Music	172.40	16	16	0.00	0	0	172.40	16	16	2,170.00	142	133	2,342.40	158	149
Adult Audio Books	6,523.94	110	106	2,733.72	49	42	9,257.66	159	148	601.00	19	19	9,858.66	178	167
Total Adult Audio	6,696.34	126	122	2,733.72	49	42	9,430.06	175	164	2,771.00	161	152	12,201.06	336	316
Adult Video Educational	2,257.31	57	35	1,692.16	118	65	3,949.47	175	100	245.00	15	14	4,194.47	190	114
Adult Video Entertainment	0.00	0	0	553.90	39	23	553.90	39	23	824.00	44	44	1,377.90	83	67
Total Adult Video	2,257.31	57	35	2,246.06	157	88	4,503.37	214	123	1,069.00	59	58	5,572.37	273	181
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	8,953.65	183	157	4,979.78	206	130	13,933.43	389	287	3,840.00	220	210	17,773.43	609	497
TOTAL ADULT MATERIALS	70,414.42	1,276	1,250	19,515.42	907	783	89,929.84	2,183	1,963	13,070.53	582	561	103,000.37	2,765	2,524
Juvenile Fiction	2,153.78	139	128	299.37	18	18	2,453.15	157	146	618.32	62	61	3,071.47	219	207
Juvenile Circulating Non-Fiction	14,925.96	624	620	338.43	20	20	15,264.39	644	640	401.26	33	27	15,665.65	677	667
Juvenile Reference	431.27	11	11	239.16	4	4	670.43	15	15	0.00	0	0	670.43	15	15
Juvenile Print Communications	615.32	5	4	285.87	2	2	901.19	7	6	0.00	0	0	901.19	7	6
Juvenile Electronic Communications	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	16,371.55	641	636	863.46	26	26	17,235.01	667	662	401.26	33	27	17,636.27	700	689
TOTAL JUVENILE PRINT MATERIALS	18,525.33	780	764	1,162.83	44	44	19,688.16	824	808	1,019.58	95	88	20,707.74	919	896
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	2,209.80	56	56	1,417.57	36	33	3,627.37	92	89	0.00	0	0	3,627.37	92	89
Total Juvenile Audio	2,209.80	56	56	1,432.57	37	34	3,642.37	93	90	0.00	0	0	3,642.37	93	90
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	2,209.80	56	56	1,471.90	38	35	3,681.70	94	91	1,289.00	96	94	4,970.70	190	185
TOTAL JUVENILE MATERIALS	20,735.13	836	820	2,634.73	82	79	23,369.86	918	899	2,308.58	191	182	25,678.44	1,109	1,081
Total Fiction	9,390.47	591	552	5,465.07	360	328	14,855.54	951	880	2,256.55	142	140	17,112.09	1,093	1,020
Total Non-Fiction	70,595.63	1,282	1,235	10,233.40	385	369	80,829.03	1,667	1,604	7,993.56	315	299	88,822.59	1,982	1,903
Total Audio	8,906.14	182	178	4,166.29	86	76	13,072.43	268	254	2,771.00	161	152	15,843.43	429	406
Total Video	2,257.31	57	35	2,285.39	158	89	4,542.70	215	124	2,358.00	155	152	6,900.70	370	276
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	91,149.55	2,112	2,000	22,150.15	989	862	113,299.70	3,101	2,862	15,379.11	773	743	128,678.81	3,874	3,605

Summary of Current Status of Unique Management Accounts
April 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	22	595	9	806.35	0
March	12	609	6	936.35	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	136	0	47	7453.03	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 04/01/2004 11:54 PM TC

SUMMARY STATUS REPORT

PAGE: 129

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 03/31/2004

Accounts Submitted	: 951	Dollars Submitted	: 87,161.91	Dollars Received	: 30,178.44
Bankruptcies	: 4	Dollars in Bankruptcy	: 389.55	Material Returned	: 12,853.95
Incorrect Addresses	: 114	Dollars in Skips	: 6,949.15	Dollars Waived	: 2,514.88
Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 58,686.32
Accounts in Process	: 832	Dollars in Process	: 77,481.16	% of Dollars Activated	: 75.74%
# of Accounts Activated	: 609				
% of Accounts Activated	: 73.20%				

TO: Board of Trustees

FROM: Elizabeth Minter, Library Director *EM*

DATE: April 26, 2004

SUBJECT: GIFT REPORT

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

ADOPT A BOOK DONATIONS

Eleanor Fumanti	Fay Hastings
Jane Murray	Shirley Fishel
Carole Sypherd	Emily Palacios
Pat & Barbara McHugh	Janice Hendusni
Jim & Peggy Dinsmore	Boeing
Marie Tourne	Deborah Nichols
James & Virginia Walker	Peggy Vincent
Peggy Hammer	Yesenia Gomez
Julie Shook	RC & Patricia Shook
Patricia Cutting	Judith Porter
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Patricia Morrison	Judy Braden-Patko
Susan Brown	Christine Ruppel
Katherine Cruz	Debi Walker
Priscilla Kastner	Carolyn Holmes
Marcia Pavone	Barbara Young
Jeanette Schwartzkopf	Barbara Hatch
Ted Farkas	Mercedes Johnson
Marvin & Mary Reid	Sally Young
Donna Melone	Elizabeth Mead
Joan Cashia	Pamela Walrod
Barbara Hemmerling	Kathyanne Gallagher
Walter Plegel	Eleanor Barbour
Margaret Horrocks	Lois Geeter
Jacqueline Campbell	Marion Hetherington
Clairee Tynes	Yvonne McHugh
Janet Kirwin	Janice Henderson
Renee Scott	Diane Cooper
Lillian Bart	Josephine Anderson
Juanita Godwin	Lynda Baker
Carol Downey	Marita Tooley

William & Jill Dale	Nadine Laborde
Dianne Jackson	Toby Silberfarb
Dorothy Cummings	Carol Bravo
Carol Holland	Connie Underhill
Jane Overall	Margarete Barnes
Mafla	Hugh & Gae Wood
Barry Brown	Mary Ziegler
Deborah Hancock	Marie Schmidt
Donna Siloti	Margaret Sevre
Barbara Phillips	Union Bank of California
Cash Donors/Author's Lunch	

TOTAL ADOPT A BOOK DONATIONS: \$4,019.01

BOOK ENDOWMENT FUND

Jim & Peggy Dinsmore	Claudio & Veronica Silva
Betty Escpbosa	Dave & Elaine Van Deventer
Mary Strazdas	Brenda Benner
Aldeane Cassidy	Donald & Janet Long
Jo Ann Nelson	Estella Wnek
Carol Peterson	Laura Webb
Virginia Sanatar	Nancy Lone
Diane Martlaro	Al & Gloria Shkoler
Abby Cook	Gillian Botha
Jim Roberts	Margaret Kendrick
Zoe Berry	Brianna Chappell
Leland & Mary Castner	Patricia Wojcik
Cash Donors/Author's Lunch	

TOTAL BOOK ENDOWMENT FUND \$1,995.00

GENERAL FUND DONATIONS

Tenet Healthcare Foundation	Michael Ebenhoch
Placentia Rotary Club	

TOTAL GENERAL FUND DONATIONS: \$3,280.00

TOTAL ALL DONATIONS \$9,294.01

ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM V. B.

STAFF REPORT

Subject: Appoint OCCOG Subregional Representatives to SCAG Policy Committees

Summary:

OCCOG staff sent, in early March 2004, a letter to all elected officials in Orange County announcing that the OCCOG Board of Directors was accepting nominations for subregional representatives to be appointed to the Southern California Association of Governments (SCAG) policy committees. The letter stated that there are seven OCCOG subregional vacancies; nominees can come from any SCAG-member city; and the vacancies are not policy committee-specific, therefore, appointments can be made to any of the committees, including Transportation and Communications Committee (TCC), the Energy and Environment Committee (EEC), and Community, Economic and Human Development Committee (CEHD).

By the nomination deadline of March 19, 2004, OCCOG received three letters requesting appointments. They are as follows:

- Councilmember Gil Coerper requesting appointment to TCC or CEHD;
- Councilmember Doug Davert requesting appointment to CEHD; and
- Councilmember Bob Hernandez requesting appointment to TCC.

OCCOG staff has attached the three nomination letters for your review and consideration. Please note that all three nominees are from SCAG-member cities.

If the OCCOG Board appoints these three individuals, four vacancies will remain. OCCOG staff recommends that a second notice be sent soliciting nominees and extending the deadline for nominations.

Recommendation: Appoint OCCOG Subregional Representatives to SCAG Policy Committees

Attachment:

1. Copy of letter requesting nominations
2. Copy of document showing current OCCOG representation at SCAG

000035



Mr. Mark Pisano
February 3, 2004
Page 4

If you have questions, please call Director or Strategic Planning Dave Elbaum at (714) 560-5327 or Section Manager of Long-Range Strategies Richard Marcus at (714) 560-5832.

Sincerely,

Arthur T. Leahy
Arthur T. Leahy
Chief Executive Officer

ATL:m

c: OCTA Board of Directors

000034

Mr. Mark Pisano
February 3, 2004
Page 3

Regional Planning/Coordinating Agencies

The Draft 2004 RTP includes multiple references to Joint Powers Authority type agencies for the implementation of various regional projects (e.g., dedicated truckways, freight railway system). The Final 2004 RTP should clarify these as conceptual, and acknowledge that further planning and organizational structures would have to be developed when the timing is appropriate.

High Speed Rail/Maglev

The Draft 2004 RTP maps showing the Maglev system (Figure 4.9) should include all proposed state and regional projects in addition to SCAG's planned system to provide the reader with the regional context of multiple ongoing planning efforts. The Cal-Nevada High Speed Rail Commission has an adopted alignment that Figure 4.9 should show in the Final 2004 RTP.

Specific Projects

- Santa Ana Freeway (Interstate 5 [I-5]) South Regionally Significant Transportation Improvement Study (RSTIS): OCTA requests that the Final 2004 RTP include a long-range planning study for the I-5 South corridor. OCTA did not include this study in its original list of project nominations, but the OCTA Board of Directors has identified it as a priority.

- Garden Grove Freeway (State Route 22 [SR-22])/San Diego Freeway (Interstate 405 [I-405]) High Occupancy Vehicle (HOV) Direct Connector: Exhibit 4.1 of the Draft 2004 RTP shows HOV Direct Connector improvements at both the SR-22/I-405 and the I-405/San Gabriel Freeway (Interstate 605 [I-605]). The 2004 RTP list of projects includes both design and construction for the I-405/I-605 connector. The list of projects defines however, the SR-22/I-405 project as "design HOV to HOV Lane Connectors" (Tier 2 ORA(00193)). Based upon discussion with SCAG staff, we understand that the Draft 2004 RTP includes construction of this HOV connector in the transportation demand modeling. In the Final 2004 RTP, please revise the language to clarify the project includes both design and construction.

Once again, thank you for the opportunity to comment on the Draft 2004 RTP and for addressing our comments and concerns.

Mr. Mark Pisano
February 3, 2004
Page 2

between SCAG and Orange County is critical for major planning projects, environmental documentation, and transportation modeling efforts.

Land Use Policies

OCTA is concerned about SCAG's strategies for implementing the land use policies in the 2004 RTP. Specifically, OCTA does not agree with the proposed regional role in linking land use and transportation projects/funding, as described in the following comment:

"Align evaluation of projects within the RTP and the tenets of the Growth Vision as a method of funding decisions." (Page 151, Draft 2004 RTP)

OCTA is generally supportive of linking land use and transportation funding. For example, Orange County cities have worked closely with OCTA to link land use and transportation through techniques such as the Master Plan of Arterial Highways, and the Growth Management requirements of Measure M. However, the proposed RTP language defines a regional role that we do not support. OCTA recommends removing the proposed language from the document, or rewording it to clearly state support for land use and transportation linkages at the local level.

Financial Assumptions

OCTA and SCAG revenue forecasts for the Draft RTP specific to Orange County are not the same. Orange County's projected revenues between 2002 and 2030 period are approximately \$758 billion greater than SCAG's projected revenues. Based upon discussion with SCAG staff, OCTA understands that differences in underlying assumptions is the reason for the differences in projected local, state and federal sources. SCAG assumes significantly less long-term revenues from state and federal sources because of an assumption that air quality mandates will result in alternate vehicle and fuel usage that will generate fewer gas tax dollars. Additionally, SCAG includes gas tax subvention dollars only for regionally significant arterials, whereas OCTA includes 100 percent of these revenues. In addition, the SCAG revenue forecasts assume that the region's growing senior population will create a shift in spending patterns and reduced tax revenues. On the expenditure side, SCAG assumes a commensurate lesser amount. Since the Draft 2004 RTP includes all of Orange County's transportation project nominations, OCTA acknowledges the projected revenue variances without prejudice against the plan.



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Ex-Office Member

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Arthur T. Leahy
Chief Executive Officer

February 3, 2004

Mr. Mark Pisano
Executive Director
Southern California Association of Governments
818 West Seventh Street, 12th floor
Los Angeles, CA 90017-3435

Subject: Comments on Draft 2004 Regional Transportation Plan

Dear Mr. Pisano:

Thank you for the opportunity to offer Orange County Transportation Authority's (OCTA) comments on the Southern California Association of Governments (SCAG) Draft 2004 Regional Transportation Plan (RTP). The OCTA Board voted 11-0 on January 12, 2004, to approve the comments composed by OCTA's Strategic Planning staff. We found the plan to be well written and SCAG's staff and consultant's cooperative during the preparation and review of the Draft 2004 RTP. OCTA appreciates that the document contains all of our regionally significant projects. The Draft 2004 RTP reflects Orange County's local priorities as documented in OCTA's long-range planning document, "Directions 2030."

On November 20, 2003, OCTA Strategic Planning staff met with SCAG's planning staff and presented a comprehensive matrix of comments on specific OCTA transportation projects and on general assumptions outlined in the Draft 2004 RTP. The matrix, which was officially transmitted to SCAG's planning staff on December 2, 2003, highlighted omissions and errors in the Draft 2004 RTP regarding numerous OCTA projects. The matrix included proposed changes and corrections to affected OCTA projects. In addition, to requesting the incorporation of OCTA comments on the aforementioned matrix, the following are OCTA's major comments regarding the Draft 2004 RTP:

Growth Assumptions

OCTA appreciates SCAG staff's willingness to work with OCTA, the Orange County Council of Governments, and the Center for Demographic Research to ensure that the growth assumptions for Orange County's population, households and employment in the 2004 Draft RTP are consistent with the locally approved growth forecasts. A consistent set of growth projections

000031

letter regarding the Draft 2004 RTP is attached to this report.

At its February 2004 meeting, the OCCOG Board received a briefing regarding the Draft 2004 RTP and at that time requested that the Board take action in March 2004 to support OCTA's comments.

Recommendation: Support OCTA's comments regarding the Draft 2004 Regional Transportation Plan.

Attachment: OCTA's February 3, 2004, Draft 2004 RTP Comment Letter

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

000030

ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM V. A.

STAFF REPORT

Draft 2004 Regional Transportation Plan (RTP)

Summary:

Subject:

The Southern California Association of Governments (SCAG), as the region's federally-designated Metropolitan Planning Organization, is responsible for updating the Regional Transportation Plan (RTP) for the region every three years. The current Draft 2004 RTP is scheduled for adoption in April 2004. The RTP update reflects population, housing, employment, environmental, land-use forecasts and technology changes. This regional planning document is required by a number of state and federal mandates and requirements, which include the ISTEA, Clean Air Act and the California Clean Air Act. According to SCAG, the RTP "is a long term vision document that outlines transportation goals, objectives, and policies for the SCAG Region."

OCCOG, as one of SCAG's 13 subregions and a major stakeholder in regional transportation issues, provides a forum for discussing the draft RTP, assists SCAG in coordinating Orange County outreach efforts and joins with the Orange County Transportation Authority (OCTA) in reviewing and commenting on the plan.

During the past several months, SCAG has held over 40 outreach events for the Draft 2004 RTP in Orange County at which comments regarding the draft plan were collected. Draft RTP presentations have been conducted for OCCOG, special districts, business organizations and community groups. SCAG staff has fulfilled every request that OCCOG has made for presentations and outreach.

In addition, OCCOG, OCTA and the Center for Demographic Research has held a series of meetings to discuss RTP projection issues and specific transportation projects in the RTP. SCAG staff has been very cooperative in this process and has worked with the Orange County team to develop the Orange County Projections 2004 for use as Orange County's projections for incorporation into SCAG's growth forecast.

OCTA, as the County's transportation agency, has taken a lead in conducting a thorough review of the draft plan. OCTA's comment

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ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM IV. F.

STAFF REPORT

Inter-Regional Partnership

Summary:

The IRP will conclude in June 2004. OCCOG and WRCCOG staff are in the process of finalizing the mixed-use toolkit, the website-ready database with Inland Empire Economic Partnership, and the final report that will be submitted to HCD in July.

OCCOG staff is continuing to conduct an internal revision and review process. These revisions are then being passed to the IRP TAC, who is meeting on a monthly basis to provide technical review and feedback to staff. Additionally, the IRP Policy Committee has two remaining meetings, April 16, 2004 and June 18, 2004. Final products and reports will also be made available to the OCCOG Board.

Recommendation: Receive report.

Attachment: None

Staff Contact: Heather Dion, Regional Issues Analyst, 917/972-0077

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ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM IV. E.

STAFF REPORT

Reduce Orange County Congestion Program (ROCC)

Summary:

The ROCC Technical Advisory Group held their second meeting on Tuesday, March 2, 2004. Chair Jim Hart of Rancho Santa Margarita led the committee in a discussion of the criteria and the development of a point system for ranking the project proposals. The committee agreed to a 100 point system with the potential for bonus points in certain areas. The committee adjourned their meeting until Tuesday, March 23, 2004 at which time they will review the first draft of the project criteria. The committee anticipates submitting the criteria to the Board of Directors at the April meeting of the Board.

Recommendation: Receive Report.

Attachment: None

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

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ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM IV. D.

STAFF REPORT

Subject: Growth Visioning Workshop Update

Summary:

The OCCOG Growth Visioning Workshop was held Wednesday, March 3, 2004 at the Tustin Community Center. There were approximately 100 people who attended, which included thirteen elected officials, representatives from twenty-six cities, Caltrans, OCTA, special districts, and the development community. The feedback received from participants was extremely positive.

OCCOG staff will be working with the consultants to outline the final report, which is expected in mid-April. The final report will outline the process staff and participants engaged in leading up to the workshop, and the actual exercises undertaken at the workshop. In addition, OCCOG staff will use the final report to begin formulating next steps for the OCCOG's Growth Visioning Program.

Recommendation: Receive report.

Attachment: None

Staff Contact: Heather Dion, Regional Issues Analyst, 917/972-0077

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MSRC's Local Government Match Program Still Accepting Applications

The Mobile Source Air Pollution Reduction Review Committee's (MSRC) Local Government Match Program has \$3 million available for cities and counties. Under this program, the MSRC is co-funding projects that utilize local municipalities' AB 2766 Subvention Funds by providing a funding match for projects in specific areas including:

- Alternative fuel infrastructure;
- Medium and heavy-duty alternative fuel vehicles;
- Park-and-ride facilities; and
- Video-conferencing equipment.

The deadline for applications is April 9, 2004. Applications can be downloaded by logging onto www.msrc-cleanair.org.

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

AIR QUALITY UPDATE March 2004

SCAQMD Conducting Outreach for Draft Model Air Quality Element

The South Coast Air Quality Management District (SCAQMD) is holding a series of outreach sessions regarding a draft Model Air Quality Element (MAQE) for consideration by local jurisdictions in the adoption or amendment of their general plans. This draft document has been developed as part of SCAQMD's Environmental Justice program. It contains a wide range of options for local governments to meet their particular needs and is entirely voluntary. One outreach session will be held at the April 6, 2004, OCCOG TAC meeting. Once this round of outreach is completed, the draft MAQE will be presented to the AQMD Governing Board. If approved, SCAQMD staff plans to present the MAQE to city and county governments within Orange, Los Angeles, Riverside and San Bernardino counties for their voluntary consideration.

SCAQMD to Provide \$12 Million for Clean School Buses

The SCAQMD adopted in February 2004 a Clean School Bus Initiative, committing \$12 million to replace and retrofit diesel buses. The school bus initiative will provide funding to help purchase clean-burning natural gas-powered buses as well as particulate traps for installation on diesel-powered buses. Specifically, the initiative will provide:

- \$7.2 million, and up to \$60,000 per CNG bus purchased, resulting in the replacement of at about 120 diesel buses. Public schools and private companies will be eligible for the funding, with public schools receiving first priority. Public schools can receive an additional \$12,000 per bus for natural gas fueling infrastructure. Buses eligible for replacement must be 1986 and older models, with 1976 and older models given priority. Replaced diesel buses must be completely destroyed by crushing; and
- \$4.8 million -- \$6,500 per diesel bus -- for installation of retrofit particulate traps capable of reducing particulate matter by more than 85 percent. The traps are effective only on 1994 and newer model buses. Both public and private fleets are eligible, and most 1994 and newer public school buses already have been retrofitted with the traps. The funding, which also includes \$500 per fleet for the initial incremental cost of low-sulfur diesel fuel, is expected to place more than 650 particulate traps on buses.

000021



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: March 2004 Report

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

f. SCAG Compass Review

Joe Carreras

Action: Receive report

Joe Carreras of SCAG presented a summary of the Compass Program including an interim report on what the program is trying to achieve; this report is available at OCCOG for review.

Mr. Carreras made the point that Orange County responses to the Compass process, on average, have been more technical than other regions. It is important to remember that the project will be more schematic and conceptual in nature and that there will be plenty of time for additional input in April and May of 2004.

The large Compass maps were distributed to OCCOG TAC members at the meeting to review and to indicate where there were differences in land-use and projected development. Participants were encouraged to draw on the maps and make corrections based on expert knowledge of their own communities. The maps were then collected and returned to SCAG for corrections.

IV. MATTERS FROM COMMITTEE MEMBERS

There were no additional matters from committee members.

V. MATTERS FROM STAFF

There were no additional matters from staff members.

VI. ADJOURNMENT

Heather Sowers

Next Meeting: Tuesday, April 6, 2004 at the City of Orange, City Hall, Conference Room C.

City of Orange
City Hall, Conference Room C
300 East Chapman
Orange, CA 92866

000017

c. ROCC Update

Matthew Henkes

Action: Receive report

The Reduce Orange County Congestion (ROCC) Technical Advisory Group held its first meeting on February 3, 2004. At that meeting, the ROCC Group began developing the criteria for project proposals. Currently, \$1 million are earmarked by the federal government for Orange County projects that seek to reduce congestion. Dollars are reimbursement funds. There is a four-year window for OCCOG to submit the application which includes the selected projects to the FHA. Once the money has been allocated by the federal government to selected projects, local governments will have one year to use the allotted money. Pat Dapkus, Heather Sowers and Richard Marcus (OCCOG TAC members) are also serving on the ROCC Group.

d. Inter-Regional Partnership Report

Heather Dion

Action: Receive report

Heather Dion handed out a copy of the final report update for the Inter-Regional Partnership (IRP). The IRP will conclude June 2004. Currently, staff is doing internal reviews of all reports for the final Policy Committee meeting that will take place at the Corporate Yard in Corona on April 16, 2004.

e. Air Quality Update

Annabel Cook

Action: Receive report

Annabel Cook began her report about the MATES III Study that measures toxic contaminants in several regions, including Orange County, where there is only one monitoring site in the Anaheim area. A list of sites is available for review.

Next, Ms. Cook reported that Linda Daily of Huntington Beach has volunteered to serve as the Orange County cities representation to the MSRC. Ms. Daily has experience in public works in the area of contracts and grants.

Finally, the California Air Resources Board (CARB) has released an Air Quality Land-Use Handbook that describes incompatible land-uses for air quality management. This is available in its third draft form on their website. This document also provides local jurisdictions with examples of mixed-use and infill development possibilities. CARB needs help in distributing this resource to local governments.

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ORANGE COUNTY
COUNCIL OF GOVERNMENTS

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

TECHNICAL ADVISORY COMMITTEE

HELD

March 2, 2004

A regular meeting of the Orange County Council of Governments Technical Advisory Committee was called to order at 10:00 a.m. by Heather Sowers at the City of Orange Water Department, 189 South Water Street, Orange, CA 92866.

I. CALL TO ORDER/INTRODUCTIONS

Heather Sowers

Roll was taken by sign-in sheet.

II. PUBLIC COMMENTS

There were no public comments

III. REPORTS

a. Update on OCCOG Board Meeting

Heather Dion

Action: Receive report

Heather Dion (OCCOG) reported that the OCCOG Board adopted OCP 2004 for use as the Orange County growth forecast. The OCCOG Board was highly complementary of all staff involved in the OCP adoption process especially Bill Gayk. Additionally, the Board requested to take action supporting OCTA's position on the draft 2004 RTP at the next meeting.

b. Orange County Projections Update

Bill Gayk

Action: Receive report

Bill Gayk reported that the OCP 2004 was officially adopted by the OCCOG Board and will be transmitted to SCAG.

000015



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM IV. B.

STAFF REPORT

Subject: Report on March 2, 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 minutes for review.

Recommendation: Receive report.

Attachment: Minutes from the March 2, 2004, OCCOG TAC meeting

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

000013

3. Board Member Bates discussed the Compass process and the relationship between natural changes based on demographics vs. what has to be done in order to effectuate change.
4. Board Member Alternate Bilodeau reported that he just recently returned from Washington, D.C. with three water district representatives, and they attended a meeting with all six Congressional representatives to discuss water issues in Orange County.
5. Board Member Cook reported that the SCAG Compass meeting will be held on Friday, February 27, 2004, at the Port of Los Angeles, from 8:30 a.m. to 1:30 p.m.
6. Board Member Perry discussed the Compass policy dialogue scheduled following the March 25, 2004 OCCOG Board meeting, and asked staff to send a notification separate from the OCCOG meeting agenda to all Board members and alternates, delegates, special districts and agencies, and OCTA Board members regarding the dialogue.
7. Board Member Perry reported that SCAG selects two members from Southern California to participate in the leadership program, and Board Member Cook was one of two members selected for participation. She asked Board Member Cook to provide an update of the leadership program at an upcoming OCCOG Board meeting.

VIII. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

IX. MATTERS FROM STAFF

1. Annabel Cook reminded the Board that the OCCOG Growth Visioning Workshop is scheduled for Wednesday, March 3, 2004, from 10:30 a.m. to 3:00 p.m. at the Tustin Community Center

X. ADJOURNMENT

Chair Bone adjourned the meeting at 10:03 a.m. to the next regular meeting, to be held on Thursday, March 25, 2004, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

CHAIR OF THE ORANGE COUNTY COUNCIL OF
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

CLERK OF THE BOARD

000011

Board Member Anthony reported that CenterStone Communities is another builder with expertise in the areas of mixed use and infill development.

Action: Board Member Anthony moved, Board Member Bates seconded, and the motion carried unanimously, that the Board receive and file the Growth Visioning Program report.

C. Reduce Orange County Congestion Program

Matthew Henkes provided background information on this item, and reported that the next ROCC Technical Advisory Group meeting will be held on Tuesday, March 2, 2004, following the TAC meeting.

Action: Board Member Brown moved, Board Member Perry seconded, and the motion carried unanimously, that the Board receive and file the Reduce Orange County Congestion Program report.

D. Inter-Regional Partnership Update

Heather Dion provided background information on this item, and reported that WRCOG and OCCOG are currently working on internal reviews and revisions to the Mixed-Use and Infill Toolkit, and a final draft will be presented to the IRP Policy Committee on April 16, 2004. Ms. Dion also reported that a wrap-up/review of accomplishments of the Inter-Regional Partnership will take place in June, 2004.

Action: Board Member Perry moved, Vice-Chair Dixon seconded, and the motion carried unanimously, that the Board receive and file the Inter-Regional Partnership update report.

E. Report from OCCOG Chair – Federal Advocacy Update

Chair Bone reported that he, along with Vice-Chair Dixon and Board Member Perry, traveled to Washington, D.C. on January 26-28, 2004, and met with several legislators, including Barbara Boxer, Gary Miller, Chris Cox, Dana Rohrabacher, Loretta Sanchez, and Ken Calvert, regarding Federal Advocacy issues.

Chair Bone reported that letters regarding representation from Council Members for SCAG policy committees will be mailed next week, and decisions regarding appointments should be made within thirty days.

VII. MATTERS FROM BOARD MEMBERS

1. Board Member Perry reported that the next Leadership Symposium meeting will be held on Friday, April 30, 2004, and OCCOG Board members will be invited to attend to discuss next steps.
2. Board Member Perry asked Annabel Cook to provide an update regarding the Compass process at the March 25, 2004 OCCOG Board meeting.

VI. REPORTS

A. Review of the 2004 Regional Transportation Plan

Annabel Cook provided background information on this item.

Vice-Chair Dixon reported that there will be a presentation on the 2004 RTP at the OCTax Board of Director's meeting on Thursday, March 25, 2004, at 4:00 p.m. at the Orange County Board of Education headquarters. He further inquired that if the OCCOG Board takes a position, can the Board take a position in support of OCTA's action.

Board Member Perry reported that she supported Board Member Dixon's idea of supporting OCTA's letter. She indicated that on page 3 of OCTA's comment letter on the Draft 2004 RTP (page 37 of the agenda packet), the High Speed Rail/Maglev is shown as a study line and is on the map.

Chair Bone requested a presentation on the Maglev system at an upcoming OCCOG Board meeting.

Vice-Chair Dixon indicated that it is important that OCTax looks at this issue due to innovative funding issues in the RTP that have not been included in the past.

Action: Board Member Keenan moved, Vice-Chair Dixon seconded, and the motion carried unanimously, that the Board receive and file OCTA's comment letter regarding the Draft 2004 Regional Transportation Plan.

B. Growth Visioning Program

Heather Dion provided background information on this item, reporting that the OCCOG Growth Visioning Workshop is scheduled for Wednesday, March 3, 2004, from 10:30 a.m. to 3:00 p.m. at the Tustin Community Center. She indicated that there are five OCCOG Board members currently attending, and 50% of registrations thus far are from elected officials.

Chair Bone encouraged Board members to invite their respective Community Development departments and staffs to attend the workshop.

Board Member Perry suggested encouraging planning commissioners to attend the workshop as well.

Chair Bone inquired as to whether any developers had registered for the workshop, and Ms. Dion reported that there were no developers registered at this time.

Annabel Cook reported that the workshop is geared towards elected officials and decision makers, including planning commissioners and planning staffs. She indicated that the next step in the Growth Visioning process would be to schedule a workshop targeted towards stakeholders, including outreach to special districts. Board Member Perry reported that there are a few builders in particular with expertise in the areas of mixed use and infill development, including The Olson Company, KB Home, and CIM Group that would be a valuable resource for those cities currently working on infill/redevelopment maps.

000009

II. OATH OF OFFICE

The Clerk of the Board administered the Oath of Office to Denis Bilodeau, Alternate, OCTA.

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT CALENDAR

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

A. Minutes from November 20, 2003, and January 22, 2004, Board Meetings

Action: Approved minutes, with Board Member Bates abstaining on the minutes of January 22, 2004, due to his absence from the meeting.

B. Report on the OCCOG TAC

Action: Received report.

C. Air Quality Report

Action: Received report.

V. ACTION ITEMS

A. Adoption of Orange County Projections 2004.

Annabel Cook provided background information on this item.

Action: Board Member Dixon moved, Board Member Perry seconded, and the motion carried unanimously, to adopt Orange County Projections 2004 at the County and RSA levels, and transmit OCP 2004 to the Southern California Association of Governments for incorporation into SCAG's growth forecast.

Vice-Chair Dixon thanked Bill Gayk for all of his hard work and efforts on behalf of Orange County.



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

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

BOARD OF DIRECTORS

HELD

February 26, 2004

A regular meeting of the Orange County Council of Governments was called to order at 9:10 a.m. by Chair Lou Bone at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice-Chair Richard Dixon.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Clerk of the Board.

PRESENT:

Lou Bone, Chair, District 17
Richard Dixon, Vice-Chair, District 13
Alta Duke, District 18
(arrived at 9:20 a.m.)
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
(arrived at 9:20 a.m.)
Phil Anthony, ISDOC
Shirley McCracken, OCSD
Denis Bilodeau, Alternate, OCTA
Dave Swerdlin, TCAs
Susan Katsaros, University Representative
(arrived at 9:35 a.m.)
Al Hollinden, Private Sector

ABSENT:

Cathryn DeYoung, District 12
Tod Ridgeway, District 14
Libby Cowan, District 15
Richard Chavez, District 19
Peter Herzog, OCD, LOCC
Chris Norby, SCAG-County-Rep.
Bill Craycraft, SCAQMD-Cities Rep.
Jim Silva, SCAQMD – County Rep.

VACANT:

District 16

000007



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM IV. A.

STAFF REPORT

Subject: Minutes from February 26, 2004 OCCOG Board of Directors Meeting

Summary: Attached are the minutes from the February 26, 2004 OCCOG Board of Directors meeting.

Recommendation: Approve minutes.

Attachment: Minutes from February 26, 2004 OCCOG Board of Directors Meeting

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

000005

- B. Appoint OCCOG Subregional Representatives (Annabel Cook)
to SCAG Policy Committees

Recommended Action: Appoint OCCOG Subregional
Representatives to SCAG Policy Committees.

VI. REPORTS

- A. Report from OCCOG Chair (Chair Bone) 43

Recommended Action: Receive and file.

VII. MATTERS FROM BOARD MEMBERS (Chair Bone)

VIII. MATTERS FROM MEMBER AGENCIES (Chair Bone)

IX. MATTERS FROM STAFF (Chair Bone)

XI. ADJOURNMENT

Next Meeting: Thursday, April 22, 2004, 9:00 a.m.

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 agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

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

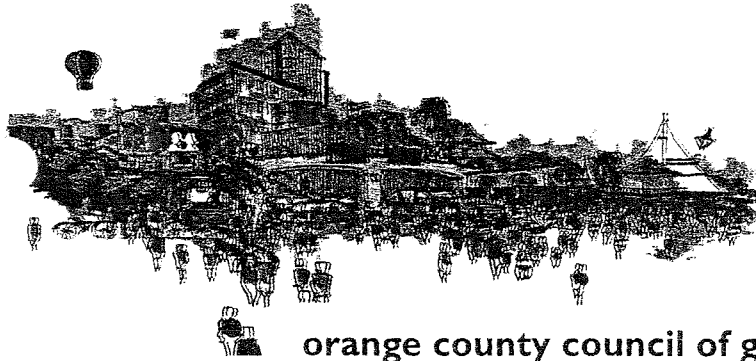
IV. CONSENT CALENDAR

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 February 26, 2004,
Board Meeting | (Clerk of the Board) | 5 |
| | <i>Recommended Action:</i> Approve minutes. | | |
| B. | Report on the OCCOG TAC | (Joel Rosen,
OCCOG TAC Chair) | 13 |
| | <i>Recommended Action:</i> Receive report. | | |
| C. | Air Quality Report | (Annabel Cook) | 19 |
| | <i>Recommended Action:</i> Receive report. | | |
| D. | Growth Visioning Program | (Heather Dion) | 23 |
| | <i>Recommended Action:</i> Receive and file. | | |
| E. | Reduce Orange County Congestion
Program | (Matthew Henkes) | 25 |
| | <i>Recommended Action:</i> Receive and file. | | |
| F. | Inter-Regional Partnership Update | (Heather Dion) | 27 |
| | <i>Recommended Action:</i> Receive and file. | | |

V. ACTION ITEMS

- | | | | |
|----|---|----------------|----|
| A. | Draft 2004 Regional Transportation Plan | (Annabel Cook) | 29 |
| | <i>Recommended Action:</i> Support OCTA's comments regarding the Draft 2004 Regional Transportation Plan. | | |



orange county council of governments

Regular Meeting of the BOARD OF DIRECTORS

Please note – There is a special Southland Policy Dialogue scheduled to follow this Board meeting, which should adjourn at 9:30 a.m. All Boardmembers are asked to stay for the Dialogue, which will begin at 9:30 a.m. and end at approximately 12:00 p.m. Please see the enclosed information regarding the Dialogue.

Meeting Date / Location

Thursday, March 25, 2004
9:00 a.m. – 9:30 a.m.
Orange County Sanitation District
10844 Ellis Avenue
Mountain Valley, California

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

AGENDA ITEM

STAFF

PAGE

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

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Lou Bone)

- Lou Bone, Chair, District 17
- Richard Dixon, Vice-Chair, District 13
- Cathryn DeYoung, District 12
- Tod Ridgeway, District 14
- 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
- Phil Anthony, ISDOC
- Peter Herzog, OCD, LOCC
- Shirley McCracken, OCSD
- Denis Bilodeau, OCTA
- Chris Norby, SCAG-County Rep. (*not activated*)
- Bill Craycraft, SCAQMD – Cities Representative
- Jim Silva, SCAQMD–County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Al Hollinden, Private Sector

County of Orange

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


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.
600 West Santa Ana Boulevard, Suite 214, Santa Ana, California 92701 714/972-0077 714/972-1816 fax
occog@occities.org www.occities.org/occog

Agenda Item 28

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: April 20, 2004

SUBJECT: Poet Laureate Report.

The Program Committee and the Poet Laureate sponsored a community poetry reading on Sunday, March 21 from 1:30-3:00 PM. Twenty-one poetry readers participated and it was a fun event. Readers ages ranged from teenagers to seniors. Next school year we may organize similar events.

Agenda Item 27

To: Elizabeth Minter, Library Director

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

Date: April 20, 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			\$1,000
Wells Fargo	\$2,000	6/26/03			\$2,000		
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				
Total:	\$101,500		\$90,000	\$2,000	\$9,500		\$14,000

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			
Total:	\$228,000		\$225,000		\$3,000	

Agenda Item 26

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: April 20, 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.

Proposition 8 allowed for **property** assessments to be reduced in case of fire or other disaster.

The language of Proposition 13 "was sitting there the whole time and Judge Watson didn't get it," Moorlach said.

Despite the potential loss to the county, Watson's ruling was popular among homeowners who had been hit with double-digit percentage increases in their **property** assessments.

Watson made the case a class-action, meaning it applied to all county **property** owners who had their **property** assessments recaptured.

Among those disappointed by Friday's ruling was Nedra Crocker, a retired graphics artist from Fullerton, who has appealed her home's assessment several times. After she would win a reduction in value, the county would return the following year and recapture it, she said.

"Every year is a renewed fight," she said, even as neighbors who more recently bought their homes during a period of depressed prices saw their increases rise no more than 2% each year.

In an apparent show of sympathy with homeowners, the Orange County Board of Supervisors voted 4 to 1 against appealing Watson's ruling.

Supervisors said it was up to the assessor to defend his assessment practices, and Guillory's office filed the appeal.

In a brief filed with the appellate court, state finance officials estimated that \$5.3 billion in refunds would have come from the state to reimburse refunds given by school districts.

County and city governments would lose \$4.7 billion from refunds and would suffer from a future drop in their **tax** base.

The state refund estimates were based on four years' worth of repayments -- the maximum allowed under the statute of limitations -- even though Watson's ruling potentially extended refunds back to 1978, the year Proposition 13 was passed.

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Record Number: 000019766

Article Bookmark(OpenURL Compliant):[California Prop. 13 Ruling Means No Tax Refund](http://docs.newsbank.com/openurl?ctx_ver=z39.88-2004&rft_id=info:sid/iw.newsbank.com:NewsBank:LATB&rft_val_format=info:ofi/fmt:kev:mtx:ctx&rft_dat=10198F99B58C320B&svc_dat=InfoWeb:aggregated3&req_dat=0DD3136CACEC4DEA) Judges reverse a decision that could have made counties return \$10 billion collected under their reading of the law. (Los Angeles Times, March 27, 2004)

http://docs.newsbank.com/openurl?ctx_ver=z39.88-2004&rft_id=info:sid/iw.newsbank.com:NewsBank:LATB

http://docs.newsbank.com/openurl?ctx_ver=z39.88-2004&rft_id=info:sid/iw.newsbank.com:NewsBank:LATB&rft_val_format=info:ofi/fmt:kev:mtx:ctx&rft_dat=10198F99B58C320B&svc_dat=InfoWeb:aggregated3&req_dat=0DD3136CACEC4DEA

The case involved Seal Beach homeowner Rob Pool, a **tax** attorney who vowed to ask the state Supreme Court to review the unanimous decision released Friday.

The appellate justices were intimidated by the possibility of a flood of refund requests, he said, which representatives for state and local government argued in court briefs that they could not afford.

"I still think it's all about the money," Pool said. "They're not dealing with the pure language of the [law]."

"For the state of California, this was proper and just," said Orange County Assessor Webster J. Guillory.

Local government officials statewide were concerned about a contrary outcome, said Tom Wilson, chairman of the Orange County Board of Supervisors.

If the justices had upheld Watson's 2001 ruling, the county's general fund would have had to repay \$18.6 million in **property taxes**, county Auditor-Controller David E. Sundstrom estimated.

"I'm sure officials all over the state are cheering," Wilson said. "This sets a precedent and gives us a measure of relief. We've had enough to deal with from the state budget."

State officials were also relieved.

"The ruling means the state doesn't have a multibillion-dollar threat to its budget," said H.D. Palmer, spokesman for the Department of Finance.

"The fiscal threat was substantial, at a time we're already trying to close a budget gap of \$14 billion."

Pool and his wife, Renee Bezaire, were sued by Orange County in 1998 after successfully arguing before a local assessment appeals board that the 4% increase in their home's assessment that year violated Proposition 13's provisions.

The couple and their attorney, Pool's law partner David Gangloff, argued that Proposition 13 limited assessment increases to no more than 2% over the previous year, regardless of whether the **property's** value had recovered from a stagnant real-estate market.

Guillory and his attorney, Robert D. Luskin, argued that the 2% annual limit applied overall to each year since the **property** was purchased.

Even if there had been a temporary drop in value, they said, assessors were allowed to "recapture" the 2% annual amount that hadn't been collected once the **property** regained its value.

The appellate court's 17-page decision sided with Guillory's argument. The 2% annual limit on **property** assessment increases, they said, was tied to the original purchase price, not to the previous year's assessment.

However, the overall increase could not exceed more than 2% for each year after the **property** was purchased or underwent major construction.

The judges did a thorough job in studying the language of Proposition 13 and a second measure, Proposition 8, which was passed in 1978, said Orange County Treasurer John M.W. Moorlach.

NewsBank InfoWeb

America's Newspapers

Estimated printed pages: 4

Los Angeles Times

March 27, 2004

Edition: Home Edition

Section: California

Page: B-1

Index Terms:

ORANGE COUNTY

SANTA ANA (CA)

COURT RULINGS

PROPERTY ASSESSMENT

PROPOSITION 13 (PROPERTY TAX)

California

Prop. 13 Ruling Means No Tax Refund

Judges reverse a decision that could have made counties return \$10 billion collected under their reading of the law.

Author: Jean O. Pasco; Times Staff Writer Metro Desk

Article Text:

A state appeals court in Santa Ana on Friday spared governments across California a potential \$10-billion hit by upholding how Orange and other counties assess **property taxes**.

The 4th District Court of Appeal said the technique used by Orange County in assessing **taxes**, called recapturing, and which is also used by counties across California, is constitutional under Proposition 13, the landmark **property tax** limit approved by voters in 1978.

The process allows the **tax** assessor to increase the value of **property** above Proposition 13's annual 2% limit after it has lost value or stayed flat in previous years, in order to recover revenues lost because of the temporary market decline.

"The temporary nature of any reassessment for a decline in value cannot be overstressed," Presiding Justice David G. Sills wrote for the court.

The ruling overturns an earlier decision by Orange County Superior Court Judge John M. Watson that invalidated the commonly accepted practice.

Had the appellate court upheld Watson's ruling, the state estimated that as much as \$10 billion in **property tax** revenue would have had to have been refunded to **property** owners whose assessments increased more than 2% in a year.

NewsBank InfoWeb

America's Newspapers

Estimated printed pages: 1

The Orange County Register

March 27, 2004

Edition: 1

Section: News

Page: Cover

State dodges bullet as court rejects property tax refunds // Seal Beach homeowner's earlier Prop. 13 victory had put billions in California coffers at risk.

Dateline: SANTA ANA

Article Text:

SANTA ANA An appeals court ruling on Friday snuffed out a nascent effort by local **tax** fighters to change how **property taxes** are calculated, saving the state billions of dollars in refunds -- at least for now.

The 4th District Court of Appeal overturned a December 2001 decision by Superior Court Judge John M. Watson that said Proposition 13 limits **property** assessment increases to 2 percent in any year. The appeals court said Watson's ruling defied the state constitution, amended by Proposition 8, a refinement of Prop. 13 that allows increases greater than 2 percent to make up for **property** value lost during slumping or stagnant years.

Had the earlier ruling stood, county taxpayers would have been entitled to more than \$400 million in refunds. Statewide, refunds were estimated at \$10 billion. Given the state's budget crisis, that likely would have forced the governor and the Legislature to raise **taxes**, county Treasurer-**Tax** Collector John Moorlach said.

Losing Seal Beach homeowner Robert Pool plans to appeal.

(714) 285-2862 or dfoley@ocregister.com.

MORE ON NEWS 4

Robert Pool

Memo:

assessmain.0327

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Case file

Background: Superior Court Judge John M. Watson startled government officials when he ruled in 2001 that the assessor was violating Proposition 13's constitutional limit by increasing some **property** owners' home values by more than 2 percent in a given year.

Assessors statewide have been lowering **property** assessments during down market years and recouping values when the economy improved.

Assessor Webster Guillory appealed, and the county auditor estimated that if Watson's ruling stood, local governments and schools might be liable for refunds to taxpayers of \$413 million.

What's new: The 4th District Court of Appeal in Santa Ana ruled unanimously that Watson erred, supporting the assessor's practice. Read the ruling at [www.courtinfo.ca.gov /courts/courtsofappeal /4thDistrictDiv3/](http://www.courtinfo.ca.gov/courts/courtsofappeal/4thDistrictDiv3/).

What's next: Possible appeal to California Supreme Court.

Memo:

assess.s0327

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Record Number: 66987426

Article Bookmark(OpenURL Compliant):County had \$413 million at stake Case file // The issue: Could property valuations rise more than 2 percent in a given year?
(The Orange County Register, March 27, 2004)
http://docs.newsbank.com/openurl?ctx_ver=z39.88-2004&rft_id=info:sid/iw.newsbank.com:NewsBank:OCRB&rft_val_format=info:ofi/fmt:kev:mtx:ctx&rft_dat=101C8BDF79DBF97A&svc_dat=InfoWeb:aggregated3&req_dat=0DD3136CACEC4DEA

Supervisors refused, but they allocated money for Guillory to hire his own attorneys to do so. Supervisors also allocated money to Treasurer-Tax Collector John Moorlach, who would have to process any **tax** refunds that might result from the case.

Q. What's at stake?

A. Plenty. A year ago, county Auditor-Controller David Sundstrom calculated how much money would be returned to taxpayers if every person whose values had been increased through the disputed method were given a full refund. His estimate: \$413 million. Further, the county's **property-tax** base would be reduced \$167 million, shrinking future **tax** receipts. If applied statewide, the estimated refunds to taxpayers totaled \$10 billion. Using Watson's interpretation also would have changed the way all 58 county assessors do things. Moorlach said a \$10 billion reduction in government revenue, given the state's current financial troubles, would have forced Gov. Arnold Schwarzenegger and the Legislature to raise **taxes**.

Q. What about individual taxpayers?

A. Every case would be different, but for Jacob Paperman of Placentia, the refund would have amounted to about \$250 a year since his 2000-2001 home assessment, which increased 17.5 percent. His home's value declined in the mid-1990s and has increased by 2 percent or less every year except 2000-2001.

"It just seemed so large an increase," said Paperman, 78, a retired California State University, Fullerton, accounting professor. "I guess I can afford it. I won't say I am entirely disappointed by the court's ruling. With the current state of finances, the county would have been near financial disaster."

John Coupal, head of the Howard Jarvis Taxpayer Association, called Friday's decision "unfortunate for taxpayers. This is a warning to anyone who has received a reduction that assessors throughout California will be ratcheting up **property taxes**."

Q. So, is this case over?

A. Unknown. Pool said he will file a petition to the state Supreme Court, which he can do in about 30 days. "But the harsh reality is that the Supreme Court receives about 1,000 petitions of appellate cases a year and selects about 100," he said. "It's entirely in their discretion."

Still, he said, "it ain't over until it's over, as they say."

Q. Who's paying for all this?

A. The appeals court ruled that each side must pay its own legal expenses. Pool was represented by partners in his law firm.

The assessor has spent \$950,000 defending his practices and the treasurer more than \$271,000 arguing that he should not be part of the suit and that it should not be a class action.

That was **tax** money.

(714) 285-2862

or dfoley@ocregister.com.

NewsBank InfoWeb

America's Newspapers

Estimated printed pages: 3

The Orange County Register

March 27, 2004

Edition: 1

Section: News

Page: Jump

County had \$413 million at stake Case file // The issue: Could property valuations rise more than 2 percent in a given year? .

Author: DENNIS FOLEY

Article Text:

Taxpayer-advocate groups and government leaders statewide have been waiting for Friday's appeals-court ruling in an Orange County case that challenged an interpretation of Proposition 13.

Q. What was at issue?

A. Each year, the county assessor evaluates every parcel of **property** and sends notices to **property** owners setting the taxable value.

He was challenged by one **property** owner who was assessed a 4 percent increase over the prior year.

That **property** owner, attorney Robert Pool of Seal Beach, said Prop. 13 limited increases to 2 percent.

Assessor Webster Guillory argued that the state constitution and **tax** code allowed assessors to increase values more than 2 percent in some years to recapture value lost during poor market conditions.

Q. How did we get to this point?

A. Pool won his challenge with a county assessment appeals board, which meant he was owed a refund of \$100.

But the county sued its appeals board, which opened the door for Pool to join the suit in Superior Court.

Superior Court Judge John M. Watson sided with Pool, and late in 2001 ruled the assessor's practice unconstitutional.

Early in 2002, Guillory asked the county Board of Supervisors to appeal the case.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ZDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: April 26, 2004

BACKGROUND:

The California Court of Appeals ruled in favor of Orange County, and all of its taxing agencies, on March 26, 2004.

This ruling could be appealed to the California Supreme Court. The appeal would need to be filed by the end of April 2004 so we should know soon if this process is at an end.

The newspaper coverage is included in Attachments A and B.

RECOMMENDATION:

Receive & File

FOR IMMEDIATE RELEASE

April 1, 2004

CONTACT: Sarah Dalton
916/654-1483

State Librarian of California, Dr. Kevin Starr Retires April 1, 2004

SACRAMENTO — Effective today, April 1, 2004, Dr. Kevin Starr is retiring as State Librarian of California after ten years of service at the California State Library.

Commenting on his tenure at the California State Library, Starr says, "For the past decade, it has been my honor and privilege to serve the people of California through librarianship. In the ten years that I've been State Librarian, I've tried to increase the visibility of the California State Library and the public libraries of California as these institutions serve the people and the heritage of our great state."

Governor Arnold Schwarzenegger has named Starr "State Librarian Emeritus." Governor Schwarzenegger says in an official proclamation to Starr that

"Your commitment to our state has earned you the respect and deep appreciation of your students, colleagues and fellow Californians. Therefore, it is my distinct honor to bestow on you the title of State Librarian Emeritus."

Starr said it has been his "pleasure to work with Governor Schwarzenegger and First Lady Maria Shriver." "As brief as our relationship has been," Starr says, "I am convinced that they will each find a place of honor in the history of our great state."

About his plans for the future, Starr says he will teach full-time at the University of Southern California, Department of History. Starr reports "three books under contract, one of which will complete my *Americans in the California Dream* series."

Biographical Sketch of Dr. Kevin Starr:

Kevin Starr is the seventh State Librarian of California since 1900. After graduation from the University of San Francisco in 1962, Starr served two years as a lieutenant in a tank battalion in Germany. Upon release from the service, Starr entered Harvard University where he took his MA degree in 1965 and his PhD in 1969 in American Literature. He also holds the Master of Library Science degree from UC Berkeley and has done post-doctoral work at the Graduate Theological Union. Starr has served as the City Librarian of San Francisco.

Starr currently holds the rank of University Professor at the University of Southern California in Los Angeles and, is a contributing editor to the Opinion section of the Los Angeles Times. The author of numerous newspaper and magazine articles, Starr has written ten books, six of which are part of his *Americans* and the *California Dream* series. His writing has won him a Guggenheim Fellowship, membership in the Society of American Historians, and the Gold Medal of the Commonwealth Club of California.

###

>2/3rds vote for a specific tax, and only a majority vote for a general
>tax increase, (the "Trust Me Taxes") when history shows it should be
>just the opposite. Senator Torlakson later asked, "Regarding
>libraries, for example - why not a 55 percent vote for passage of their
>issues? Why not put that on the table? Why should just schools have
>that authority? Libraries provide important educational, after-school
>services. This Governor is very big on after-school programs. One
>school in my district, shut down the school library and there are no
>after school services because of the \$2 billion cut to Proposition 98
>(school funding). Can we give more tools to libraries, and parks and
>recreation districts?" We thanked Senator Torlakson for raising the
>issue, and said that we would welcome additional revenue raising options
>for libraries.

>
>Senator Torlakson concluded by noting that the working group would spend
>the next meeting, (to be held later this week) addressing the issue of
>revenue swaps (i.e. trading a portion of the sales tax and the vehicle
>license fee, for an equivalent amount of the property tax). He said
>that the intent of the working group was to get as much work
>accomplished before the legislature's Easter Break, which commences
>April 2 and runs through April 11. Senator Torlakson is proposing to
>have recommendations incorporated into a legislative vehicle by April
>14. We will keep you posted as details continue to develop relative to
>the working group.

>this [Teleconnect Program]." She highlighted several communities in the
>Fresno area including Mendota and others that "aren't connected and
>don't even have a library." Note: CLA was subsequently told that
>Mendota is serviced by the Fresno County library.

>
>If you would be affected by Assemblywoman Reyes' proposal, please take a
>moment today to write Assembly Budget Subcommittee Chair, John Dutra and
>urge he and his subcommittee reject efforts to draft Budget Trailer Bill
>language linking the Teleconnect Fund eligibility to the mandatory
>installation of Internet filters.

>
>The Honorable John Dutra
>Chair, Assembly Budget Subcommittee Number 4 on General Government
>State Capitol
>Sacramento, CA. 95814

>
>
>III. SENATE LOCAL GOVERNMENT WORKING GROUP - DISCUSSION OF SPECIAL
>DISTRICTS AND MORE FINANCING "TOOLS" FOR LIBRARIES?

>
>Recently we reported that Senator Tom Torlakson has engaged a working
>group of city, county, and special district lobbyists to assist him and
>other members of the Senate Local Government Committee in coming up with
>a massive local government reform plan that would protect local revenue
>and perhaps give locals more tools and discretion over their funding.
>Last week, Senators Torlakson, Ross Johnson, and Bruce McPherson, along
>with the working group, heard presentations regarding special districts:
>what constitutes an "enterprise" district vs. a "non enterprise"
>district, how many are reliant upon the property tax, and what kind of
>services they provide.

>
>During discussion regarding removing special districts from the property
>tax, the lobbyist representing the special districts noted that fire
>protection districts are 70% reliant on the property tax, and mosquito
>vector control at 80%. CLA added that the libraries, most notably the
>so-called "ERAF Orphan" libraries, that are heavily dependent upon the
>property tax, would suffer tremendously. Senator Torlakson posed the
>question, "Why should you all be exempt from a property tax shift?" A
>representative from the water agencies responded, "Independent special
>districts did not create the state's spending problem. Please don't
>come to local taxpayers and ratepayers to solve the problem."

>
>The last portion of the meeting focused on the debate between fees and
>taxes. Senator Torlakson noted, "With the fees, you don't have
>Proposition 218 issues, you go to ratepayers, you have hearings, etc.
>Do the cities, counties and special districts need better tools like
>fees or taxes? Is there consensus with the cities, counties, and
>special districts regarding enabling local governments to face voters
>with proposals using a lower vote threshold, where the tax is targeted
>for specific services?" The representative for the California State
>Association of Counties noted that the constitution currently requires a

>Currently, the Department of Finance is recommending that the
>subcommittee neither authorize a modest backfill for the Teleconnect
>Program, nor authorize the PUC to increase the surcharge on rates to
>fund the program. Subcommittee Chairman, Assemblyman John Dutra
>inquired of the DOF, "Is it your intent to kill the program?" The
>representative from Finance stated, "No, but the PUC data and the actual
>expenditures have been wildly different. We are not comfortable making
>a finding that the PUC needs additional funds." The PUC has received
>complaints that the Teleconnect should not have had such a significant
>unspent surplus of over \$150 million last year, when the dollars were
>supposed to be available for schools, libraries, and other applicants.
>Chairman Dutra told the DOF, "Without the surcharge, it kills the
>program. There is no impact on the General Fund. And, unless you are
>going to write a check personally, it kills the program." The
>Department countered, "We feel they can restructure the program and do
>it within existing resources." The PUC agreed that there have been
>problems with the accounting side of the Teleconnect Fund, noting that
>the "numbers have been all over the map. The problem is invoices from
>carriers, etc. We think it is resolved now." Subcommittee member,
>Assemblywoman Sarah Reyes argued, "Isn't it true they can get E-Rate
>dollars? It is a much easier process than Teleconnect. I agree with
>the Administration that we can't ever get accurate information from the
>PUC. There was a huge surplus unused last year and we took it. It is
>frustrating knowing that some can go to E-Rate under the easier system."

>
>The comments by Assemblywoman Reyes sparked opposition from the school,
>library, and community-based organization representatives, who countered
>that E-Rate applications are incredibly difficult and complicated to
>fill out - with even the Department of Finance representative adding
>that it takes 40 hours to complete the application. During testimony by
>CLA, we added that in addition to the complexity of the applications,
>many libraries choose to not participate in E-Rate because it requires
>filtering of Internet terminals as a condition of receiving funds, and
>CLA believes filtering is a local control issue. Almost immediately
>after CLA had concluded testimony, Assemblywoman Reyes stated, "I am
>supportive of Budget Trailer Bill language to require filters in
>libraries as a condition of receiving Teleconnect Funds. There is no
>reason children should be looking at porn. Mr. Bermudez (referencing
>subcommittee member Assemblyman Rudy Bermudez) and I were just talking
>about it." (It should be noted that Assemblywoman Reyes authored
>legislation in 2001 to require libraries that receive state funds and
>provide Internet access to minors to purchase, install, and maintain
>filtering software that limits access to obscene or pornographic
>material. The bill was strongly opposed by CLA, and ultimately died in
>the Assembly Appropriations Committee.) The subcommittee did not
>address Assemblywoman Reyes' comments regarding Internet filters, but
>CLA will be working to oppose any efforts to link the Teleconnect funds
>with mandatory installation of Internet filters.

>
>Lastly, Assemblywoman Reyes noted that she would "not be supporting
>anything on the digital divide until some of my communities take part in

>"Because we waited a decade to put a library bond on the ballot, we had
>so much pent up demand." Senate Education Chair, Senator John
>Vasconcellos noted that if Senator Alpert was hoping to place SB 1161 on
>the November ballot, "We would have to move it through the process
>quickly, although I am not opposed to doing that."

>
>Testifying in support of the measure was Anne Cain, CLA Legislative
>Chair and Contra Costa County Library Director; Ann Cousineau, Chair of
>the 2000 bond effort and Solano County Library Director; and Susan
>Hildreth, CLA President and San Francisco Public Library Director. The
>lobbyist for the school library association, Jeff Frost, also lent his
>support, calling the joint use piece of the existing bond "very
>beneficial."

>
>Senator Vasconcellos, as a courtesy, allowed Senator Alpert to put her
>bill up for a vote, rather than place the bill on the traditional
>Education Committee "suspense file," due to its large cost. He added,
>"SB 1161 is not going to suspense because to fast track it to the
>ballot, Senator Alpert needs to negotiate with the Governor." The bill
>passed out on a bi-partisan, unanimous vote of those present, with the
>following Senators voting "aye:" Chairman Vasconcellos, Vice Chair
>Bruce McPherson, Richard Alarcon, Dede Alpert, Wes Chesbro, Jeff Denham,
>Betty Karnette, Pete Knight, Gloria Romero, and Jack Scott.

>
>II. ASSEMBLY HEARING ON TELECONNECT FUNDING - ASSEMBLYWOMAN
>PROPOSES BUDGET LANGUAGE REGARDING MANDATORY INTERNET FILTERS

>
>Last week the Assembly Budget Subcommittee Number 4 on General
>Government met to consider the issue of the Teleconnect Program under
>the Public Utilities Commission budget. As the background paper for the
>subcommittee hearing references, "The Teleconnect Program provides
>discounts on telephone service, and other advanced telecommunication
>services that provide access to the Internet (such as DSL services) to
>schools, libraries, and qualifying hospitals, health clinics, and
>community-based organizations. Currently, the program provides a 50
>percent discount regardless of the particular qualifying service or
>recipient. The service carrier applies this discount to the qualifying
>entity's telecommunications bill. The service carrier then submits
>claims to the PUC to be reimbursed for the discounts provided."

>
>The issues before the subcommittee were: 1) Is the Teleconnect Program
>successful, and if so, should it be continued? 2) The legislature
>"borrowed" \$150 million from the program last year to help balance the
>state Budget. Should General Fund dollars be provided to help backfill
>the "loan" that has yet to be repaid to the Teleconnect Fund, and should
>the PUC use its authorization to increase the surcharge rates? 3)
>Should libraries participating in the Teleconnect Program be required to
>participate in E-Rate as a condition of receiving funding? 4) Should
>Teleconnect discounts be targeted based on need (e.g. inner cities,
>rural areas, low-income communities, etc.)?

>

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:2114] NEWS FROM THE CAPITOL

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

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
>Sent: Tuesday, March 30, 2004 5:46 PM
>To: CLA Listserve- CALIX
>Subject: [CALIX:2114] NEWS FROM THE CAPITOL
>
>March 30, 2004
>
>TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
>
>FROM: Mike Dillon, CLA Lobbyist
> Christina Dillon, CLA Lobbyist
>
>RE: NEWS FROM THE CAPITOL
>
>
>I. LIBRARY BOND BILL PASSES FIRST COMMITTEE WITH BI-PARTISAN
>SUPPORT
>
>Last week, the Senate Education Committee considered SB 1161 by Senator
>Dede Alpert (D-San Diego) which would provide \$2 billion in general
>obligation bonds for the construction and renovation of public
>libraries, subject to voter approval on the November 2004 ballot. In
>her opening remarks, Senator Alpert, who is also a member of the Senate
>Education Committee, called SB 1161 "a very important measure for
>California's libraries." She then noted that while Proposition 14,
>approved by the voters in 2000, to provide \$350 million in bonds for
>library construction, has been "a wonderful thing for library
>communities around the state.there were \$550 million worth of requests
>in the last cycle." Senator Alpert, as a member of the bond
>construction board, has been troubled by the enormous amount of requests
>for funding, and the inability to award a sufficient number of grants
>due to the lack of available bond dollars.
>
>Noting the sensitivity of the state's current fiscal climate, Senator
>Alpert acknowledged that the "\$2 billion contained in the measure now is
>a dream, and probably an unrealistic one. However, I hope to keep the
>measure alive and continue talks with the legislature and the
>Administration." Senator Alpert said that she would be willing to
>consider different structures for the bond, such as placing half of the
>dollar amount on the November ballot, and the second half on the March
>2006 ballot, similar to what was done with the school bond. She added,

11. Revoke the authority of auditors to conduct audits for 3 years when an independent audit finds that they failed to conduct a thorough and complete audit;
12. Require the auditor to promptly notify the state controller of any compliance violations;
13. Authorize the state controller to audit any district that is not in compliance with prescribed standards at the expense of the district.

This summary was provided by Senator Ortiz's office. Senate Bill 1272 will be heard on April 21 by the Senate Local Government Committee.

We need to hear from you about how SB 1272 will affect your district. Write to us at gneill@csla.net or CSDA, 1215 K St., Ste. 930, Sacramento, CA 95814 and tell us what you think of the bill. Please try to be as constructive and as specific as possible. We want to know how this bill would affect your district financially, and how you think the bill could be improved, if at all. Remember, the sooner we get your comments, the better chances we have of using them in a productive way. You can find the text of the bill by going to www.leginfo.ca.gov, then clicking on "Bill Information" and searching for 1272. If you do not have internet access, or have troubles with that site, call us at 877/924-CSDA (2732) and we can fax or mail the bill to you.

To unsubscribe from these email updates, or to sign up others from your district (the more the merrier!), please contact Geoffrey Neill at gneill@csla.net or toll-free at 877.924.CSDA (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 CSDA member benefit****
CSDA...keeping special districts informed!

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(916) 442-7887 * (916) 442-7889 fax
(877) 924-CSDA * www.csla.net

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Weekly Legislative Update - March 26, 2004
Date: Fri, 26 Mar 2004 16:37:25 -0800
X-OriginalArrivalTime: 27 Mar 2004 00:43:04.0093 (UTC) FILETIME=[76B5CCD0:01C41394]

CSDA Legislative Information

CSDA Weekly Legislative Update - March 26, 2004

Senators Meet on Special Districts

On Thursday, March 26, the group of Senators working on local government finance/reform issues met to discuss special districts. The entire session was devoted to discussing a host of special district issues, including, but not limited to, (1) the number of special districts – independent and dependent; (2) services provided by special districts; (3) special district reserves; (4) property tax revenues of enterprise special districts; and (5) a presentation by CALAFCO relating to service reviews and issues surrounding consolidation of special districts.

Senators attending Thursday's session were Senators Tom Torlakson, Ross Johnson and Bruce McPherson. The next meeting of this working group is March 31 and the agenda will focus on proposals relating to "swaps" of sales/VLF/property tax between cities and counties. We also learned from Assembly Member Steinberg's staff that special districts will be included in the revenue protection provisions of the constitutional amendment that Assembly Members Steinberg and Campbell will introduce shortly. Their constitutional amendment will mirror the provisions of the so-called "Hertzberg Home Rule" initiative, principally drafted by former Assembly Speaker Hertzberg.

Finally, Senator Torlakson announced that the Senate Local Government Committee would begin hearings on the issues considered by the Senators over the past few weeks, with the first hearing scheduled for April 14.

Special District Reform Legislation – SB 1272 (Ortiz)

After reading of one local special district's criminal practices in the Sacramento Bee, Senator Ortiz (D – Sacramento) decided to carry a special district reform bill, now published as SB 1272. The original text of this bill only dealt with auditing standards, but was amended this week (as expected) to include a far broader range of issues, including governance and conflict of interest. The bill, as amended, went into print Wednesday. Here is a summary of the long-awaited amendments:

1. Require the governing board of each district to conduct an annual ethics orientation course;
2. Require each board member to attend ethics orientation at least once every 2 years;
3. Strengthen conflict of interest provisions;
4. Provide whistleblower protections and penalize, with up to \$10,000 fines, for reprisals or intimidation of employees or persons reporting questionable actions;
5. Limit compensation to \$100 per meeting/limit of 6 meetings per month. Meeting is re-defined to fall under the Brown Act;
6. Limit reimbursement to state reimbursement rates;
7. No special district may provide health, group life and welfare benefits to directors elected/appointed after January 2005, unless the director pays 100% of listed benefits;
8. Require IRS accountable plan for reimbursements—all reimbursements must be backed-up by receipts;
9. Require auditor to meet directly with board in open session;
10. Require districts to change auditors/accounts every 5 years;

General Fund \$16.5 million annually.

**CSDA'S GOVERNMENT AFFAIRS DAY AND LOCAL LEGISLATIVE ACTION DAYS
THE SHERATON GRAND HOTEL, SACRAMENTO, MAY 12-13, 2004**

In an effort to present a united front, CSDA has partnered our Government Affairs Day (GAD) with the LOCAL Coalition's Legislative Action Days. GAD will prepare you to address all the changes this year has to offer and equip you to plan for your district's future. CSDA is sending out the rallying cry for all special district representatives to embrace their role as a crucial element to the government system, and to understand that only when working together can we truly fulfill our legislative potential.


We have an exciting line up of speakers to address the proposed changes that will affect your special district. Some of the confirmed speakers are Senator Deborah Ortiz speaking on her Special District Reform Legislation (SB 1272) and the Honorable John Garamendi will address Worker's Compensation Reform. Ralph Heim, CSDA Legislative Advocate, will apprise you of all the goings-on in the State Capitol and provide you with an up-close-and-personal perspective that only he can provide.

For a detailed agenda and to register for this important program, please watch your mail for a brochure or follow this link to learn more online: www.csda.net/GAD_reg.htm.

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(877) 924-CSDA * www.csda.net

To: eminter@placentallibrary.org
From: gneill@csda.net
Subject: CSDA Weekly Legislative Update for April 2, 2004

 CSDA Legislative Information

CSDA Weekly Legislative Update for April 2, 2004

LOCAL INITIATIVE CHUGGING ALONG

Proponents of the Local Taxpayers and Public Safety Protection Act report that they are about 2/3 of the way to their signature-gathering goal of 1 million. With just under two weeks to go until they turn them in to county registrars for qualification, they have collected over 600,000 signatures.

The campaign also reports a number of new endorsers, including the California Association of Sanitation Agencies; the American Federation of State, County and Municipal Employees (AFSCME), a member of AFL-CIO; the California Association for Local Economic Development; and many more. Several California legislators have already endorsed the measure, including Russ Bogh, Ellen M. Corbett, Jeffrey Denham, Bob Dutton, Bonnie Garcia, Guy S. Houston, John Longville, Barbara Matthews, Gene Mullin, Allan Nakanishi, Nicole M. Parra, Tom Torlakson and Patricia Wiggins.

The campaign also reports having a successful fundraising event in Redondo Beach on Wednesday, March 31, and is looking forward to upcoming fundraisers in Tustin, Riverside and Napa Valley.

For more information about the Local Initiative, visit www.ProtectLocalServices.com.

SENATORS MEET TO DISCUSS TAX SWAPS

On Wednesday, the Local Government Member Working Group met to discuss tax swaps and local financing options. Attending were Senators Torlakson, Johnson, Ducheny and Margett. Assembly Members Campbell and Steinberg were also present to discuss their constitutional amendments that they introduced yesterday. Assembly Constitutional Amendment # 30 embodies the measure, which would realign sales tax, vehicle license fee (VLF) and property tax revenues among cities, counties and schools. Senators Torlakson and Johnson announced that they introduced Senate Constitutional Amendments # 21 and # 22, both relating to local government finance. Senator Torlakson also announced that the Senate Local Government Committee will consider the Senate Constitutional Amendments on April 14, along with a discussion on the concepts raised by the Working Group over the past month.

SPECIAL DISTRICT "REFORM" MEASURE TO UNDERGO AMENDMENTS

Following a meeting on Thursday with Senator Ortiz' staff and interested parties, including CSDA, it appears that Senate Bill 1272 will undergo significant amendments prior to its first hearing on April 21 in the Senate Local Government Committee. A number of forthcoming amendments will greatly improve provisions contained in the introduced version of SB 1272, but much work remains to enable CSDA to remove its opposition to the bill as introduced.

FIRE EQUIPMENT SALES TAX BILL CONSIDERED

On Wednesday, the Senate Revenue and Taxation Committee considered Senate Bill 1126 by Senator Tom McClintock, which would exempt specified purchases by local fire protection agencies (including special districts) from the state's sales tax. The Committee received testimony and postponed a vote until a later hearing. The Board of Equalization estimates that such an exemption would cost the state's

of directors. The service area and budget resources of special districts in California vary widely, and SB 1272's "one-size-fits-all" approach does not take that into account. In some cases, SB 1272 greatly *expands* the amount some districts can pay directors under their enabling legislation. Other districts will find it difficult to send directors to state regulatory hearings, outside meetings on behalf of the district, and educational events at which they can learn about practices and technology that will benefit district residents.

Just as in the private sector, we believe it is proper and essential to offer appropriate compensation for directors who may have to take time off work to attend legitimate district events. We also support the option of offering benefits, which would not be allowed under SB 1272, as an incentive to recruit quality and involved residents on district boards.

[ADDITIONAL LOCAL DISTRICT TEXT HERE]

While we must regretfully oppose SB 1272 at this time, it is our desire to work with Sen. Ortiz to address our remaining concerns with this bill. We appreciate your assistance and will be happy to provide you with any additional information you may need regarding our Oppose Unless Amended position on this legislation.

Sincerely,

XXXXXX

cc: The Honorable Deborah Ortiz
Honorable Members, Senate Committee on Local Government
Peter Detwiler, Consultant, Senate Committee on Local Government
Ryan Eisberg, Republican Consultant, Local Government Issues

Fax your letter to members of the Senate Committee on Local Government

*Tom Torlakson, Chair	State Capitol, Room 5061	916-445-2527
Bob Margett, Vice Chair	State Capitol, Room 3082	916-324-0922
Dick Ackerman	State Capitol, Room 4066	916-445-9754
Dennis Hollingsworth	State Capitol, Room 2048	916-447-9008
Mike Machado	State Capitol, Room 3086	916-323-2304
Don Perata	State Capitol, Room 313	916-327-1997
Nell Soto	State Capitol, Room 4074	916-445-0128

Fax a copy to Senator Deborah Ortiz

*Senator Deborah Ortiz	State Capitol, Room 5114	916-323-2263
------------------------	--------------------------	--------------

Fax a copy to Committee Consultants

*Peter Detwiler	State Capitol, Room 410	916-322-0298
Ryan Eisberg (Republican)	1020 N Street, #234	916-445-3105

All capitol offices are located in Sacramento, CA 95814

***Fax a copy to your local Senator if they are not a member of the Senate Committee on Local Government.**

In

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: Write to Your Legislators Re: Special District Reform Legislation (SB1272)

Below you will find a sample letter on Senate Bill 1272 by Senator Deborah Ortiz relating to special district reform. This bill will be heard in the Senate Local Government Committee in only a few days, and they need to know what we think of it! Please fill in the blank parts of this letter with the relevant information, such as your district's name, and fax it to the individuals listed below the letter. If you feel you cannot fax it to all of them, the most crucial are those with asterisks by their names. To be listed on the Senate Local Government Committee analysis, all letters must be received by Peter Detwiler by the close of business Wednesday.

To find the text of the bill, go to www.leginfo.ca.gov, click on 'Bill Information' and search for the bill number.

Remember, your own words are always best! So feel free to modify the letter for your district and add other issues relating to SB 1272 as you see fit.

Thank you for your prompt attention to this most important bill.

Geoffrey Neill
Public Affairs Assistant
California Special Districts Association
877/924-CSDA
gneill@csda.net

The Honorable Tom Torlakson, Chair
Senate Committee on Local Government
State Capitol, Room 5061
Sacramento, CA 95814

Re: Senate Bill 1272 (Ortiz) -- Oppose Unless Amended

Dear Senator Torlakson:

On behalf of (DISTRICT NAME), I am writing to register the district's opposition to SB 1272 (Ortiz), which relates to special district reform, as amended _____. (DISTRICT NAME) joins the California Special Districts Association and special districts from throughout the state in respectfully opposing this bill.

We support practices that ensure high ethical standards, judicious use of district funds and whistleblower protections. We also appreciate the April 12th amendments agreed to by the author that improve several elements of the bill. However, there are still a number of provisions in the bill that require us to oppose SB 1272 at this time.

One key provision involves new compensation and meeting restrictions for members of district boards

- Reinforcement of controls created in SB 228 so that over-utilization of the system is truly curtailed.
- Eliminating the onerous penalty provision in Labor Code 5814 so that penalties are assessed on the actual late payment rather than the entire claim.
- Elimination of the SB 228 requirement that insurers inspect the safety program of every business, including those with miniscule safety risks. Instead, it requires the inspection of high hazard workplaces.
- Shifts in benefits from minor to more severe injuries. This proposal will have significant savings since most injuries in the system are rated as minor.

MEDICAL TREATMENT

- Provisions for the use of objective American Medical Association guides on evaluating impairment ratings to improve the consistency of disability awards.
- Provisions that require workers to use employer-specified network physicians for the entire duration of their treatment.
- Establishment of an independent medical review process so that doctors, not lawyers, make treatment decisions.
- Permanent and total repeal of the primary treating physician presumption.
- Allows workers to seek immediate medical treatment, reducing the potential for expensive litigation in the system. This provision does not expand benefits beyond those allowable in current law.

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CSDA has, and will continue to, work with Senator Ortiz to craft "reform" language that sets a broad range of policy reforms that can be implemented at the local level, rather than the restrictive, prescriptive and overly broad micro-managing provisions contained in the bill.

CONSTITUTIONAL AMENDMENT TO PROTECT LOCAL TAXPAYERS HEADS TOWARD BALLOT; COALITION TURNS IN MORE THAN 1.1 MILLION SIGNATURES

Californians to Protect Local Taxpayers and Public Safety, the coalition formed by CSDA, the League of California Cities and the California State Association of Counties to collect signatures and qualify the Local Taxpayers and Public Safety Protection Act for the November ballot, today turned in petitions with **1.1 million signatures** to county registrars. That's nearly twice the 568,109 valid signatures needed, and virtually assures that the measure will qualify for the ballot.

"The submission of these signatures puts us one step closer to protecting our local services," said CSDA President Bill Miller, General Manager North of the River Municipal Water District. "We are prepared to wage an aggressive campaign between now and November to educate the voters about this initiative. We are confident that, come Election Day, the majority of California voters will vote 'Yes' to protect local services and keep more of their local tax dollars at home."

WORKERS COMPENSATION REFORM BILL APPROVED BY LEGISLATURE

After working well into the night on Wednesday, Gov. Schwarzenegger and the legislative leadership announced that they had reached agreement on a workers compensation reform bill. The bill, SB 899 by Sen. Charles Poochigian (R-Fresno) passed the Legislature this morning by an overwhelming 77 to 3 vote in the Assembly and 33 to 3 in the Senate.

According to the Governor's Office, the reforms addressed by the new legislation include:

INDEMNITY PAYMENTS AND STATEWIDE FIXES

- Reduction in the cost to businesses through managing medical costs and restructuring indemnity payments.
- Creation of fair and impartial treatment under the law for employers by refining the "liberal construction statute".
- Elimination of subjective "work capacity guidelines" and replacement with objective earning capacity ratings.
- Curbs in the abuse of permanent disability benefits by limiting awards for those who are able to return to work.
- Prohibitions against multiple permanent disability awards for the same injury.
- Requirements that disputing parties use a single evaluator to perform disability evaluations, thereby eliminating expensive manipulation of the system with dueling doctors.
- Encourages return-to-work opportunities for injured workers by reducing costs to businesses that accommodate injured workers in the workplace.
- Prohibitions against workers receiving disability payments for injuries, or portions of injuries, occurring outside of work.
- Caps on temporary disability payments after two years.

To: eminter@placentialibrary.org
From: gneill@csda.net
Subject: CSDA Legislative Update - April 16, 2004



CSDA Legislative Update - April 16, 2004

GOVERNOR ENGAGES LOCAL GOVERNMENTS

On the eve of the filing sufficient signatures to qualify the **Local Taxpayers and Public Safety Protection Act** sponsored by the California Special Districts Association, League of California Cities and the California State Association of Counties, the Governor's Office and the Department of Finance have opened a dialogue with the League, CSAC and CSDA to discuss the Governor's proposed property tax shift (ERAF) proposal, among other elements of local government finance. In his January budget proposal, the Governor included a property tax shift of approximately \$1.3 billion, approximately \$100 million of which would come from special districts. The proposed shift would be on-going and would provide no constitutional protections on local revenues as contained in the Local Taxpayers and Public Safety Protection Act.

Shortly after the Governor released his property tax shift proposal, the Legislative Analyst released a report urging the Legislature to reject the Governor's proposal and adopt one that would hit special districts \$400 million per year – on-going – and allowing county boards of supervisors to determine the shift allocations among special districts within each county. This proposal also did not contain constitutional protections.

The Governor's Office and Department of Finance has commenced discussions with the executive directors of the League of California Cities, California State Association of Counties and CSDA's Catherine Smith. These discussions are expected to continue over the next few weeks and CSDA will endeavor to keep the membership apprised of the direction of these discussions.

SENATE BILL 1272 GOES TO HEARING ON APRIL 21

Senate Bill 1272 by Senator Ortiz relating to special district governance will be heard in the Senate Local Government Committee on April 21. The bill is supported by State Controller Steve Westly and the California School Employees Association and opposed by CSDA, unless amended. Scores of special districts have been writing letters to the Committee expressing opposition, concerns, and even support if specific amendments are adopted. Senate Bill 1272 was amended on April 12, amendments that improved a number provisions, but left many of the troubling provisions unchanged. Areas of improvement include the conflicts of interest section and those relating to the audit requirements. More work is needed on the audit provisions and those relating to board member compensation and benefits. For example, SB 1272 still limits stipends to \$100 per day for each day's attendance at board meetings as defined in the Brown Act, or for each day's service as a board member when requested by the governing board, with a limit of 6 compensable days a month. SB 1272 repeals the statutory provisions that allow specific special districts to increase their stipends by adopting local ordinances.

SB 1272 requires board members and district employees to be reimbursed in accordance with the IRS accountable plan guidelines, provided they do not exceed the standard travel reimbursement rates for state employees. Finally, SB 1272 prohibits special districts from providing group life insurance or health/welfare benefits to board members who are first appointed or first elected to a term of office beginning on or after January 1, 2005, unless the board members participates on a self-pay basis.

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03	8.00	8.00	2.00	0.00	16.00	34.00
Dec-03	8.00	10.00	2.00	0.00	20.00	40.00
Jan-04	6.00	8.00	2.00	0.00	16.00	32.00
Feb-04	6.00	9.00	2.00	0.00	18.00	35.00
Mar-04	6.00	9.00	2.00	0.00	18.00	35.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	66.00	76.00	18.00	0.00	152.00	312.00
AVG	7.33	8.44	2.00	0.00	16.89	34.67

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Aug-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Sep-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Oct-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Nov-03	284.72	240.48	60.56	0.00	449.28	1,035.04
Dec-03	284.72	300.60	60.56	0.00	561.60	1,207.48
Jan-04	213.54	240.48	60.56	0.00	119.28	633.86
Feb-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Mar-04	213.54	270.54	60.56	0.00	505.44	1,050.08
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	2,348.94	2,284.56	545.04	0.00	3,938.16	9,116.70
AVG	260.99	253.84	60.56	0.00	437.57	1,012.97

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03	1,207.48	204.00	0.00	1,411.48	705.74
Jan-04	963.86	174.00	0.00	1,137.86	568.93
Feb-04	1,050.08	189.00	0.00	1,239.08	619.54
Mar-04	1,050.08	189.00	0.00	1,239.08	619.54
Apr-04				0.00	0.00
May-04				0.00	0.00
Jun-04				0.00	0.00
TOTAL	9,446.70	1,626.00	0.00	11,072.70	5,536.35
AVG	1,049.63	180.67	0.00	1,230.30	615.15

PLACENTIA INVOICES

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

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

PERIOD COVERED FY2003-2004	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-03	08/07/03	5,933.96	1,566.39	604.52			7.20	8,112.07
Aug-03	09/08/03	5,103.96	1,370.47	604.52	215.00		7.19	7,301.14
Sep-03	10/13/03	2,650.78	1,150.57	604.52	107.50		7.19	4,520.56
Oct-03	11/10/03	4,002.21	1,150.57	604.52	107.50		7.24	5,872.04
Nov-03	12/12/03	3,276.82	2,064.00	604.52	1,520.17		7.23	7,472.74
Dec-03	01/13/04	2,950.98	1,407.66	705.74	155.00			5,219.38
Jan-04	02/10/04	2,987.54	1,150.57	568.93	107.50		7.23	4,821.77
Feb-04	03/08/04	3,020.00	1,150.57	619.54	107.50		7.20	4,904.81
Mar-04	04/08/04	3,046.38	1,150.57	619.54	107.50		7.45	4,931.44
Apr-04								0.00
May-04								0.00
Jun-04								0.00
TOTAL		32,972.63	12,161.37	5,536.35	2,427.67	0.00	57.93	53,155.95
AVG		3,663.63	1,351.26	615.15	269.74		6.44	5,906.22



Placentia Library District
Circulation Report
April 1, 2004

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 March	FY02-03 March
1st Time Checkouts	108,050	108,595	-0.50%	13,989	13,685
Phone Renewals	17,058	13,638	25.08%	2,249	1,676
In-Building Renewals	3,842	3,519	9.18%	341	684
TOTAL RENEWALS	20,900	17,157	21.82%	2,590	2,360
TOTAL CHECKOUTS	128,950	125,752	2.54%	16,579	16,045
On-Time Checkins	111,822	114,138	-2.03%	14,302	14,032
Late Checkins	9,075	11,098	-18.23%	1,273	1,360
TOTAL CHECKINS	120,897	125,236	-3.46%	15,575	15,392
Holdings Placed	2,418	3,530	-31.50%	424	147
Holdings Cancelled	66	817	-91.92%	13	373
Holdings Filled	3,111	3,157	-1.46%	375	133
Patrons Registered	3,183	3,665	-13.15%	483	231
Titles Added	3,969	6,746	-41.17%	440	1,054
Volumes Added	4,180	8,480	-50.71%	486	1,068
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	54,138	57,371	-5.64%	6,760	6,189
Juvenile Print	59,397	63,119	-5.90%	7,988	7,952
Total Print	113,535	120,490	-5.77%	14,748	14,141
Audio	6,815	6,322	7.80%	978	422
Visual	10,620	10,249	3.62%	1,471	967
Total Audio Visual	17,435	16,571	5.21%	2,449	1,389
TOTAL CIRCULATION	130,970	137,061	-4.44%	17,197	15,530
Placentia Circulation	81,067	70,822	14.47%	10,378	9,612
%Placentia Circulation	61.90%	51.67%		60.35%	61.89%
Anaheim/Yorba Linda Circulation	22,346	17,913	24.75%	2,932	3,010
%Anaheim/Yorba Linda Circulation	17%	13.07%		17%	19%
TYPES OF ACTIVE BORROWERS					
Adult	91,025	82,166	10.78%	11,786	10,806
Young Adult	2,249	3,536	-36.40%	261	274
Juvenile	26,434	28,847	-8.36%	3,197	3,309
New Borrower	10,001	8,621	16.01%	1,745	1,190
Non Resident	0	1,231	N/A	0	0
Other (staff)	2,082	2,145	-2.94%	207	218
TOTAL ACTIVE BORROWERS	131,791	126,546	4.14%	17,196	15,797
TOTAL REGISTERED BORROWERS	164,682	152,164	8.23%	17,141	16,824
ATTENDANCE	308,245	339,034	-9.08%	40,223	38,742
Adult Reference-In Building	8,452	8,126	4.01%	1,310	1,103
Adult Reference-Telephone	1,354	1,315	2.97%	188	203
Children's Reference-In Building	5,686	7,260	-21.68%	1,097	980
Children's Reference-Telephone	199	2,349	-91.53%	6	40
Total Adult Reference	9,806	9,441	3.87%	1,498	1,306
Total Children's Reference	5,885	9,609	-38.76%	1,103	1,020
Total in Building Reference	14,138	15,386	-8.11%	2,407	2,083
Total Telephone Reference	1,553	3,664	-57.61%	194	243
TOTAL REFERENCE	15,691	19,050	-17.63%	2,601	2,326

Literacy Hours continued

REGULAR	FY03/04 March	FY03/04 YTD	Cumulative	REGULAR	FY03/04 March	FY03/04 YTD	Cumulative
Min, Nara	6.00	16.00	16.00	Trotter, Cynthia	6.00	54.00	129.00
Meza, Jack	-	-	116.00	Truong, Christine	6.00	54.00	123.00
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	38.00	38.00	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	30.00	138.00	138.00	Veltre, Robin	-	22.00	22.00
Navarro, Nicole	6.00	54.00	72.00	Villegas, Matt	6.00	28.00	28.00
Negoranek, Rachel	6.25	6.25	6.25	Vu, Anna	6.00	27.00	27.00
Negrete, Adriana	6.00	19.00	19.00	Vu, Elizabeth	-	6.00	108.00
Nguyen, Martin	6.00	24.00	24.00	Vukovick, Kathy	6.00	54.00	19.80
Nguyen, Tyler	6.00	38.00	38.00	Weimer, MacKenzie	6.00	25.00	25.00
Okamura, Lynn	-	18.00	75.00	Wright, Sydney	6.00	21.00	21.00
Usona, Jonatan	6.00	30.00	30.00				
Paez, Vicki	6.00	54.00	90.00				
Patel, Deepa	6.00	54.00	220.00	Total	1,275.75	8,671.75	19,988.55
Patel, Vani	6.00	54.00	72.00				
Patino, Ashley	-	18.00	36.00				
Patino, Nicole	-	18.00	42.00				
Pelto, Ernest	6.00	54.00	185.00				
Peyre, Isa	-	36.00	78.00				
Pineda, Guadalupe	-	18.00	66.00				
Porter, Melissa	24.00	84.00	84.00				
Precht, Jeanette	6.00	54.00	145.00				
Rangel, Jacky	6.00	48.00	48.00				
Renno, Carolyn	6.00	27.00	27.00				
Ring, Diane	-	28.00	88.00				
Rivera, Felleny	6.00	34.00	34.00				
Rivera, Hilda	24.00	96.00	96.00				
Robbins, Hugh	27.50	27.50	27.50				
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	24.00	24.00				
Sanders, Asia	12.00	50.00	50.00				
Sanders, Paget	24.00	72.00	72.00				
Sandoval, Lizbeth	6.00	36.00	97.00				
Saulifer, Gregory	24.00	102.00	102.00				
Schaal, Linda	6.00	54.00	195.00				
Serles, Tammi	12.00	30.00	30.00				
Sgobba, Jackie	12.00	96.00	126.00				
Shah, Jay	-	24.00	72.00				
Shah, Soham	6.00	57.00	63.00				
Shah, Sweny	-	42.00	132.00				
Shan, Kheyati	6.00	37.00	37.00				
Skimizu, Ken	12.00	102.00	409.00				
Sosa, Mathew	-	18.00	38.00				
Speakman, Sarah	6.00	38.00	83.00				
Studer, Michelle	-	24.00	24.00				
Stutts, Lisa	6.00	31.00	31.00				
Stutzman, Mark	6.00	54.00	62.00				
Tarrios, Jennifer	-	-	24.00				
Teeter, Robert	-	18.00	78.00				
Thatcher, Kaitlyn	-	-	26.00				
Thieu, Dominique	-	12.00	12.00				
Thomas, Peggy	6.00	54.00	101.00				
Tierney, Ryan	24.00	96.00	96.00				
Todker, Vanita	6.00	22.00	22.00				
Tomlin, Jennifer	-	36.00	61.00				
Tran, Victor	-	24.00	36.00				
Tranquill, Jill	-	30.00	48.00				

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY03/04 March	FY03/04 YTD	Cumulative		FY03/04 March	FY03/04 YTD	Cumulative
Ablir, Victoria	-	30.00	39.00	Glines, Ellen	-	24.00	36.00
Acevedo, Marta	12.00	114.00	150.00	Gomez, Juanita	6.00	54.00	54.00
Acherman, Saul	20.00	64.00	64.00	Gonzalez, Rosemarie	40.00	138.00	138.00
Aguirre, Alyssa	6.00	22.00	22.00	Gonzalez, Emmanuel	-	24.00	48.00
Azizan, Sarah	6.00	22.00	22.00	Gonzalez, Luis	-	24.00	36.00
Barnet, Dominique	32.00	64.00	64.00	Gonzalez, Natasha	-	18.00	81.00
Bayne, Linda	-	30.00	160.00	Goodman, Dale	-	36.00	3,441.00
Bazell, Laura	-	30.00	90.00	Guerrero, Christine	6.00	48.00	60.00
Becerril, Esther	-	24.00	42.00	Guerrero, Lavone	6.00	48.00	66.00
Becil, Emily	-	18.00	72.00	Gunderson, Lorraine	30.00	114.00	114.00
Belekjian, Maria	6.00	72.00	90.00	Hamacher, Holly	6.00	48.00	60.00
Bello, Dominic	12.00	66.00	66.00	Hatch, Bill	6.00	48.00	117.00
Bernardino, Maria	6.00	54.00	78.00	Hatch, Katie	6.00	25.00	25.00
Bhatt, Banj	6.00	22.00	22.00	Hawkins, Christina	6.00	48.00	56.00
Bonasuro, Amber	-	30.00	96.00	Healey, Kathleen	6.00	48.00	258.00
Bowen, Laura	-	24.00	30.00	Heer, Kim	6.00	48.00	275.00
Brackett, Jim	6.00	54.00	135.00	Henao, Stephanie	6.00	34.00	34.00
Broctende, Shannon	20.00	56.00	56.00	Hermades, Melissa	6.00	32.00	32.00
Brzovic, Kathy	6.00	54.00	72.00	Hernandez, Maria	24.00	96.00	96.00
Bui, Tiffany	-	18.00	36.00	Hilleweart, Heather	6.00	48.00	60.00
Bull, Sophie	-	18.00	96.00	Hopkins, Amanda	-	128.00	28.00
Busam, Mary	-	30.00	63.00	Hou, Xlao-Fei	-	30.00	30.00
Cadambi, Aruna	6.00	25.00	38.00	Howell, Anne	6.00	48.00	66.00
Callaway, Sean	6.00	24.00	24.00	Hu, Lisa	-	24.00	82.00
Casdorff, Tracy	-	24.00	36.00	Humple, Phyllis	4.00	32.00	162.00
Castillo, Alicia	6.00	22.00	22.00	Hugar, Jessica	-	30.00	87.00
Cha, Sally	6.00	54.00	72.00	Hutain, Jenny	6.00	19.00	19.00
Chandrasekaram, Vinolie	-	36.00	64.00	Hutton, Katherine (Kate)	6.00	48.00	276.00
Chen, April	6.00	54.00	159.00	Imbler, Wolf	-	24.00	42.00
Chen, Ebsen	6.00	74.00	74.00	Inta, Lisa	6.00	48.00	54.00
Chen, Wen	6.00	54.00	66.00	Iosia, Shantay	30.00	96.00	96.00
Chim, Hubert	20.00	90.00	192.00	Jenkins, Adam	6.00	23.00	23.00
Choi, Eugene	6.00	24.00	24.00	Jeon, Ashley	6.00	18.00	18.00
Choi, Jason	-	24.00	78.00	Jara, Sandra	32.00	112.00	112.00
Chopna, Reema	-	24.00	42.00	Jung, Daniel	12.00	54.00	54.00
Coffee, Nancy	6.00	54.00	391.00	Kamat, Rujvi	6.00	18.00	18.00
Coffer, Capri	-	42.00	42.00	Kao, Elaine	6.00	18.00	18.00
Covey, Debra	-	18.00	66.00	Kelly, Jerry	-	24.00	105.00
Cuceloglu, Haken	-	18.00	36.00	Khamphanh, Molly	6.00	48.00	66.00
Curtis, Daniel	-	24.00	192.00	Kilpatrick, Amy	-	24.00	39.00
DeFrias, Genie	40.00	130.00	130.00	Kishida, Rita	-	18.00	72.00
de LaTorre, Angelica	40.00	134.00	134.00	Komreich, Seth	6.00	14.00	14.00
Dhupan, Ankush	-	18.00	48.00	Kraus, Jennifer	-	18.00	60.00
Diaz, Cynthia	-	24.00	52.00	Krisinger, Elizabeth	-	24.00	78.00
Diaz, Monica	-	24.00	70.00	Lasker, Marilyn	-	-	217.00
Donofrio, Susan	6.00	48.00	117.00	Le, Daniel	-	24.00	30.00
Dorris, Rosita	-	18.00	36.00	Lee, Wilma	-	18.00	72.00
Draper, Krispa	6.00	54.00	132.00	Leslie, Sandra	6.00	48.00	278.00
Dudrey, Kristin	6.00	36.00	36.00	Licano, Katie	-	18.00	66.00
Dudka, Julia	-	23.00	23.00	Livezey, June	-	66.00	212.00
Duffy, William	30.00	92.00	92.00	Loon, Chris	-	24.00	30.00
Duran, Paul	54.00	204.00	204.00	Lopez, Maria	-	30.00	84.00
Eckels, Kryz	6.00	54.00	72.00	Luckett, Emily	-	24.00	36.00
Economou, Christina	6.00	54.00	66.00	Maguire, Joanne	-	-	54.00
Elmore, Sylvia	-	30.00	84.00	Malkowicz, Edward	12.00	96.00	268.00
Espinosa, Jaclyn	-	18.00	30.00	Marquez, Jeff	6.00	25.00	25.00
Farno, Fariba	-	30.00	102.00	Margarit, Georgiana	-	-	18.00
Finley, Virginia	6.00	52.00	74.00	Martlaro, Diane	6.00	102.00	564.00
Fitsimons-Diaz, Chelsea	6.00	54.00	99.00	Massaro, Lauren	6.00	48.00	66.00
Franco, Hilda	24.00	102.00	156.00	McBain, Frances	6.00	48.00	60.00
Fuentes, Carlos	6.00	54.00	60.00	McBentz, Kathy	6.00	48.00	146.00
Gallagher, Kenni	-	18.00	30.00	McGrath, Patricia	6.00	48.00	60.00
Gardner, Jeanette	28.00	67.00	67.00	McLeod, Shivon	-	36.00	42.00
Gast, Polly	-	42.00	36.00	Medland, Karen	-	-	146.00
Gillespie, Justin	-	24.00	16.00	Mehta, Ami	6.00	18.00	18.00
Gimby, Walter	6.00	28.00	36.00	Miller, Michelle	6.00	27.00	27.00
Glines, Alexi	-	24.00	36.00				

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)


	FY03/04			FY03/04	
	March	YTD		March	YTD
Arzu, Robert	5.00	40.00	Lemos, Vanessa	0.00	40.00
Benites, Brenda	0.00	40.00	Liu, Denise	0.00	38.50
Fabian Bermudez	11.00	11.00	Lopez, Edgar	0.00	47.00
Jessica Bermudez	9.00	9.00	Maru, Vik	0.00	14.00
Bishtawi, Stephen	0.00	12.00	Matahashi, Kiyo	20.00	24.50
Blaine, Ami	1.00	7.00	Miladi, Omid	0.00	20.00
Boris, Tara	0.00	12.25	Miranda, Aurora	0.00	5.50
Born, Ashley	0.00	14.00	Negrete, Adriana	0.00	10.50
Cervantes, Anna	0.00	40.00	Nekoranec, Rachel	0.00	9.00
Cervantes, Jakeline	0.00	40.00	Ortiz, William	2.50	18.00
Cha, Helen	0.00	9.50	Park, Jung	6.00	68.50
Chau, David	0.00	24.25	Pond, Cassie	0.00	19.50
Chun, Andrea	6.00	40.25	Robbins, Hugh	17.00	32.00
Chun, Sophia	0.00	13.75	Rodriguez, Daniel	0.00	26.50
Cordero, Isaac	0.00	15.00	Rodriguez, Rene	0.00	9.75
Coy, Joey	18.50	18.50	Rodriguez, Yvonne	0.00	7.00
Doezie, Ryan	8.00	23.00	Ryang, Michelle	0.00	11.25
Eng, Jonathan	0.00	22.00	Rosete, Jeremy	0.00	13.00
Eng, Lawrence	0.00	41.25	Shah, Soham	0.00	22.75
Flores, Melvin	3.00	7.00	Enrique Soto	1.00	1.00
Ford, Chris	0.00	32.25	Speer, Sheryl	5.50	20.00
Francis, John	0.00	6.00	Suh, Stacy	7.75	10.75
Fukunaga, Alysa	0.00	12.50	Tan, Hannah	1.00	24.00
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
Khan, Marina	1.00	4.00	Vargas, Diego	17.75	32.75
Kou, Albert	1.00	9.25	Wardlaw, Sarah	0.00	13.00
Lamberson, Annie	0.00	14.25	Waterson, Elizabeth	0.00	11.50
Lee, Edward	0.00	20.00	Young, Monty	0.00	2.00
			Zuniga, Jazmin	8.00	12.00
TOTAL	63.50	588.75	TOTAL	86.50	727.75
TOTAL Library Volunteer Hours		489.25			
TOTAL Literacy Volunteer Hours		1275.75			
TOTAL VOLUNTEERS HOURS		1765.00			

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

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

TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator

SUBJECT: Volunteer Report for Month of March 2004 

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY03/04 March	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	4.00	66.50	Sep-95	824.00
Backes, Theresa	3.50	54.00	Jun-98	390.75
Bart, Lillian	14.00	92.00	May-01	360.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	22.00	144.00	Mar-03	165.50
Boelman, Marge	4.00	19.75	Apr-01	165.50
Botha, Jill	0.00	20.00	Nov-01	64.00
Clugston, Patricia	4.00	60.25	Jun-98	493.00
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	7.00	71.00	Jul-03	71.00
Dell, Lyla	11.75	235.00	Aug-98	1,065.25
Doezie, Debra	8.00	23.00	Jan-04	23.00
Farkas, Theodore	0.00	50.00	?	50.00
Fioroni, Pete	6.00	48.00	Mar-97	318.25
Fitzgerald, Joan	0.00	48.75	Oct-93	2,174.75
Frazee, Kathy	0.00	2.00	Jul-02	7.00
Godwin, Nita	8.00	65.25	Feb-96	360.25
Haagen, John	0.00	36.25	Jan-00	103.25
Hathaway, Eugenia	4.00	18.00	Nov-03	18.00
Hemmerling, Barbara	11.50	89.50	Sep-95	695.50
Henderson, Jan	0.00	9.00	Oct-03	9.00
Himes, Camille	0.00	5.00	Jul-03	5.00
Horrocks, Marjorie	4.00	20.00	Oct-95	286.00
Hunsinger, Debbie	0.00	6.00	Jul-02	55.00
Irot, Pat	50.00	384.00	Feb-96	3,517.50
Jertberg, Pat	15.00	125.50	Apr-98	1,031.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lee, Wilma	2.00	4.75	Feb-04	4.75
Lone-Tollefson, Nancy	20.50	162.00	Jan. 03	232.50
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	7.50	80.00	Oct-95	1,294.25
Olson, Bob	2.00	22.00	Sep-95	488.00
Pence, Carol	3.00	3.00	Mar-04	3.00
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	40.00	232.00	May-02	535.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	6.00	60.00	Feb-00	258.00
Salem, Rose	6.00	54.00	Oct-00	281.75
Sanatar, Ginny	0.00	100.00	Mar-02	114.00
Sandoval, Gerry	8.00	70.00	Aug-02	150.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	26.00	156.50	Apr-98	609.75
Scott, Linda	1.25	17.50	Jul-03	17.50
Segovia, Inez	12.00	93.50	Jun-03	93.50
Shaw, Dixie	0.00	6.00	May-94	218.50
Silverman, Pat	8.00	74.00	Jul-03	74.00
Stoller, Frances	0.00	10.00	May-96	148.00
Thum, Margo	6.00	34.00	Nov-03	34.00
Tollefson, Jerry	0.00	22.00	Jul-03	22.00
Walker, Jim	0.00	1.50	Nov-03	1.50
Walcek, John	0.00	6.00	Dec-04	6.00
Walker, Virginia	0.00	9.00	Mar-99	142.25
Wymer, Betty	11.75	102.25	Jan-96	1,022.50
Zamora, Mary	2.50	8.50	Jan-04	8.50
TOTAL	339.25	3056.25		20,510.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES
 Organization Chart for Fiscal Year 2003-2004
 Presented May 12, 2003

Library Staff
(19.48 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

**Technical Services
(8.38 FTE)**

Technical Services Manager
(.75 FTE)
Shook

**Circulation Services
(6.38 FTE)**

Librarian (1.00 FTE)
Gomez
Library Clerk II (1.00 FTE)
Wnek
Library Clerk I (1.50 FTE)
Quintanar (1.00 FTE)
Vacant Sat. (.50 FTE)
Library Aide/(Lead Shelver) (2.00 FTE)
Guzman
Peterson
Stryik
Vacant Sat. (.50 FTE)
Library Student Assistant (Shelvers) (.50 FTE)
Substitute Clerk (.38 FTE)

**Acquisitions & Processing Services
(1.25 FTE)**

Library Assistant (.25 FTE)
Matas
Library Clerk (.50 FTE)
Perez
Library Aide (.50 FTE)
Hampton

**Administrative Services
(2.75 FTE)**

Administrative Assistant (1.00 FTE)
Sitoti
Library Assistant (Volunteer Coordinator) (1.00 FTE)
Millonzi
Library Clerk (.50 FTE)
Perez
Library Aide (.25 FTE)
Vacant

**Public Services
(7.35 FTE)**

Public Services Manager (.25 FTE)
Roberts

**Adult Services
(2.66 FTE)**

Technical Services Manager (.25 FTE)
Shook
Librarian (1.25 FTE)
Strazdas (.75 FTE)
Vacant Sat (.50 FTE)
Library Assistant (.75 FTE)
Matas (.50 FTE)
Phillips (.25 FTE)
Substitute Librarian (.41 FTE)

**Children's Services
(1.65 FTE)**

Librarian (1.00 FTE)
Gurkweitz
Library Assistant (.25 FTE)
Phillips & Matas
Substitute Librarian (.40 FTE)

**Literacy Services
(2.79 FTE)**

Public Services Manager/ Literacy Coordinator (.75 FTE)
Roberts
Librarian (1.00 FTE)
Goldfarb
Library Assistant (.50 FTE)
Eliminated
Substitute Library Assistant

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Personnel Report for March 2004

DATE: April 26, 2004

RESIGNATIONS:

Sohom Shah - Page

APPOINTMENTS:

None

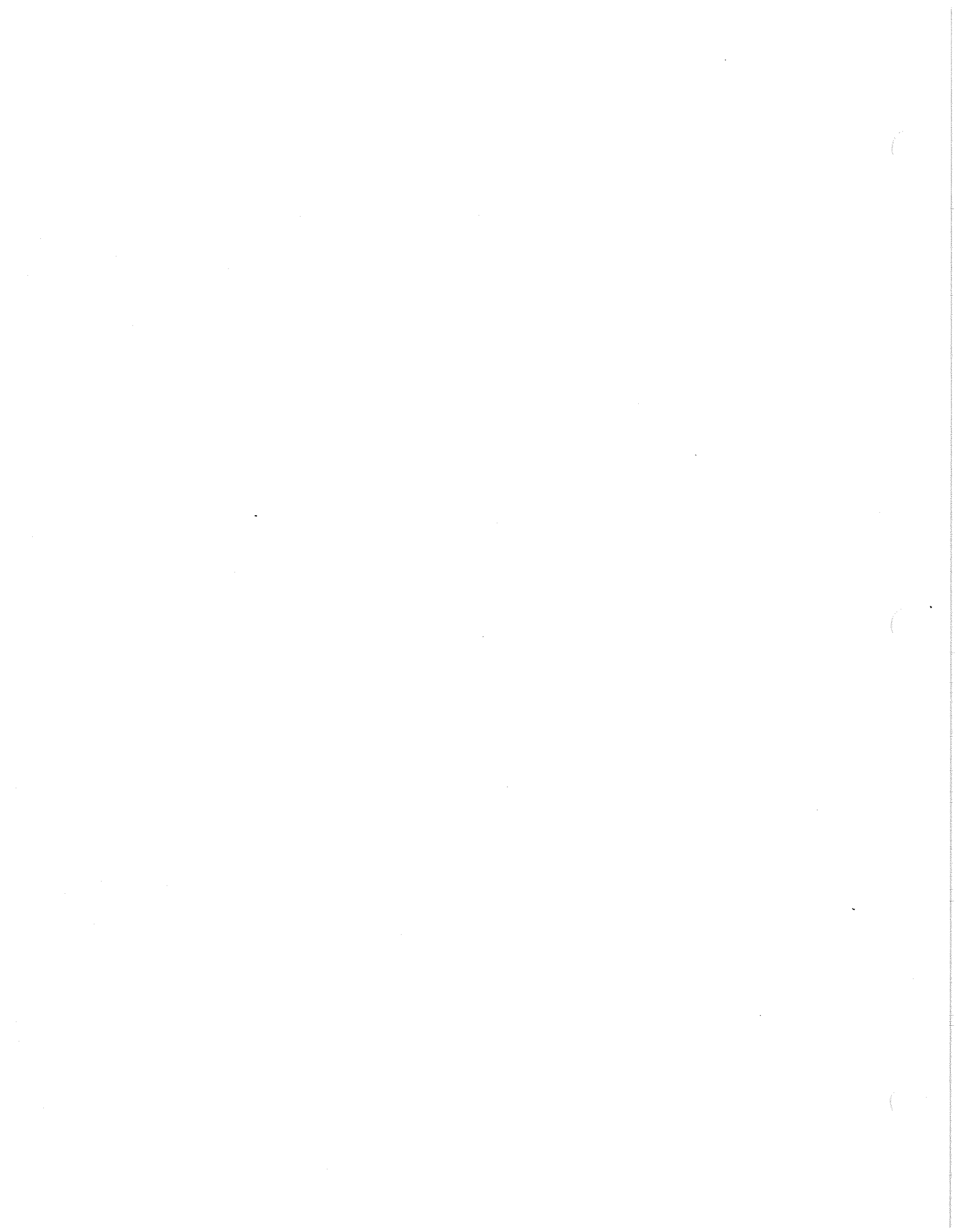
OPEN POSITIONS:

Page


WORKERS' COMPENSATION LEAVE:

None

Prepared by: Donna Siloti



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Building Maintenance Report for March 2004**
DATE: April 26, 2004

HVAC: No service calls in March

Plumbing: 03/03/04 – Replace faucet in Break Room
03/09/04 – Replace water heater in Staff Men’s Restroom
03/30/04 – Reconnect water pipe and remove water heater under sink in Meeting Room

Electrical: No service calls in March

Exterminator: No service calls in March

General Contractor: No service calls in March

Carpet Cleaners: 03/26/04 – Clean Meeting Room carpet

Telephone: 03/24/04 – Replace telephone in Literacy

Locksmith: 03/16/04 – Replace ten locks in employee lockers that were missing keys

Fire Department: 03/01/04 – Annual Inspection, no violations

Police Department 03/16/04 – Library Locked Down due to police activity in Civic Center parking lot

Prepared by: Donna Siloti

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2170

2170.1 This policy will apply to all employees.

2170.2 The Manager of Public Services or the Manager of Technical Services or his/her designated representative will conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she will be consulted during the preparation of the evaluation.

2170.3 Performance evaluations for employees not eligible for merit advancement will be conducted during the month of July.

2170.4 Performance evaluations will be in writing on forms prescribed by the Library Director. Said evaluation will provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.5 Performance evaluations will be reviewed by the Library Director prior to being discussed with the employee.

2170.6 The performance evaluation will be signed by the evaluator and will be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

2170.7 Unscheduled performance evaluations may be made at the discretion of the Library Director or his/her designated representative.

POLICY TITLE: Unauthorized Voluntary Absence
POLICY NUMBER: 2165

2165.1 Voluntary absence from work without permission for three consecutive working days will be considered an automatic resignation.

2165.1.1 After two consecutive days of voluntary absence from work without permission, the employee will be notified that the absence will be considered as resignation if it continues consecutively through the third working day. Said notice will provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the Library Director.

2165.1.1.1 Constructive resignation will not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

2165.1.1.2 The fact-finding hearing will be held within ten days after the end of the three consecutive days of unauthorized voluntary absence.

2165.2 The Library Director may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for three consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

2165.3 If the Library Director determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee will not be entitled to a post-severance evidentiary hearing and the employee's resignation will be considered to be effective at the end of the third consecutive day of his/ her unauthorized voluntary absence.

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160

2160.1 With the approval of the Library Director, an employee may request a leave of absence without pay for a period of up to ninety (90) days.

2160.2 Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation.

2160.3 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

2160.4 The term of an authorized leave of absence without pay cannot be guaranteed beyond thirty (30) days. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.

POLICY TITLE: Guidelines on Accepting and Providing Gifts, Entertainment and Services
POLICY NUMBER: 2155

2155.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

2155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value (approximately twenty dollars (\$20) or less);

2155.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2155.1.3 Does not result in any kind of special or favored treatment;

2155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

Employees who accept bi-lingual pay will be required to provide translation services for clients and for other staff members.

2150.5.1 Bi-lingual pay is available for any language spoken by more than 10% of the population of Placentia Library District as shown by the United States Census.

2150.3.2.2 Promotion or Demotion. An employee who is promoted or demoted will have a new merit advancement date that will be one year from the date of promotion or demotion.

2150.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range will have no change in merit advancement date.

2150.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date will not change.

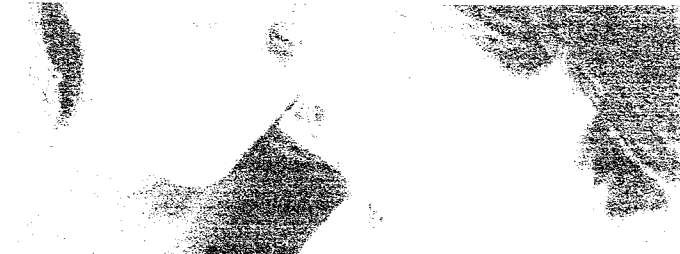
2150.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range will have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range will have a new merit advancement date which is one year following the effective date of the position reclassification.

2150.3.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement will have a new merit advancement date effective one year from the date of said adjustment.

2150.3.3 Effective Date. An employee's merit increase will take place on the day on which his/her merit advancement date falls. The Library Director may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date if performance is not satisfactory. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee will not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

2150.5 Bi-Lingual Pay. Employees in all classifications are eligible to be tested for Spanish bi-lingual pay. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five per cent addition to their regular pay rate effective the date that he/she completes the test.



REPORTING

California State Library
Mid-Year Report FY 2003/2004

Name of Library: **Placentia Library District**

[Main Menu](#)

Page 7 of 15

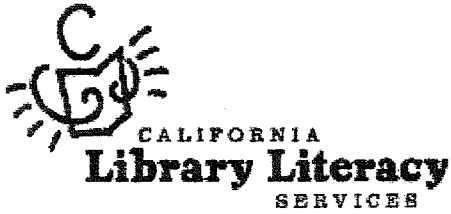
Staff Commitment - Contract Personnel

Contract Personnel (not a city/county/district employee)

Position/Job Title	FTE of Hours Per Week		
	Adult Program	Family Program	ELI Program
	0	0	0

The following has been entered:

Position/Job Title	FTE of Hours Per Week				
	Adult Program	Family Program	ELLI Program	LLABS Program	
Federal Work Study	40	40	60	0	Delete
Literacy Interns	20	20	0	0	Delete
	0	0	0	0	Delete



REPORTING

California State Library
Mid-Year Report FY 2003/2004

Name of Library: **Placentia Library District**

[Main Menu](#)

Page 6 of 15

Staff Commitment - Library Personnel

Library Personnel (staff is city, county or district employee)

Position/Job Title	FTE of Hours Per Week		
	Adult Program	Family Program	ELI Program
	0	0	0

The following has been entered:

Position/Job Title	FTE of Hours Per Week				
	Adult Program	Family Program	ELLI Program	LLABS Program	
	0	0	0	0	Delete
	0	0	0	0	Delete
	0	0	0	0	Delete
Literacy Coordinator	20	0	10	0	Delete
Litreracy Coordinator	20	0	10	0	Delete
ELLI & FFL Coordinator/Asst Literacy Coordinator	10	10	20	0	Delete
	0	0	0	0	Delete



REPORTING

California State Library Mid-Year Report FY 2003/2004

Name of Library: **Placentia Library District**

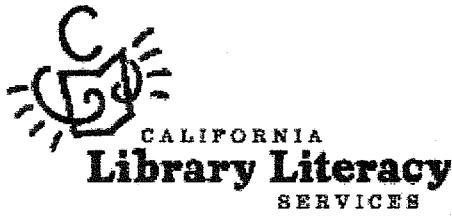
[Main Menu](#)

Page 4 of 15

Family Activity Report

The number of Families participating (families can participate in a number of different ways; attending special FFL programs is just one way to participate):

Note: These are unduplicated counts	Mid-Year	Final	Total
Total Number of Adult Learner Families Served ?	<input type="text" value="35"/>	0	<input type="text" value="35"/>
Total Number of non-Adult Learner Families Served ?	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Note: These are cumulative counts	Mid-Year	Final	Total
Number of FFL Meetings Held ?	<input type="text" value="1"/>	0	<input type="text" value="1"/>
Number of FFL Attendees as of report date ?	<input type="text" value="30"/>	0	<input type="text" value="30"/>
Number of ELLI Meetings Held ?	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Number of ELLI Attendees as of report date ?	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Number of LLABS Site Visits ?	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Number of LLABS Attendees as of report date ?	<input type="text" value="0"/>	0	<input type="text" value="0"/>
<input type="button" value="Back"/> Save and quit <input type="button" value="Continue"/>			



REPORTING

California State Library Mid-Year Report FY 2003/2004

Name of Library: **Placentia Library District**

[Main Menu](#)

Page 3 of 15

Adult Learner Demographics ?

Ethnicity								
Asian	Black	Latino	Native American	Pacific Islander	White	Other	Unknown	Total
94	3	57	0	0	6	26	0	186 ✓

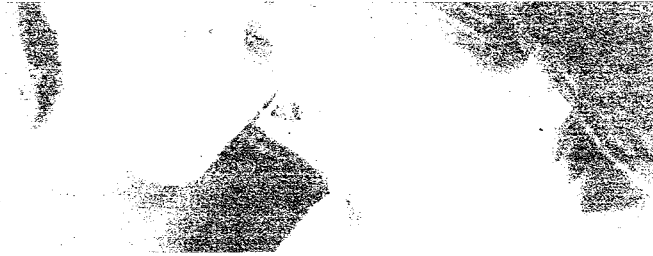
Age Distribution								
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
5	28	44	46	40	14	9	0	186 ✓

Gender			
Male	Female	Not Specified	Total
44	142	0	186 ✓

[Back](#)

[Save and quit](#)

[Continue](#)



REPORTING

California State Library Mid-Year Report FY 2003/2004

Name of Library: **Placentia Library District**

[Main Menu](#)

Page 2 of 15

CLLS Adult Learner Activity Report ?

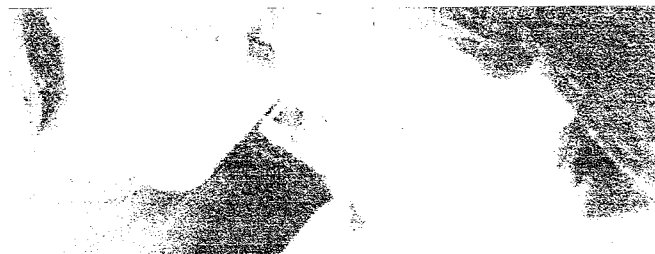
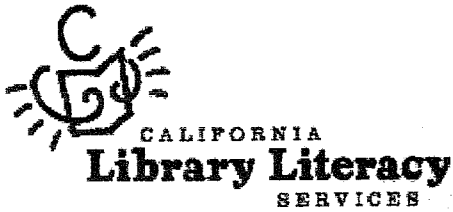
SEMI-ANNUAL SUMMARY

	TOTAL
1. Continuing Adult Learners from previous filing period ? Override	142
2. Adult Learners who began instruction <i>during this filing period.</i> ?	44
3. Total Adult Learners who received instruction <i>during this filing period.</i> ? (=1 + #2 = #3)	186
4. Adult Learners who left <i>during this filing period.</i> ?	10
5. Adult Learners receiving instruction at the end of this filing period. ? (=3 - #4 = #5)	176
6. Cumulative total adult learners who received instruction <i>this fiscal year to date</i> ? (=1 + #2 = #6)	186
7. Adults referred to other programs (never instructed) this filing period ?	0
8. Adult Learners awaiting instruction or rematch at end of this filing period ?	25
9. Total number of Adult Learner instruction <u>hours</u> for this filing period (can include one-on-one tutoring, small group, computer instruction, etc.) ?	0

[Back](#)

[Save and quit](#)

[Continue](#)



REPORTING

California State Library Mid-Year Report FY 2003/2004

Name of Library: **Placentia Library District**

[Main Menu](#)

Page 1 of 15

Reporter's Information

Name of Library	Placentia Library District
Applicant contact:	<input type="checkbox"/> Jim Roberts
Phone: (xxx)xxx-xxxx	<input type="checkbox"/> 714-524-8408
Fax: (xxx)xxx-xxxx	<input type="checkbox"/> 714-528-8236
E-mail:	<input type="checkbox"/> jroberts@placentialibrary.org
Address:	<input type="checkbox"/>
	<input type="checkbox"/> Save and quit <input type="button" value="Continue"/>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Report from Saundra Stark on the Special District Risk Management Authority Board Meeting held on March 24, 2004**

DATE: April 26, 2004

Saundra Stark, Placentia Library District's representative to the Special District Risk Management Authority (SDRMA) Board of Directors, reported on March 24, 2004 that she had participated in that day's Board meeting by telephone.

SDRMA has purchased a new headquarters building in Sacramento and it is now in escrow. The building has approximately 20,000 square feet. SDRMA will occupy approximately 10,000 square feet, California Special Districts Association (CSDA) will occupy approximately 5,000 square feet and the remaining 5,000 square feet will be rented. The current building has been sold resulting in a cash position for SDRMA.

SDRMA will soon be distributing an offer for a health insurance package for its member districts. As soon as there are 500 participants for the plan it will be activated. (Placentia Library District's current plan expires at the end of February, 2005.)

There has been a change in the rules for covering drivers on the SDRMA policies. The District will seek additional information from SDRMA about the impact of these changes.



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM VII. C.

STAFF REPORT

Subject: OCCOG Chair Update

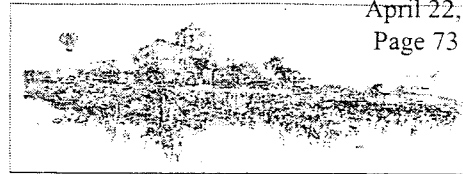
Summary: The OCCOG Chair will provide a report to the OCCOG Board of Directors.

Recommendation: Receive report.

Attachment: None

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

000047



Interregional

PARTNERSHIP

WORKING TOGETHER TO SHAPE OUR FUTURE

Western Riverside Council of Governments

Orange County Council of Governments

IRP POLICY COMMITTEE MEETING

AGENDA

Friday, April 16, 2004

11:30 AM – 1:30 PM

ACTION

- | | | |
|----|--|----------------------|
| 1. | Welcome and Introductions
<i>Co-Chairs Bev Perry and Jeff Miller</i> | |
| 2. | Summary of the Nov 14, 2003 Policy Committee Meeting
<i>Co-Chair Jeff Miller</i> | DISCUSSION |
| 3. | “What’s In It For Us?” –Homes for California Families Initiative
<i>Susan DeSantis, WRCOG</i>
<ul style="list-style-type: none"> • Strategy Update • Next Steps | DISCUSSION |
| 4. | Business Site Ready Database
<i>Kyler Diershaw, ACT Director of Operations</i>
<ul style="list-style-type: none"> • Live Demonstration | DISCUSSION |
| 5. | Mixed-Use Toolkit
<i>Heather Dion, OCCOG</i> | APPROVE |
| 6. | Mixed Use Presentation
<i>Rick Bishop, WRCOG</i> | APPROVE |
| 7. | Next Meeting Date and Location
<ul style="list-style-type: none"> • Set Next Meeting Date: Friday, June 18, 2004 • Location: City of Corona Corporation Yard | APPROVE MEETING DATE |



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM VII. B.

STAFF REPORT

Subject: Inter-Regional Partnership Update

Summary: The IRP Policy Committee will meet Friday, April 16, 2004. During the meeting the policy committee will consider final approval for the following work products:

- Schedule and Scope of Work for the "Workforce Housing Solution"
- Business Site Ready Database
- Mixed-use toolkit
- Mixed-use power point presentation and script

Pending approval of these work products OCCOG and the Western Riverside Council of Governments (WRCOG) staff will finalize the products for distribution. All work products will be available to the OCCOG and WRCOG member agencies and other interested parties. Additionally, the final products will be sent to the California Department of Housing and Community Development along with a final report in June 2004.

Recommendation: Receive report.

Attachment: Inter-Regional Partnership Policy Committee Agenda for Friday, April 16, 2004.

Staff Contact: Heather Dion, Regional Issues Analyst, 917/972-0077

000045

Staff is requesting that the Board provide any feedback or comments regarding the proposed OWP projects prior to the agreement, which should be presented in May or June.

Recommendation: Receive Report.

Attachment: None.

Contact: Michael Gold, Acting Executive Director – (714) 972-0077

000044



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM VII. A.

STAFF REPORT

Subject: Update on SCAG's Overall Work Program for 2004-2005.

Summary: OCCOG is currently in discussions with SCAG regarding its 2004-05 Overall Work Program (OWP) items for the coming fiscal year, beginning July 1, 2004. As in previous years, SCAG and OCCOG staff work in conjunction on developing a list of proposed projects, which is then brought to the OCCOG board for preliminary discussion. Subsequently, these projects will be incorporated into the agreement between SCAG and OCCOG and brought to the OCCOG Board for approval in May or June.

The projects being proposed for the 2004-05 OWP are:

Growth Visioning/Smart Growth - \$120,000

This is a continuation of our efforts in Growth Visioning to build upon our past programs in Phases I – III. The final project work has not yet been defined and the scope of work is general enough to allow some flexibility.

The Growth Visioning effort from this year could be expanded or the Board could consider other projects it wishes to undertake.

Data and Modeling - \$120,000

This funding is to assist with OCCOG's work through the Center for Demographic Research in providing demographic information to member agencies.

Homes for California Families - \$60,000

This project is jointly funded with Western Riverside COG (they received \$30,000) and could provide a portion of the money needed to continue the work of the Inter-Regional Partnership. As has been reported to the board in the past, one of the major outgrowths from the IRP has been a proposal to engage residents in the County in a dialog about housing issues that would provide policy makers a framework to make critical housing decisions. The \$90,000 in the OWP offered to WRCOG and OCCOG could assist with the staffing needs of the program, should it continue. A final decision and structure for this program has not yet been made.

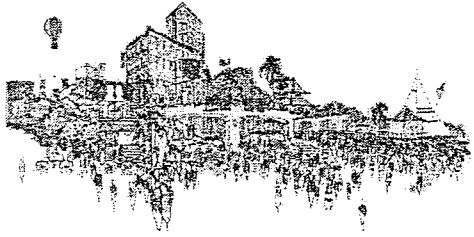


ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM VI. A.

STAFF REPORT

- Subject:** Contemporary Infill Development.
- Summary:** As part of OCCOG's Growth Visioning Program, OCCOG staff will be inviting various stakeholders and partners to provide information and examples of livable communities concepts to the OCCOG Board. This month, OCCOG has invited Tom Bak, Managing Director of Trammell Crow Company's Southern California Development and Investment Group, to provide case studies that profile different types of infill development projects including suburban office, business park and environmental superfund sites. Mr. Bak will be providing a Power-Point presentation, highlighting these case studies, focusing on opportunities and constraints to various development types.
- Recommendation:** Receive report.
- Attachment:** None.
- Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844



Orange County Council of Governments

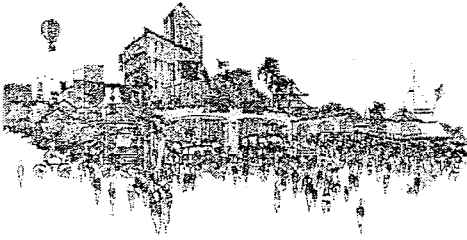
ROCC Program: Resources (Attachment E)

In order to provide further information for to interested parties the following individuals' contact information and the following website address have been provided.

Orange County Council of Governments
<http://www.occities.org/occog>
Information regarding the ROCC Program can be found under the title
"Projects/Programs."

Mr. Joe Carreras
Lead Regional Planner
Community Development
Southern California Association of Governments
(213) 236-1856
carreras@scaq.ca.gov

Mr. Christopher Wright
Associate Planner
Long Range Planning Division
Orange County Transportation Authority
(714) 560-5749
cwright@octa.net



Orange County Council of Governments

ROCC Program: Request for Information (Attachment D)

All questions for OCCOG must be submitted in writing. Responses will be returned immediately, however, for the benefit of others question responses will be posted at <http://www.occities.org/occog>. Requests for Information may be submitted electronically to mphenkes@occities.org. Please indicate "Request for Information re: ROCC" as the subject.

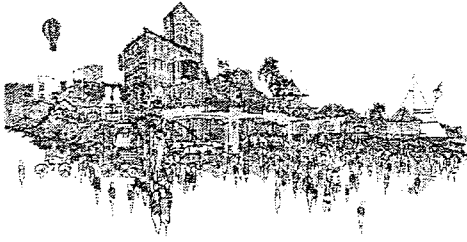
Name: _____
Title: _____
Organization: _____

Date Request Submitted: _____

Question:

Please mail to:

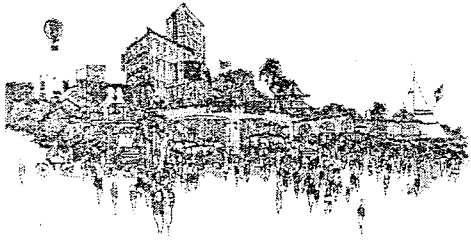
Orange County Council of Governments
Attn: ROCC RFI
600 West Santa Ana Boulevard
Santa Ana, CA 92701



Orange County Council of Governments

ROCC Program: Pre-Submittal Checklist (Attachment C)

- Cover letter: A concise statement introducing the project (2 page maximum).
- Project Identification Form is Complete.
- Letters of Commitment from Partnering Organizations are attached.
- If submitting multiple projects, projects are prioritized for review.
- Rights of way have been obtained, if necessary.
- CEQA/NEPA status (Provide Documentation):
 - Incomplete, but supporting documentation provided demonstrating ability to have met requirement before funding obligation.
 - Complete
 - Negative Declaration
 - Not Applicable
- Project's status in RTIP or OWP:
 - Programmed
 - Not Programmed, but supporting documentation provided demonstrating ability to have met requirement before October 1, 2005 (RTIP) or December 1, 2005 (OWP).



Orange County Council of Governments

ROCC Program: Reimbursement Invoice Form (Attachment B)

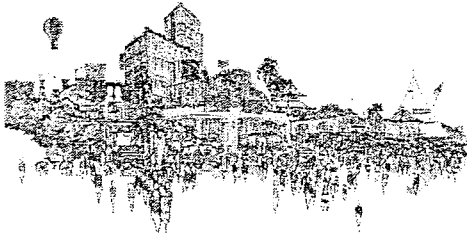
1. Project Title	2. Project Manager
3. Project Number	4. Date of Invoice
5. Payment Requested	
Indirect Costs: _____	
Direct Costs: Administrative: _____	
	Reimbursables: _____

Completed Milestones: _____

Signature of Contract-Authorized Person: _____
Date: _____

Payment Approval (OCCOG)	Date
--------------------------	------

This form must be accompanied by complete and accurate documentation of expenses. Please attach a progress report detailing activities completed and an itemized list of all charges documenting check numbers, amounts, dates, recipients and purposes of the charges. Complete requests ensure timely processing.



Orange County Council of Governments

ROCC Program: Project Identification Form (Attachment A)

Project Sponsor: _____

Partners: _____

Project Title: _____

Project Location: _____

Project Type: _____ Planning _____ Construction

Project Description (Please attach additional sheets as necessary):

Request for ROCC Dollars (not to exceed \$200,000): \$ _____

Total Project Cost: \$ _____

Percentage Administration: _____ %

Percentage Match: _____ %

Contact Information:

Name: _____

Title: _____

Phone/Fax: _____

Email: _____

Address: _____

Please attach to Project Identification Form a complete description of project responding to requirements and criteria of OCCOG ROCC Call for Projects.

Evaluation (100 Points Possible)

- Project sponsors committed to evaluation/
documentation Plan¹⁰. _____ (40 points)
- Project sponsors clearly identify a grant manager and
provide a clear set of project milestones and/or
timeline. _____ (60 points)

Evaluation Subtotal _____ / 100 points

Extra Points

- Project includes at least 20% matching funds. _____ (10 points)
- No more than 5% of awarded funds will be used
for administrative purposes. _____ (10 points)

Project Subtotal (excluding extra points) _____ / 1000 points

Extra Points Subtotal _____ / 20 points

Project Total _____

¹⁰ Example evaluation plans are available at <http://www.occities.org/occog/>.

Environmental/Safety (150 Points Possible)

- Project contributes to attainment of local and regional air-quality standards. _____ (30 points)
- Project encourages water-quality by addressing/reducing urban run-off. _____ (30 points)
- Project has the potential to correct/eliminate an existing safety problem and improves safety conditions for users. _____ (30 points)
- Project has potential to reduce the number of accidents or injuries. _____ (30 points)
- Project works to preserve the natural environment. _____ (30 points)

Environmental/Safety Subtotal _____ / 150 points

Transportation (220 Points Possible)

- Project improves mobility/reduces vehicle delays. _____ (20 points)
- Project provides inter-modal and/or transit connections. _____ (30 points)
- Project increases off-peak hour transportation options. _____ (30 points)
- Project promotes alternative forms of transportation. _____ (40 points)
- Project shortens automobile trip lengths. _____ (30 points)
- Project reduces SOV (Single Occupancy Vehicle) trips. _____ (30 points)
- Project incorporates use/development of best practices or incorporation of new technologies, e.g., Intelligent Transportation Systems. _____ (30 points)
- Project enhances/provides for telecommuting opportunities. _____ (10 points)

Transportation Subtotal _____ / 220 points

Land-Use (220 Points Possible)

- Project promotes mixed-use/incorporates mixed-use facilities. _____ (40 points)
- Project promotes reuse of underutilized facilities. _____ (40 points)
- Project advances Jobs-Housing balance development patterns, e.g., infill, or transit oriented development. _____ (50 points)
- Project encourages pedestrian, bicycle, HOV, etc. resulting in greater access for residents to activity centers, e.g., health care, jobs, or shopping. _____ (50 points)
- Project encourages expanded usage of public facilities. _____ (40 points)

Land-Use Subtotal _____ / 220 points

Community Development/Outreach (100 Points Possible)

- Project facilitates a high quality of life. _____ (20 points)
- Project includes a public outreach component, or demonstrates a commitment to seeking/involving community support. _____ (20 points)
- Project targets specific populations, e.g., students, seniors, disabled. _____ (30 points)
- Project addresses/enhances an identified need. _____ (30 points)

Community Development/Outreach Subtotal _____ / 100 points

Project Ranking/Criteria

All submitted projects will be ranked on a 1000-point scale. This criteria was developed by the ROCC Technical Advisory Committee, a panel of local, regional, state and federal representatives appointed by the OCCOG Board of Directors and subsequently approved by the Board at their April 22, 2004 Meeting. Please note that points indicated for a given subcategory are maximums and, at their discretion, committee members may assign a lower score.

Cooperation (220 Points Possible)

- Project is consistent with local, subregional and regional long range transportation goals and policies including:
 - SCAG Regional Transportation Plan⁶; _____ (20 points)
 - Implementation of SCAG Compass Program (Growth Visioning)⁷; _____ (20 points)
 - OCTA Directions 2030⁸; and _____ (20 points)
 - Applicable City and County General Plans, or member agency policy-planning document⁹. _____ (20 points)
- Project has secured matching funds or leverages other available resources. _____ (30 points)
- Project is a multi-agency partnership. _____ (40 points)
- Project has a sub-regional or multi-jurisdictional focus. _____ (40 points)
- Project links existing facilities. _____ (30 points)

Cooperation Subtotal _____ / 220 points

⁶ For more information, please consult <http://www.scag.ca.gov/rtp/2004draft/>

⁷ For more information, please consult <http://www.socalcompass.org/>

⁸ For more information, please consult <http://www.octa.net/programs/directions/intro.asp>

⁹ For more information, please contact applicable entity or visit <http://www.occities.org/occog> for OCCOG member contact information.

Evaluation Process

Submittal Date

All project proposals should be addressed to:

*D. James Hart, PhD, Chair
Reduce Orange County Congestion
Technical Advisory Group
c/o OCCOG
600 West Santa Ana Boulevard, Suite 214
Santa Ana, CA 92701*

All submittals must be received by 5:00 p.m. on Thursday, June 24, 2004 and may be submitted by mail, electronic mail or in person (please do not fax). **Electronic submittals (on CD or via e-mail) are strongly encouraged.**

All incomplete proposals⁵ will be returned by staff within two weeks of receipt.

ROCC Technical Advisory Group

All proposals will be evaluated based upon the attached criteria. The ROCC Technical Advisory Group will rank projects based on these criteria and the principles outlined in the introduction. This ordered list, with recommendations for funding will be forwarded to the OCCOG Board of Directors.

OCCOG Board of Directors

Projects recommended by the ROCC Technical Advisory Group will be submitted to the OCCOG Board of Directors for approval. Upon approval, project sponsors will be notified of their project's status. The OCCOG Board of Directors retains the right to exercise its judgment concerning the selection of a project for inclusion in the ROCC Program. The Board of Directors is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award funding.

Notice to Proceed

Due to the coordination involved with various local, regional, state and federal agencies, there may be a short delay between when the project is selected for funding and when reimbursable activities may begin. No work will be reimbursed that is performed before contract execution and the Notice to Proceed is given by OCCOG to a selected project sponsor.

⁵ Please refer to attachment A or <http://www.occities.org/occog>.

ROCC Reimbursement Calendar

Fiscal Year 2004 – 2005 Invoice Submittal Dates

December 3, 2004

March 18, 2005

June 17, 2005

September 16, 2005

December 2, 2005

Note: Invoices will be submitted by OCCOG to CalTrans one to two weeks after the dates listed above. Agencies will receive payment of invoices after OCCOG receives funds from CalTrans.

- Projects may be construction or planning oriented. Preferred planning projects are those that are not “concept-oriented,” but instead work to reduce traffic congestion through the implementation of subregional and regional growth visioning programs, or local and county general plans. Examples may include (but are not limited to):
 - Changing land-uses to correspond to the implementation of regionally or subregionally significant transportation projects²;
 - The development of an ordinance for transportation oriented development (TOD) along a transit corridor; and
 - The creation of a transportation overlay plan.

Eligible Agencies

- All OCCOG members are eligible to apply for ROCC monies. Members may elect to partner with outside organizations or with other members. Due to the subregional focus of OCCOG, cooperative partnerships or projects beneficial to multiple jurisdictions are highly encouraged.

Reimbursement

- ROCC is a reimbursement-based program. All project proposals must include a schedule including significant milestones. Agencies may invoice based on completion of a designated milestone. OCCOG will invoice CalTrans on a quarterly basis and will reimburse awardees once OCCOG receives its reimbursement³.
- All recipients are subject to the rules and regulations set forth by the Federal Office of Management and Budget (OMB) Circular A-87⁴.
- OCCOG will hold back 10% of the total funds awarded to each project until project completion and approval of the project's submitted evaluation.
- OCCOG will receive invoices on an ongoing basis. However, to be included in a particular quarter's cycle invoicing for that quarter must be completed by the dates provided on the following page.

² 2004 Regional Transportation Plan – Thinking out of the Box: Land-use-Transportation Connection, Southern California Association of Governments.

³ Please refer to Attachment B or <http://www.occities.org/occog/>.

⁴ A link to OMB Circular A-87 can be found at <http://www.occities.org/occog/>.

ROCC is helping to alleviate congestion by bringing financial and educational resources directly to Orange County communities. This collaborative strategy will provide funding to cities and other public agencies in Orange County for a multitude of projects and planning that will reduce congestion, improve safety, protect the environment (including air quality and water quality), and benefit the over three million residents in the County.

Goals

- Reduce traffic congestion and improve the efficiency of the transportation system.
- Reduce the environmental impacts of transportation.
- Reduce the need for costly future public infrastructure investments.
- Ensure efficient access to jobs, services and centers of trade.
- Examine development patterns and identify strategies to encourage private-sector development patterns that achieve any of the previously stated goals.

Grant Size

- OCCOG has approximately \$900,000 to sub-award to its member agencies.
- Grants may range in size, but no individual grant will exceed \$200,000.

Project Specifics

- Multiple projects may be submitted by the same project sponsor, however that project sponsor must prioritize these projects in the order in which they should be considered.
- Any necessary Rights-of-Way must be obtained before a project may be considered.
- Projects must already have completed necessary environmental documents including California Environmental Quality Act (CEQA) or National Environmental Protection Act (NEPA) documentation, or demonstrate a reasonable expectation of CEQA and NEPA having been met prior to fund obligation.
- Projects must be programmed or demonstrate a reasonable expectation of being programmed into the Regional Transportation Improvement Plan by October 1, 2004, or the Overall Work Program by December 1, 2004.
- Due to a limited window in which funds are allocated, all projects must be prepared to obligate¹ awarded funds by September 30, 2005. Projects that do not obligate funds and begin invoicing OCCOG by August 1, 2005 will have their funds withdrawn.

¹ The term obligate means that the Federal Highway has authorized the project through CalTrans and monies have been set aside in FMIS (this is FHWA's financial system). Once funding is obligated then funds become available in perpetuity.

Grant Information

In 2003, the Orange County Council of Governments initiated its Reduce Orange County Congestion Program to assist communities throughout the County, and to develop innovative responses to combat the region's growing congestion and transportation safety problems.

OCCOG, with 55 member agencies, is the largest single-county council of governments in California. With its diverse membership and representation on its Board of Directors, the growing list of OCCOG member agencies currently includes 34 cities, the County of Orange, sanitation districts, transportation agencies, water districts, the regional air district, universities and the private sector.

Background

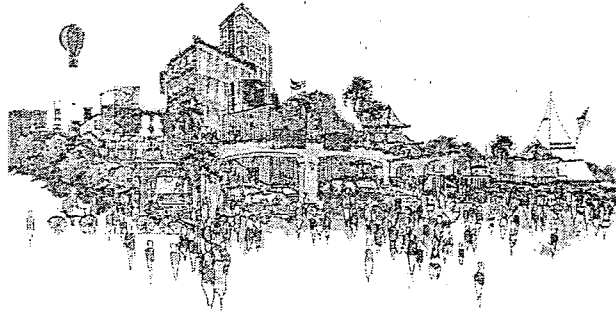
As part of the TEA-21 program, TCSP was established to provide "a comprehensive initiative to investigate and address the relationships between transportation and community and system preservation and identify private sector-based initiatives (Sec. 1221 of the Transportation Equity Act for the 21st Century)." Administered by the Federal Highway Authority, TCSP was initially allotted \$120,000,000 over a series of four years (FY1999-2003).

TCSP, though originally a program based on competitive bidding by regional and county agencies, has recently shifted procedurally. The program is now structured around congressional earmarks. In the final year of the program's pilot phase, the Orange County Council of Governments received a federal earmark for congestion relief purposes.

Several factors have led to the County's increasing traffic, congestion and safety issues:

- Orange County has some of the most congested highways in the nation, including State Route 91, which carries an estimated 250,000 vehicles per day, in each direction. This project will assist significantly by providing agencies in Orange County with necessary funding to improve circulation and increase safety.
- The County's population has been steadily increasing. In 2000, Orange County added 58,000 people to its population, more people overall than any other county in California, making Orange County the second most populated county in the state and the fifth most populated county in the nation.
- Orange County continues to create more jobs than housing, making it a destination for workers. By 2030, Orange County is expecting a 27% increase in jobs, but only a 15% increase in housing.

Reduce Orange County Congestion (ROCC) Technical Advisory Group Draft Criteria



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

Introduction

Reduce Orange County Congestion (ROCC) is an innovative program designed and implemented by the Orange County Council of Governments (OCCOG) to assist communities throughout Orange County combat the region's growing congestion and transportation safety issues. The ROCC Program's innovation lies in its flexibility to encourage and provide funding to OCCOG member agencies to develop land-use solutions to transportation problems thereby linking two traditionally distinct fields.

In addition to its dedication to the realization of meaningful, congestion-reducing, local and subregional projects, the ROCC Program also seeks:

- To ensure a geographic balance in the funding of projects;
- To provide financial aid to jurisdictions who may have difficulty accessing traditional funding sources;
- To encourage a multi-jurisdictional and multi-objective approach to congestion relief; and
- To determine strategies based on those set forth by the Federal Highway Administration's (FHWA) Transportation and Community and System Preservation (TCSP) Program.

Lynn Harris
Southern California Association of Governments

Richard Marcus
Orange County Transportation Authority Representative

Harry Persaud
County of Orange Representative

Heather Sowers (Fullerton)
OCCOG Technical Advisory Committee Representative

The ROCC Group worked from early February 2004 to mid-April 2004 drafting the proposed criteria with a goal of submitting the ROCC Call for Projects to the OCCOG Board of Directors at its regular April 22, 2004 meeting.

Pending approval of the criteria, notification of the Call for Projects will be released on Monday, April 26, 2004.

Recommendation: Approve Reduce Orange County Congestion Program criteria and Call for Projects.

Attachment: Reduce Orange County Congestion Program criteria and Call for Projects.

Contact: D. James Hart, Ph.D., City Manager
City of Rancho Santa Margarita – (949) 635-1800

Matthew Henkes, Policy Analyst – (714) 972-0077



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM V. A.

STAFF REPORT

Subject: Approve Reduce orange County Congestion Program Criteria and Call for Projects

Summary: In 2003, as part of its federal funding effort, the Orange County Council of Governments (OCCOG) received a federal earmark of \$1 million for the Reduce Orange County Congestion (ROCC) program. The ROCC Program was funded from the Federal Highway Administration's (FHWA) Transportation and Community and System Preservation (TCSP) Program, which has an important focus on land-use approaches to reducing traffic congestion. The ROCC Program is a pilot project representing OCCOG's first grant-awarding program in which OCCOG member agencies will be able to apply for ROCC Program funds for specific projects.

In October 2003, the OCCOG Board of Directors approved the creation of the ROCC Technical Advisory Group (ROCC Group). The ROCC Group, composed of local, regional, state and federal representatives was created to develop the project solicitation/Call for Projects, to craft the criteria by which submitted projects would be ranked and to perform an initial ranking of proposals received. Members of this group included the following individuals:

Chair D. James Hart, Ph.D.
Orange County City Managers Association Representative

Vice-Chair Jennifer Johnson
Transportation Corridors Agencies Representative

Sandra Balmir
Federal Highway Administration Representative

Pat Dapkus (Huntington Beach)
OCCOG Technical Advisory Committee Representative

Maureen El Harake
CalTrans Representative



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

ITEM IV. D.

STAFF REPORT

Subject: Growth Visioning Update

Summary: The final report outlining phase IV of OCCOG 's Growth Visioning program will be issued in early May 2004. The growth visioning consultants, with assistance from OCCOG staff, are in the final phases of formatting and incorporating graphics and pictures into the report. OCCOG staff will make the report available in both hard copy and electronic form to OCCOG Board Members and Alternates, as well as member agencies. Other interested parties may access the report and additional growth visioning information from the OCCOG website.

Recommendation: Receive report.

Attachment: None

Staff Contact: Heather Dion, Regional Issues Analyst, 917/972-0077

000021

In Case You Missed it - SCAQMD is Providing \$12 Million for Clean School Buses

The SCAQMD adopted in February 2004 a Clean School Bus Initiative, committing \$12 million to replace and retrofit diesel buses. The school bus initiative will provide funding to help purchase clean-burning natural gas-powered buses as well as particulate traps for installation on diesel-powered buses. Specifically, the initiative will provide:

- \$7.2 million, and up to \$60,000 per CNG bus purchased, resulting in the replacement of at about 120 diesel buses. Public schools and private companies will be eligible for the funding, with public schools receiving first priority. Public schools can receive an additional \$12,000 per bus for natural gas fueling infrastructure. Buses eligible for replacement must be 1986 and older models, with 1976 and older models given priority. Replaced diesel buses must be completely destroyed by crushing; and
- \$4.8 million -- \$6,500 per diesel bus -- for installation of retrofit particulate traps capable of reducing particulate matter by more than 85 percent. The traps are effective only on 1994 and newer model buses. Both public and private fleets are eligible, and most 1994 and newer public school buses already have been retrofitted with the traps. The funding, which also includes \$500 per fleet for the initial incremental cost of low-sulfur diesel fuel, is expected to place more than 650 particulate traps on buses.

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 Spring 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**

**AIR QUALITY UPDATE
April 2004**

SCAQMD Adopts Measure to Reduce Emissions from Stationary Diesel Engines

The SCAQMD Governing Board adopted on April 2, 2004, a measure to reduce toxic emissions from stationary diesel-fueled engines, including stricter requirements for equipment near schools. The regulation, Rule 1470, will reduce emissions during normal engine maintenance and testing, as well as during unpredictable, inevitable emergencies. The rule includes more stringent provisions for engines located on or within 100 meters of schools and other "sensitive receptors," including daycare centers and hospitals. The AQMD has \$250,000 in state funding available to assist schools in retrofitting their own existing emergency diesel engines with particulate filters.

State Pursuing Law to Allow SCAQMD to Reduce Emissions from Locomotives

Senator Martha Escutia has introduced SB 1397, which would allow the SCAMD to adopt a Locomotive Emissions Reduction & Mitigation Program, unless or until the Federal EPA requires more stringent controls on trains. Studies have shown that one of the largest and most under-regulated source of air pollution in the South Coast Air Basin is locomotive operations and rail traffic is expected to double in the next 20 years. The SCAQMD is soliciting support for SB 1397.

SCAQMD Conducting Outreach for Draft Model Air Quality Element

The South Coast Air Quality Management District (SCAQMD) is holding a series of outreach sessions regarding a draft Model Air Quality Element (MAQE) for consideration by local jurisdictions in the adoption or amendment of their general plans. This draft document has been developed as part of SCAQMD's Environmental Justice program. It contains a wide range of options for local governments to meet their particular needs and is entirely voluntary. Once this round of outreach is completed, the draft MAQE will be presented to the AQMD Governing Board most likely in May 2004. If approved, SCAQMD staff plans to present the MAQE to city and county governments within Orange, Los Angeles, Riverside and San Bernardino counties for their voluntary consideration. Special presentations are slated for Orange County, through OCCOG.

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**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: April 2004 Report

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

000017

V. MATTERS FROM STAFF

A question was raised regarding the Public Policy Institute's recent report regarding state housing needs and its possible effects on RHNA. Bill Gayk commented that the PPI report was more regional in nature.

VI. ADJOURNMENT

Joel Rosen

Next Meeting: Tuesday, May 4, 2004 at the City of Orange, City Hall, Conference Room C.

City of Orange
City Hall, Conference Room C
300 East Chapman
Orange, CA 92866

Presently, the ROCC Group is developing the selection criteria to evaluate proposals. The criteria are now in draft form and will be presented to the Board on April 22, 2004.

Notices regarding the availability of the requests for proposals will be emailed to TAC members, city clerks, city staff and city managers. Any member cities of OCCOG are eligible to apply for grants. Partnerships between cities are encouraged.

f. Growth Visioning

Heather Dion

Action: Receive report

The OCCOG Growth Visioning Workshop was well attended. Approximately 100 people from 26 cities, CalTrans, OCTA, water districts and the private development community, including 13 elected officials, participated in the growth visioning exercises at the Tustin Community Center. Participant feedback has been very positive.

A final report, to be prepared by the Solimar Research Group, will be reviewed by staff and presented to the OCCOG Board in the next two months.

g. Air Quality Update

Annabel Cook

Action: Receive report

Annabel Cook presented three items to the TAC members regarding the Air Quality Update. First, there will be a National Alternative Fuel Vehicle Day Odyssey on April 8, 2004 at the South Coast Air Quality Management District and co-sponsored by OCCOG. This free event will showcase efficient choices in transportation by the Air Quality Management District and automakers. The district will be covering rules and regulations and compliance issues for AFV fleets and filling stations.

Second, the SCAQMD is holding a series of Draft Model Air Quality Element public consultation meetings. These meetings are designed to discuss the draft model elements with the public and collect comments. The ultimate adoption of an Air Quality Element by a city or the county is entirely voluntary. The next meeting will be held on Thursday, April 15, 2004 in San Bernadino.

Last, SCAQMD is supporting SB 1397 to regulate federal sources of air pollution. Specifically, SB 1397 would give local governments the ability to regulate the emissions of federal sources such as trains, planes and ships. A handout was distributed.

IV. MATTERS FROM COMMITTEE MEMBERS

There were no additional matters from committee members.

000015

Additionally, there was a very positive turnout for the Compass Southland Policy Dialogues. Comments from these dialogues were incorporated into the SCAG Compass report. A copy of the Compass Draft Growth Vision Preliminary Summary was distributed.

c. Orange County Projections Update

Dr. Bill Gayk

Action: Receive report

The Orange County Projections 2004 were adopted by the OCCOG Board in February and SCAG incorporated these projections SCAG's growth forecast for Orange County. A report summarizing OCP 2004 will be made available in approximately one month to Orange County cities. The OCCOG Board has requested that a letter be distributed to elected officials, staff and city managers, explaining the adoption process. A presentation about the adoption process for city managers is in the works.

d. Housing Inventory Supply

Deborah Stickley-Diep

Action: Receive report

Deborah Stickley-Diep of CDR presented an update of the Housing Inventory Supply (HIS) on behalf of Scott Martin from CDR. A hard-copy of the HIS PowerPoint presentation was distributed to the group and a full presentation on the HIS, presented by Scott Martin, is available to cities upon request.

The HIS process was formerly a responsibility of the County, passed to CDR, to maintain a record of housing units throughout the County. Beginning with census data, information is Geo-coded (by address) and updated annually by CDR. Cities should submit housing inventory data on a quarterly basis, although some cities submit information each month. This report is submitted to the California State Department of Finance at the end of the year.

Included in the agenda are two documents concerning the Automated Housing Permit Tracking for filing housing inventory reports and a Residential Activity Report Instruction sheet. The first document explains the "automated option," an electronic form of filing regular housing inventory reports. The second document explains the procedures and submission process for the Housing Inventory Supply survey. TAC members recommended that the TAZ column be added to the document.

e. ROCC

Heather Sowers

Action: Receive report

Heather Sowers presented on behalf of the Reduce Orange County Congestion Technical Advisory Group. OCCOG has been appropriated \$900,000 in federally earmarked funds for local projects that reduce traffic congestion in Orange County.

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**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

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

TECHNICAL ADVISORY COMMITTEE

HELD

April 6, 2004

A regular meeting of the Orange County Council of Governments Technical Advisory Committee was called to order at 10:00 a.m. by Joel Rosen at the City of Orange, City Hall, Conference Room C; 300 East Chapman, Orange, CA 92866

I. CALL TO ORDER/INTRODUCTIONS

Joel Rosen

Roll was taken by sign-in sheet.

II. PUBLIC COMMENTS

There were no public comments

III. REPORTS

a. Election for OCCOG TAC Chair

Annabel Cook

Action: Receive report

Annabel Cook introduced the issue of electing a new TAC Chair to replace Joel Rosen who has served as TAC Chair since the formation of OCCOG. Joel Rosen administered the election. Tracy Sato was elected unanimously as the new TAC Chair although she was not present. Pat Dapkus will serve as TAC Vice-Chair.

**b. Report on the March 25, 2004, OCCOG
Board Meeting**

Heather Dion

Action: Receive report

The OCCOG Board approved supporting OCTA's comments regarding the SCAG 2004 Regional Transportation Plan. Those comments were forwarded to SCAG. The Regional Council approved the RTP on April 1, 2004.

000013



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM IV. B.

STAFF REPORT

- Subject:** Report on April 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 minutes for review.
- Recommendation:** Receive report.
- Attachment:** Minutes from the April 6, 2004, OCCOG TAC meeting
- Staff Contact:** Annabel Cook, Regional Issues Consultant - (714) 571-5844

000011

B. Appoint OCCOG Subregional Representatives to SCAG Policy Committees

Annabel Cook provided background information on this item.

Action: Board Member Herzog moved, Board Member Dixon seconded, and the motion carried unanimously, to appoint the following individuals as OCCOG Subregional representatives to SCAG Policy Committees:

- Councilmember Gil Coerper to the Community, Economic and Human Development (CEHD) Policy Committee;
- Councilmember Doug Davert to the CEHD Policy Committee;
- Councilmember Bob Hernandez to the Transportation and Communications Policy Committee; and
- Councilmember Marilynn Poe to the CEHD Policy Committee.

OCCOG staff was directed to send a second Subregional Representative solicitation letter for the remaining three vacancies, indicating that only appointments to CEHD and the Energy and Environment Policy Committees are being sought. Board Member Perry stated, as SCAG President, that OCCOG should make an effort to appoint representatives to all three policy committees – CEHD, TCC and EEC – so that a balance of representation can be achieved.

VI. REPORTS

E. Report from OCCOG Chair

Chair Bone reminded the Board that after the Board meeting's adjournment, there would be a special SCAG Compass Program Southland Policy Dialogue and that everyone was welcome to attend.

VII. MATTERS FROM BOARD MEMBERS

No matters were discussed.

VIII. MATTERS FROM MEMBER AGENCIES

No matters were discussed.

IX. MATTERS FROM STAFF

Annabel Cook reminded the Board that completed Form 700s were due on April 1, 2004.

X. ADJOURNMENT

Chair Bone adjourned the meeting at 9:32 a.m. to the next regular meeting, to be held on Thursday, April 22, 2004, beginning at 9:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

CHAIR OF THE ORANGE COUNTY COUNCIL OF
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

CLERK OF THE BOARD

III. PUBLIC COMMENTS

There were no public comments.

IV. CONSENT CALENDAR

It was moved by Board Member Brown and seconded by Board Member Duke, to approve Consent Calendar Items A-F. The motion carried unanimously, with Board Members DeYoung, Cowan, Chavez, Bates, Campbell, Bilodeau, Norby, Craycraft, Silva and Holmes absent from the meeting.

A. Minutes from February 26, 2004

Action: Approved minutes, with Board Member Ridgeway and Herzog abstaining due to their absence from the February 26, 2004, meeting.

B. Report on the OCCOG TAC

Action: Received report.

C. Air Quality Report

Action: Received report.

D. Growth Visioning Program

Action: Received report.

E. Reduce Orange County Congestion Program

Action: Received report.

F. Inter-Regional Partnership Update

Action: Received report.

V. ACTION ITEMS

A. Draft 2004 Regional Transportation Plan

Annabel Cook provided background information on this item.

Action: Board Member Brown moved, Board Member Keenan seconded, and the motion carried unanimously, to support OCTA's comments regarding the Draft 2004 Regional Transportation Plan.

000007



ORANGE COUNTY COUNCIL OF GOVERNMENTS

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

BOARD OF DIRECTORS

HELD

March 25, 2004

A regular meeting of the Orange County Council of Governments was called to order at 9:04 a.m. by Chair Lou Bone at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Board Member Tod Ridgeway.

I. CALL TO ORDER / ROLL CALL

Roll was taken by the Deputy Clerk of the Board.

PRESENT:

Lou Bone, Chair, District 17
Richard Dixon, Vice-Chair, District 13
Tod Ridgeway, District 14
Alta Duke, District 18
Art Brown, District 21
Bev Perry, District 22
Debbie Cook, District 64
Tim Keenan, Cities At-Large
Phil Anthony, ISDOC
Peter Herzog, OCD, LOCC
Shirley McCracken, OCSO
Dave Swerdlin, TCAs
Al Hollinden, Private Sector

ABSENT:

Cathryn DeYoung, District 12
Libby Cowan, District 15
Richard Chavez, District 19
Ron Bates, District 20
Bill Campbell, County At-Large
Denis Bilodeau, OCTA
Chris Norby, SCAG-County Rep.
Bill Craycraft, SCAQMD-Cities Rep.
Jim Silva, SCAQMD – County Rep
Owen Holmes, University Rep.

VACANT:

District 16

II. OATH OF OFFICE

The Deputy Clerk of the Board administered the Oath of Office to Arlene Schafer, Alternate, Independent Special Districts of Orange County, and John Beauman, Alternate, District 22.



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

ITEM IV. A.

STAFF REPORT

Subject: Minutes from March 25, 2004 OCCOG Board of Directors Meeting

Summary: Attached are the minutes from the March 25, 2004 OCCOG Board of Directors meeting.

Recommendation: Approve minutes.

Attachment: Minutes from March 25, 2004 OCCOG Board of Directors Meeting

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

VI. REPORTS

- A. Update on SCAG's Overall Work Program for 2004-2005 (Michael Gold) 43

Recommended Action: Receive and file.

- B. Inter-Regional Partnership Update (Heather Dion) 45

Recommended Action: Receive and file.

- C. Report from OCCOG Chair (Chair Bone) 47

Recommended Action: Receive and file.

VIII. MATTERS FROM BOARD MEMBERS (Chair Bone)

IX. MATTERS FROM MEMBER AGENCIES (Chair Bone)

X. MATTERS FROM STAFF (Chair Bone)

XI. ADJOURNMENT

Next Meeting: Thursday, May 27, 2004, 9:00 a.m.

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 agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

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

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.

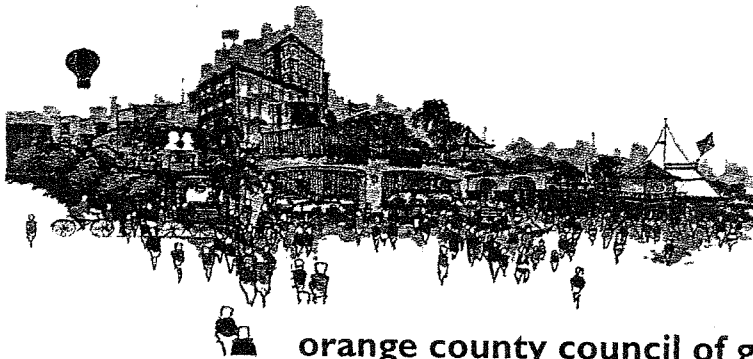
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|----|---|----------------------------------|----|
| A. | Minutes from March 25, 2004,
Board Meeting | (Clerk of the Board) | 05 |
| | <i>Recommended Action:</i> Approve minutes. | | |
| B. | Report on the OCCOG TAC | (Tracy Sato,
OCCOG TAC Chair) | 11 |
| | <i>Recommended Action:</i> Receive report. | | |
| C. | Air Quality Report | (Annabel Cook) | 17 |
| | <i>Recommended Action:</i> Receive report. | | |
| D. | Growth Visioning Program | (Heather Dion) | 21 |
| | <i>Recommended Action:</i> Receive and file. | | |

V. ACTION ITEMS

- | | | | |
|----|--|--------------------------------------|----|
| A. | Approve Reduce Orange County Congestion
Program Criteria and Call for Projects | (Dr. Jim Hart,
Chair, ROCC Group) | 23 |
| | <i>Recommended Action:</i> Approve Reduce Orange
County Congestion Program criteria and call for
projects. | | |

V. Presentation

- | | | | |
|----|--|-----------------------------|----|
| A. | Contemporary Infill Development | (Tom Bak,
Trammell Crow) | 41 |
| | <i>Recommended Action:</i> Receive report. | | |



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

Meeting Date / Location

Thursday, April 22, 2004
 9:00 a.m. – 11:00 a.m.
 Orange County Sanitation District
 10844 Ellis Avenue
 Fountain Valley, California

AGENDA ITEM

STAFF

PAGE

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

- cities**
 Aliso Viejo
 Anaheim
 Brea
 Buena Park
 Costa Mesa
 Cypress
 Dana Point
 Fountain Valley
 Fullerton
 Garden Grove
 Huntington Beach
 Irvine
 La Habra
 La Palma
 Laguna Beach
 Laguna Hills
 Laguna Niguel
 Laguna Woods
 Lake Fore
 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

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Lou Bone)

- Lou Bone, Chair, District 17
- Richard Dixon, Vice-Chair, District 13
- Cathryn DeYoung, District 12
- Tod Ridgeway, District 14
- Vacant, District 15
- Vacant, District 16
- Alta Duke, District 18
- Richard Chavez, District 19
- 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
- Phil Anthony, ISDOC
- Peter Herzog, OCD, LOCC
- Shirley McCracken, OCSD
- Denis Bilodeau, OCTA
- Chris Norby, SCAG-County Rep. *(not activated)*
- Bill Craycraft, SCAQMD – Cities Representative
- Jim Silva, SCAQMD–County Representative
- Dave Swerdlin, TCAs
- Owen Holmes, University Representative
- Al Hollinden, Private Sector

II. 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.

SOUTHLAND POLICY DIALOGUE

Agenda Item 29

March 25, 2004

Page 35 of 74

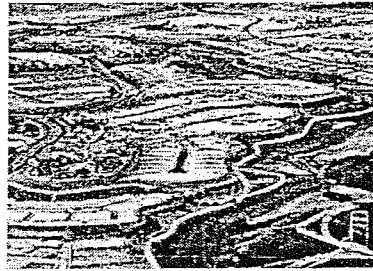


Compass
Southern California

Charting the course for
a sustainable southland

ORANGE COUNTY

Southern California Compass is a vision-based regional planning and policy exercise for the Southland. At 13 public workshops during 2003, local residents worked together to envision a future in which population and job growth can take place over the next 25 years.



The decisions and compromises made in these sessions have been incorporated into a proposed **Growth Vision** for the Southland, built on four Regional Growth Principles:

1. Improve **mobility** for all residents
2. Foster **livability** in all communities
3. Enable **prosperity** for all people
4. Promote **sustainability** for future generations

Now, Compass is returning to local communities to discuss the implementation of the Growth Vision in a series of five sessions called the **Southland Policy Dialogues**. At the Policy Dialogues, local civic leaders will:



- ▶ **Review** the results of the map-based workshops and key elements of the Growth Vision and 2004 RTP
- ▶ **Identify** barriers to effective implementation of the Growth Vision
- ▶ **Consider** short- and long-term implementation strategies
- ▶ **Generate** ideas for action and priorities for the SCAG workplan

DATE: Thursday, March 25

TIME: 9:30 AM - 12:00 PM

VENUE: O.C. Sanitation District
10844 Ellis Avenue
Fountain Valley

Regional Partners: Orange County
Council of Governments, Orange
County Business Council, WRCOG-
OCCOG Inter-regional Partnership

I want to attend the Compass
Southland Policy Dialogue!

NAME _____

EMAIL _____

ORGANIZATION _____

TITLE _____

PHONE _____

ADDRESS _____

Please RSVP by faxing this form to
Jason Weiner at (415) 445-8974 or e-
mailing your information to
jweiner@crrl.org.



ORANGE COUNTY
COUNCIL OF GOVERNMENTS

ITEM VI. A.

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



CITY OF ANAHEIM
OFFICE OF THE MAYOR
AND CITY COUNCIL

CURT PRINGLE, Mayor
TOM TAIT, Mayor Pro Tem
SHIRLEY McCracken, Council Member
RICHARD CHAVEZ, Council Member
BOB HERNANDEZ, Council Member

March 16, 2004

The Honorable Lou Bone
Chair, O.C. Council of Governments
600 W. Santa Ana Blvd., Suite 214
Santa Ana, CA 92701

**SUBJECT: SCAG COMMITTEE APPOINTMENT OPPORTUNITY -
TRANSPORTATION AND COMMUNICATIONS COMMITTEE**

Dear Lou:

Thank you for your recent letter announcing the OCCOG Board accepting nominations for subregional representatives to SCAG policy committees.

In the coming months and years, transportation will continue to be the lynchpin for the quality of life in Southern California, and consequently, I request an appointment to the Transportation and Communications Committee (TCC). I feel I am a good candidate to serve on the TCC, as I currently serve on the Transportation Corridor Agency (TCA) Board of Directors and as you probably know, as an Anaheim Council Member, I have been an ardent advocate for the Anaheim Regional Transportation Intermodal Center (ARTIC) which will serve as the regional hub for all current and future transportation alternatives in our region.

It would be an honor and privilege to serve on the TCC and I feel that I would add a great deal to the Committee.

Should you have any questions or concerns, please feel free to contact me or Phillip Tsunoda, Manager of Government Relations for the City of Anaheim at (714) 765-5162.

I thank you in advance for your consideration and look forward to speaking with you soon.

Sincerely,



Bob Hernandez
Council Member

000042

Doug Davert - Tustin City Council

PERSONAL:

Tustin area resident since 1968, active in the community as volunteer, donor and public official
Married, Two Daughters ages 4 and 2

EDUCATION:

Loyola Law School, Loyola Marymount University, Juris Doctor 1992
Chapman University, Bachelor of Arts 1987
Santa Ana College, Associate of Arts 1985
Tustin Unified Schools 1970-1983 (K-12)

EMPLOYMENT:

Davert & Loe, Lawyers, Partner/Attorney 1992-Present (Licensed in CA, TX, and DC)
Practice emphasizing real estate, land use, and business matters

COMMUNITY SERVICE:

CITY OF TUSTIN:

City Council
Member 2002-present
Planning Commission
Chairman 2002, Vice-Chairman 1999-2000, 2001-2002, Member 1997-2000, 2001-2002
Tustin Old Town Association
Member, Board of Directors, 2001- 2002
Tustin Area Council for Fine Arts
Member, Board of Directors, 2002- 2004
Secretary, 2002- 2003
Tustin Pride Committee
Member 1996-1999, Secretary 1998, Chair, Christmas Tree Recycling Program 96-98
Community Development Block Grant Citizen Participation Committee
Member/Participant 1998-2000, 2002, 2004
Citizens' Police Academy - Tustin Police Department
Graduate 1997
Tustin Community Foundation
Member, Advisory Committee 1997-2003

COUNTY OF ORANGE:

Trustee, Orange County Vector Control District 2003-Present
-Member, Budget & Finance Committee 2004
-Member, Supplemental Services Committee 2003
Alternate Director, Orange County Fire Authority 2003-Present
Alternate Director, Orange County Sanitation District 2003-Present
Second Alternate Member, Orange County Council of Governments 2003-Present

LEAGUE OF CALIFORNIA CITIES:

Participant, Forum for New Council Members and Mayors, Sacramento, January 2003

TUSTIN SCHOOLS:

Tustin Public Schools Foundation
Member, Board of Directors 1994-1998
Vice-President, Board of Directors 1995-1996
Volunteer, Dinosaur Dash 1993-Present
Co-Chair, Dinosaur Dash 1994 & 1995
Evaluator, Classroom Grants Program 1998-1999
Co-Chair, Classroom Grants Program 1999-2000
Tustin Unified School District
Liaison from Tustin City Council to Board of Education, 2004-Present
Volunteer, Tustin High School Grad Night 1995-1996 & 1998
Volunteer, Foothill High School Grad Night 1994
Member, TUSD Strategic Plan Committee 1996

OTHER:

Judge Pro-Tem, Long Beach/Los Angeles Superior Courts 1995-Present
Judge, Moot Court Competition, Chapman University School of Law 1999
Member, Board of Directors, Buckhorn Camp 1991-1994
Vice-President, Board of Directors, Buckhorn Camp 1992-1994
Civic Member, Tustin Area Chamber of Commerce 1999-Present
Member, American Planning Association 1999-2003

RECOGNITION:

Recognized, Tustin Unified School District Board of Education
for Dinosaur Dash participation 1993-1999
Nominated, Times Orange County Volunteer of Distinction Award 1995
Recipient, "Volunteer in People (VIP)" Award, Volunteer Center of Greater
Orange County and KEZY-FM 1995
Recognized, Long Beach Municipal/Superior Court
for service to the court as Judge Pro-Tem 1995-2002
Proclamations, Tustin City Council
for service to City of Tustin as Planning Commissioner 2000, 2002

000041



Office of the City Council

City of Tustin

300 Centennial Way
Tustin, CA 92780
www.tustinca.org
(714) 573-3010
FAX (714) 838-1602

March 12, 2004

The Honorable Lou Bone
Chairman, Orange County Council of Governments
300 Centennial Way
Tustin, CA 92780

Tony Kawashima
Mayor

Lou Bone
Mayor Pro Tem

Doug Davert
Councilmember

Tracy Worley Hagen
Councilmember

Jeffery M. Thomas
Councilmember

Re: SCAG CEHD Policy Committee-Subregional Appointment

Dear Chairman Bone:

This letter shall serve to express my sincere interest in being appointed to the Southern California Association of Governments (SCAG) Community, Economic and Human Development Committee (CEHD) as a subregional representative from the Orange County Council of Governments (OCCOG). I would appreciate your consideration.

As you know, I have broad experience in community and regional issues. My service as a member of the Tustin City Council, the Tustin Planning Commission, and my experience as a practicing attorney for nearly 12 years have prepared me well for this position. In my service to the City of Tustin, I have experienced first hand the issues of housing needs and the creation of sustainable, livable communities. Tustin's reuse of the former Marine Corps Air Station, Tustin has provided me with valuable insight into the areas with which this committee is concerned.

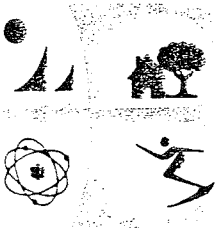
I have attached a copy of my resume for your review. Thank you for your consideration. I look forward to serving our region on this important policy committee.

Very truly yours,

Doug Davert
Councilmember

Attachment

000040



City of Huntington Beach

2000 MAIN STREET

CALIFORNIA 92648

Gil Coerper
City Council Member

Copy

December 16, 2003

Board of Directors
Orange County Council of Governments
c/o The Orange County Division of the
League of California Cities
600 W. Santa Ana Blvd., Suite 214
Santa Ana, CA 92701

Dear Directors:

I understand the Board will be considering requests for appointment to the Southern California Association of Government (SCAG) Regional Council subcommittees in January.

I respectfully request your consideration for appointment to the Transportation and Communications Subcommittee.

As I begin my second year as a member of the Huntington Beach City Council, I am anxious to learn more about regional issues effecting Southern California. It my desire one day to serve as the 64th District representative on the SCAG. In preparation, it would be beneficial to gain an understanding of the issues addressed by SCAG. Serving on one of the Regional Council subcommittees would help me to do this.

Should a position on the Transportation and Communication Committee be unavailable, I would be happy to serve as a member of the Community, Economic and Human Development Committee instead.

I appreciate your review of this request.

Sincerely,

Gil Coerper
Council Member

Xc: City Council
City Administrator



ORANGE COUNTY COUNCIL OF GOVERNMENTS

Representatives to the Southern California Association of Governments

Pursuant to the Southern California Association of Governments (SCAG) bylaws, each SCAG district has one Regional Council seat and one policy committee seat. Additionally, Regional Council Members can participate on any policy committee that they choose. Regional Council Members are selected by a vote of the SCAG-member cities in each district. Policy committee seats are filled through an appointment by the subregional board and are called Subregional Representatives.

The Orange County Council of Governments (OCCOG), the Orange County subregion to SCAG, has 12 SCAG Districts within its boundaries, allowing for 12 Regional Council seats and 12 subregional seats on policy committees. Please note that two OCCOG SCAG Districts, District 15 and 16, currently have no SCAG-member cities; and, thus, there are only 10 Regional Council Members from the 12 Orange County Districts at this time. Also note that nine of the 10 Regional Council Member currently serve on a policy committee.

There are currently seven vacant Subregional Representative seats that will be filled by appointment from the OCCOG Board of Directors.

Regional Council Members

Ron Bates – District 20
Debbie Cook – District 64
Lou Bone – District 17
Art Brown – District 21
Cathryn DeYoung – District 12

Richard Dixon – District 13
Alta Duke – District 18
Richard Chavez – District 19
Bev Perry – District 22
Tod Ridgeway – District 14

Transportation and Communications Committee Members

Ron Bates – Regional Council Member
Lou Bone – Regional Council Member
Cathryn DeYoung – Regional Council Member
Richard Dixon – Regional Council Member

Peter Herzog – Subregional Representative
Tim Keenan – Subregional Representative
Patsy Marshall – Subregional Representative
Tod Ridgeway – Regional Council Member

Energy and Environment Committee

Art Brown – Regional Council Member
Debbie Cook – Regional Council Member

Norman Eckenrode – Subregional Representative

Community, Economic and Human Development Committee

Richard Chavez – Regional Council Member
Alta Duke – Regional Council Member

Kathy McCullough – Subregional Representative
Bev Perry – Regional Council Member



orange county council of governments

March 5, 2004

The Honorable Mayor/Council Member

Title

City of

Address

Address

Dear :

On behalf of the Orange County Council of Governments (OCCOG), I am pleased to announce that the OCCOG Board of Directors is accepting nominations for subregional representatives to be appointed to the Southern California Association of Governments (SCAG) policy committees. Currently, there are seven OCCOG subregional vacancies and nominees can come from any SCAG member city.

The vacancies are not policy committee specific; therefore, appointments can be made to any of the committees. The SCAG policy committees include the following:

- *Transportation and Communications Committee (TCC)*, which is involved in such issues as developing the Regional Transportation Plan, goods movement and high speed rail;
- *Energy and Environment Committee (EEC)*, which addresses issues such as natural resources, conservation and energy; and
- *Community, Economic and Human Development Committee (CEHD)*, which is engaged in housing issues, livable communities and "growth visioning."

Policy committees generally meet from 10:30 a.m. to 12:00 p.m. on the first Thursday of the month at the SCAG office in Los Angeles. Although the committee meetings only last about one-and-a-half hours, the monthly time commitment can vary based on a representative's interests and level of involvement. SCAG provides each subregional representative a \$70.00 per-meeting-day stipend for participation and service to these committees.

If you are interested in being considered for appointment as an OCCOG subregional representative, please send a letter to me, addressed to the OCCOG offices, expressing your interest in an appointment and noting on which policy committee you would like to serve. All nominations must be received by Friday, March 19, 2004.

Attached is a list of the current OCCOG Regional Council and policy committee members. This list was provided by SCAG staff and is part of SCAG's official records. If you observe errors on this list, or if you have any questions related to the SCAG appointment process, please contact Annabel Cook, OCCOG Regional Issues Consultant, at 714-972-0077.

Thank you for your consideration of service to OCCOG and your support of regional efforts.

Sincerely,

Lou Bone
Chair, Orange County Council of Governments
Mayor Pro Tem, City of Tustin

- 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

000037

3. Letters requesting consideration for nomination as an OCCOG representative to SCAG's policy committees

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

POLICY TITLE: Grievance
POLICY NUMBER: 2180

2180.1 This policy will apply to all regular full-time and part-time employees in all classifications.

2180.2 The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2180.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Trustees, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2180.4 Grievance Procedure Steps.

2180.4.1 Level I, Preliminary Informal Resolution - Manager Level. Any employee who believes he/she has a grievance will present the evidence thereof orally or in writing to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor will hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2180.4.2 Level II - Library Director. If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the Library Director within ten working days after the occurrence of the act or omission giving rise to the grievance.

2180.4.2.1 The statement will include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;

(d) The specific remedy sought.

2180.4.2.2 The Library Director will communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the Library Director does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal will begin the day following receipt of the Library Director's written decision. Within the above time limits, either party may request a personal conference with the other.

2180.4.3 Level III, Board of Trustees. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Trustees within five (5) days. The statement will include a copy of the original grievance; a copy of the written decision by the Library Director; and a clear, concise statement of the reasons for the appeal to Level III.

2180.4.3.1 The Board of Trustees, or designee, as soon as possible at a regular monthly meeting of the Board, will schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision will be announced in open session immediately after the closed session in which it was made. The Board's decision is the final step in the grievance procedure.

2180.5 Basic Rules.

2180.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance will be considered resolved.

2180.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2180.5.3 The Library Director may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Trustees.

2180.5.4 A copy of all formal grievance decisions will be placed in the employee's permanent personnel file

Appendix "A"

EMPLOYEE GRIEVANCE FORM
Placentia Library District

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

POLICY TITLE: Grievance
POLICY NUMBER: 2180

2180.1 The Library has established an internal problem-solving process to provide a prompt and fair review of employee work-related issues.

2180.2 Employees will be advised that using this process will not affect their job status, security or relationship. Employees can exercise this problem solving resolution process without retribution.

2180.3 A grievance is a claimed violation, misinterpretation, inequitable application or non-compliance, with provisions of a collective bargaining agreement, or resolutions, rules, regulations or existing practices affecting the status or working conditions of Library employees.

2080.4 A grievance may be filed by an employee on his/her own behalf or jointly by any group of employees, or by an employee organization.

2180.5 Procedure

2080.5.1 The purpose of a grievance procedure is to develop and practice a reasonable and effective means of resolving difficulties that may arise among employees, to reduce potential problems, to establish channels of communication, and to settle differences that arise as close to the point of origin as possible; and to provide a program as fair as possible that will resolve differences promptly and without fear of reprisal.

2080.5.2 Informal Grievance

2080.5.2.1 The grievant will, within five (5) working days of the discovery of an event giving rise to a grievance, informally present and discuss any difference or grievance with his/her most immediate supervisor.

2080.5.2.2 Both will make a *bonafide* effort to amicably settle such differences.

2080.5.2.3 The supervisor will respond within five (5) working days after the final meeting with the grievant.

2080.5.2.4 The informal grievance procedure will be utilized prior to formal grievance procedures.

2080.5.2 Formal Grievance

2080.5.2.1 If the grievant believes the grievance has not been redressed within five (5) working days, he/she may initiate a formal grievance by filing a written grievance with the Library office within twenty (20) working days thereafter. The form should contain the following information:

2080.5.2.1.1 Name(s) of grievant

2080.5.2.1.2 Class Title

2080.5.2.1.3 Department

2080.5.2.1.4 A clear statement of the nature of the grievance, citing the then current language of any ordinance, rule, regulation or other pertinent document involved

2080.5.2.1.5 The date on that the event occurred

2080.5.2.1.6 Proposed solution to the grievance

2080.5.2.1.7 Date grievance form completed

2080.5.2.1.8 Signature of grievant; and

2080.5.2.2 Step 1: Within ten (10) working days after a formal grievance is filed, the Supervisor will investigate the grievance and confer with the grievant in an attempt to resolve the grievance and make a decision in writing. If the Supervisor is the Library Director, the grievant will go to Step Two upon filing the Formal Grievance and omit Step One.

2080.5.2.3 Step 2: If the grievance is not resolved in Step One to the satisfaction of the grievant, he/she may, within five (5) working days from his/her receipt of the Supervisor's decision, request consideration of the grievance by the Library Director, by so notifying the Library Office in writing.

2080.5.2.3.1 Within ten (10) working days after such notification, the Library Director will investigate the grievance, confer with

persons affected and their representatives, and render a decision in writing.

2080.5.2.3.2 If the decision of the Library Director resolves the grievance to the satisfaction of the grievant, it will bind the Library subject to ratification by the Board if the decision requires an unbudgeted expenditure.

2080.5.2.4 Step Three: If the grievance is not resolved in Step Two to the satisfaction of the grievant, he/she may, within five (5) working days from his/her receipt of the Library Director's decision, request consideration of the grievance by the Board of Directors or designee, by so notifying the Library Office in writing.

2080.5.2.4.1 Within ten (10) working days after such notification, the Board of Directors or designee will investigate the grievance, confer with persons affected and their representatives, and render a decision in writing. The decision of the Board is final.

2080.6 The Library Office will act as a central repository for all grievance records.

2080.7 Any time limit may be extended only by mutual agreement in writing.

2080.8 In certain grievances, the first step may be deleted if the grievance arises out of an action by a Library employee above the level of the grievant's supervisor. However, no grievance will originate higher than Step Two (2).

2080.9 Failure at any step of this procedure to communicate a decision on the grievance within the specified time limits will mean that the grievance is denied at that step and will permit the lodging of an appeal at the next step. Failure to appeal a decision within the specified time limits will be deemed a withdrawal of the grievance.

2080.10 The Decision of the Board of Trustees is final.

POLICY TITLE: Drug and Alcohol Abuse
POLICY NUMBER: 2190

2190.1 It is the desire of the Board of Trustees that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

2190.2 The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

2190.2.1 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

2190.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2190.2.3 For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

2190.3 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the Library Director pending said employee's attempt at rehabilitation. The Library Director has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

2190.3.1 Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2190.3.1.1 Successfully complete an approved rehabilitation program;

2190.3.1.2 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2190.3.1.3 Be subject to periodic random testing without further reasonable cause.

2190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees will be terminated without recourse to a rehabilitation program.

2190.3.3 Discipline or termination should not be taken until a thorough investigation has been completed.

2190.4 To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

2190.4.1 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

2190.5 If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

2190.6 Immediately prior to reporting for drug/alcohol testing, all employees will complete a Consent and Release form to be kept on file in the District office which will conform to the general format, as shown on Appendix A.

2190.7 District employees are required to notify the Library Director in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

POLICY TITLE: Tobacco Use and Smoke Free Workplace
POLICY NUMBER: 2195

2195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products will be banned completely within Placentia Library.

2195.1.1 The successful implementation of this policy depends upon the - thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2195.2 All District employees will be responsible for advising members of the public who are observed using tobacco products in the Library building of the District's policy on the matter. Said individuals will be asked by staff to refrain from using tobacco products.

2195.2.1 Members of the public who refuse to comply with this policy will be directed by the Librarian in Charge to leave the Library building.

2195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

2195.4 Extra care should be taken when working around combustible materials.

2195.4.1 Personnel who smoke outside should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

2195.5 Smoking is allowed in non-district vehicles with only one occupant.

POLICY TITLE: Pre-Employment Physical Examinations
POLICY NUMBER: 2200

2200.1 All individuals who are offered full-time, temporary or part-time employment must successfully pass a post-job-offer pre-employment medical examination and controlled substance test by the District's physician at District expense. The District will provide the examining physician a description of the job involved to assist in a determination of the individual's fitness to work.

2200.1.1 Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

2200.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2200.2 Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than twelve months have elapsed since the individual's last day of work for the District.

2200.3 Appointments with the medical facility providing the examination and controlled substance testing will be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

2200.4 When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

2200.5 All test results will be kept confidential and maintained at the physician's office. Applicants will be told whether they passed or failed the tests. A copy of the pass/fail report from the physician's office will be included in the individual's personnel file.

2200.6 District employment application forms will contain a notice to applicants as follows:

Placentia Library District has a policy of requiring a physician's physical fitness exam, together with drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances,

or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.

POLICY TITLE: Unlawful Harassment
POLICY NUMBER: 2210

2210.1 Placentia Library District is committed to providing a work environment that is free of unlawful harassment.

2210.1.1 The Library's policy prohibits sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

2210.1.2 All such harassment is unlawful. It is intended that any change or modification to existing law will become part of Placentia Library District's policy.

2210.2 In keeping with its anti-harassment principle, Placentia Library District strictly prohibits an employee from engaging in any such harassment, including but not limited to ethnic slurs, racial epithets, derogatory jokes, physical intimidation, threats of violence or bodily harm and sexual harassment.

2210.3 Placentia Library District's anti-harassment policy applies to all persons involved in the operation of Placentia Library District, including Board Members/Alternates and consultants working on Placentia Library District -related projects, and prohibits unlawful harassment by any employee of Placentia Library District, including managers and coworkers.

2210.4 Prohibited unlawful harassment because of sex (sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical condition), race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis protected by federal, state or local law, ordinance or regulation includes, but is not limited to, the following behavior:

2210.4.1 Verbal conduct such as derogatory comments; epithets; slurs; sexual innuendos; jokes or comments that makes another employee uncomfortable; slurs or unwanted sexual advances, invitations or comments.

- 2210.4.2** Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
 - 2210.4.3** Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected basis.
 - 2210.4.4** Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
 - 2210.4.5** Retaliation for having reported or threatened to report harassment.
- 2210.5** An employee who believes that they have been unlawfully harassed, will provide a complaint to the employee's own, or any other Library manager or the Library Director, as soon as possible after the incident.
- 2210.5.1** The employee's complaint should include details of the incident or incidents, names of individuals involved and names of any witnesses.
 - 2210.5.2** Managers will refer all harassment complaints to the Library Director.
 - 2210.5.3** The Library Director or designee will immediately undertake an effective, thorough and objective investigation of the harassment allegations including reporting the incident to the Special District Risk Management Authority. Confidentiality will be maintained to the fullest extent possible under the circumstances.
- 2210.6** Effective remedial action will be taken in accordance with the circumstances involved if Placentia Library District determines that unlawful harassment has occurred,
- 2210.6.1** Any employee determined by the Library to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination.
 - 2210.6.2** Whatever action is taken against the harasser will be made known to the employee who filed the complaint.
 - 2210.6.3** The District will take appropriate action to remedy any loss to the employee resulting from harassment.

2210.6.4 The District will not retaliate against the employee for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

2210.6.5 Disciplinary action may also be taken against any supervisor or manager who condones or ignores unlawful harassment or otherwise fails to take appropriate action to enforce this unlawful harassment policy.

2210.7 Placentia Library District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

2210.7.1 The employee should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing may investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks that he/she has been harassed or retaliated against for resisting or complaining, the employee may file a complaint with the appropriate agency.

2210.8 Complaint Procedure

2210.8.1 An employee who believes that they have been unlawfully harassed will report the incident immediately and according to the following procedure so that the complaint can be resolved quickly and fairly.

2210.8.1.1 Whenever possible, the employee should confront the harasser and tell the person to stop. If the employee does not feel comfortable doing this, follow step 2 immediately.

2210.8.1.2 The employee should notify their own supervisor, another management person or the Library Director as soon as possible after the incident, giving dates and time of the incident(s). Include details on the incident(s), names of individuals involved and the names of any witnesses.

- 2210.8.1.3** Supervisors will refer all harassment complaints to the Library Director. The District will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

- 2210.8.1.4** Employees who have any questions regarding Placentia Library District's policy against unlawful harassment or the procedure for filing complaints, should contact the Library Director.

POLICY TITLE: Equal Employment Opportunity
POLICY NUMBER: 2220

2220.1 Placentia Library District is an equal employment opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job.

2220.1.1 The Library policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation or medical condition including genetic characteristics.

2220.1.2 It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is employed with a person who has or is perceived as having any of those characteristics.

2220.1.3 All such discrimination is unlawful.

2220.1.4 Placentia Library District considers the attainment of equal employment a major agency objective and is committed to providing equal employment opportunities to all qualified persons.

POLICY TITLE: Americans with Disabilities Act
POLICY NUMBER: 2225

- 2225.1** Placentia Library District's policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities.
- 2225.1.1** The Library is committed to ensuring non-discrimination in all terms, conditions and privileges of employment.
- 2225.1.2** The Library will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue library hardship would result.
- 2225.2** Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments.
- 2225.2.1** Employment decisions are based upon the essential responsibilities of the position, in accordance with defined criteria, not the disability of the individual.
- 2225.3** Guidelines
- 2225.3.1** An applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Library Director and specify what accommodation is needed to perform the job.
- 2225.3.2** The Library Director or designee will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. The Library will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the library will make the accommodation.
- 2225.3.3** An employee who believes that they have been subject to any form of unlawful discrimination will provide a written complaint to their manager or the Library Director. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses.
- 2225.3.4** The Library Director or designee will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

- 2225.3.4.1** If the Library Director or designee determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense.
- 2225.3.4.2** Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to the affected employee and the Library will take appropriate action to remedy any loss to the employee as a result of the discrimination.
- 2225.3.4.3** The Library will not retaliate against the employee for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.
- 2225.3.4.4** During the interview process, managers may inquire generally as to whether a prospective employee can perform the essential functions of a job, with or without accommodation, but cannot inquire as to whether or not an individual has any type of disability.

POLICY TITLE: Nepotism
POLICY NUMBER: 2230

2230.1 Placentia Library District's policy is to seek for its staff the best possible candidates through appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

2230.1.1 No employee will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

2230.1.1.1 For the purpose of this policy, "close relative" is defined as spouse, parent, sibling, child, stepchild, in-law, aunt, uncle or grandparent, domestic partners and their children.

2230.2 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required at all appointing levels. The objective of this review will be to assure equity to all members of the department.

Members of the immediate family of elected or appointed Authority board members or alternates will not be appointed to library employment.

Members of the immediate family of regular employees will not be appointed to the same division, nor will they be transferred, promoted or demoted into the same division, nor be placed in such a position as to evaluate a relative or be in the same line of supervision. Each situation will be addressed based on the individual circumstances of that situation.

Members of the immediate family of regular employees will not be hired on a temporary basis.

POLICY TITLE: Outside Employment
POLICY NUMBER: 2240

- 2240.1** California law gives employees protection against discrimination by employers for lawful activities outside of work (including moonlighting)

- 2240.2** While the library does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the library's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the library's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the library's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

- 2240.3** While employed by the library, employees are expected to devote their energies to their jobs. The following types of employment elsewhere are strictly prohibited:
 - 2240.3.1** Additional employment that conflicts with an employee's work schedule, duties and responsibilities at the library.

 - 2240.3.2** Additional employment that creates a conflict of interest or is incompatible with the employee's position with our library.

 - 2240.3.3** Additional employment that impairs or has a detrimental effect on the employee's work performance with our library.

 - 2240.3.4** Additional employment that requires the employee to conduct work or related activities on the library's property during the employee's working hours or using District facilities and/or equipment.

 - 2240.3.5** Additional employment that directly or indirectly competes with the business or the interests of the library.

- 2240.4** Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the Library Director explaining the details of the additional employment.
 - 2240.4.1** If the additional employment is authorized, the Library assumes no responsibility for it.

 - 2240.4.2** The Library will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment.

2240.4.3 Authorization to engage in additional employment can be revoked at any time.

POLICY TITLE: Separation from District Employment
POLICY NUMBER: 2250

2250.1 Resignation. To leave Placentia Library District service in good standing, an employee must file a written notice of termination with the Library Director at least two weeks before the effective date. The Library Director may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the Library Director's approval.

2250.2 Layoffs. Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or demoted.

2250.2.1 Employees to be laid off will be given notice at least 14 calendar days in advance of the layoff date.

2250.2.2 Except as otherwise provided, whenever there is a reduction in the work force, the Library Director will first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with ¶2250.2 of this policy) is qualified.

2250.2.3 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

2250.2.4 In order to retreat to a former or lower position, an employee must request displacement action in writing to the Library Director within five working days of receipt of the layoff notice.

2250.2.4.1 Employees retreating to a lower position will be placed at the salary step representing the least loss of pay. In no case will the salary be above the top of the range of the new position.

2250.2.6 The names of persons laid off or demoted in accordance with this policy will be entered upon a re-employment list. The Library Director will use the re-employment list when a vacancy arises in the same or lower position before certification is made from an eligibility list.

2250.2.7 Names of persons laid off will be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, will upon such appointment, be removed from the list. Persons who refuse re-employment will be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, will be continued on the list for the higher position for one year. At the discretion of the Library Director, the list may be extended for an additional year.

POLICY TITLE: Confidentiality Regarding Resignations¹
POLICY NUMBER: 2251

2251.1 To the extent permitted by law, District staff and Trustees will keep confidential the circumstances giving rise to an employee's resignation from the District.

2251.1.1 This policy is itself a public record which the District must release upon request.

¹ Source: Lozano Smith Smith Woliver & Behrens

POLICY TITLE: Letters of Recommendation²
POLICY NUMBER: 2255

2255.1 The Board of Trustees recognizes that Placentia Library District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law.

2255.1.1 The Library Director or designee will process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. The Library Director or his/her designee must approve all letters of recommendation to be issued on behalf of the District for current or former employees.

2255.1.2 At his/her discretion, the Library Director or his/her designee may refuse to give a recommendation. Any recommendation he/she gives will provide a careful, truthful, and complete account of the employee's job performance and qualifications.

² Source: Lozano Smith Smith Woliver & Behrens

POLICY TITLE: Progressive Discipline
POLICY NUMBER: 2260

2260.1 It is essential that employees perform to the best of their ability at all times. It is expected that employees understand and demonstrate certain standards of job performance, interpersonal skills and conduct.

2260.1.1 Progressive discipline includes verbal warnings, written warnings, suspension with or without pay and/or termination.

2260.1.2 Progression from one disciplinary level to another occurs when an employee does not show improvement to a satisfactory level.

2260.1.3 Although one or more actions may be taken in disciplinary matters, the disciplinary action taken does not necessarily have to follow this stated order and will be commensurate with the offense.

2260.2 Grounds for Discipline

2260.2.1 The Library expects efficiency, productivity and cooperation among its staff employees. The following are examples of types of conduct that are not permitted and that may result in disciplinary action, including immediate termination. Although it is not possible to provide an exhaustive list of all types of unacceptable conduct, performance, or group interaction, the following are some examples:

2260.2.1.1 Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor in the appropriate manner.

2260.2.1.2 Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs or controlled substances (other than prescription drugs for personal use) while on Library property, while on duty, or while operating a vehicle on Library business.

2260.2.1.3 Theft or unauthorized removal or possession of property from the Library, other employees, or anyone on Library property.

2260.2.1.4 Violation of Library rules, regulations or codes of conduct.

2260.2.1.5 Intentionally falsifying or making a material omission on an employment application, or on other Library records or documents.

2260.2.1.6 Misusing, destroying, or intentionally or negligently damaging property of the Library, another employee or a Library visitor.

2260.2.1.7 Actual or threatened physical violence, threatening, intimidating, coercing any member of the Library community; vulgar or abusive language.

2260.2.1.8 Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items, while on Library property, while on duty, or while operating a vehicle leased or owned by the Library.

2260.2.1.9 Unsatisfactory performance, including poor accuracy, quantity, or quality of work product; lack of cooperation.

2260.2.1.10 Intentional or gross misconduct; gambling on premises.

2260.2.1.11 Unlawful harassment of another person.

2260.2.1.12 Excessive tardiness or absenteeism, including abuse of any of the Library policies or procedures relating to leaves or breaks.

2260.2.1.13 Dishonesty.

2260.2.1.14 Sleeping, or giving the appearance of sleeping, while on duty.

2260.2.1.15 Failure to follow instructions or safety guidelines.

2260.2.1.16 Failure to comply with "confidentiality of library records" requirements of the CA Government Code.

2660.3 Performance Improvement Process

2660.3.1 Verbal Counseling Session

2660.3.1.1 The Supervisor should counsel the employee verbally, specifying the unacceptable behavior and identify what corrective action or behavior is needed to meet a satisfactory level of performance.

2660.3.1.2 The Supervisor will provide an opportunity for the employee to express concerns and mutually agree on a course of action to improve performance, allow for positive two-way communication, and establish a reasonable target date for the follow-up review.

2660.3.1.3 Documentation, if any, will not be retained in the employee's personnel file. Informal documentation will include date and time of incident, date of counseling, responses given by the employee, and planned follow-up review.

2660.3.1.4 A follow-up review date should be scheduled far enough in advance to allow sufficient opportunity and time for the employee's performance to improve. The employee will always be advised that failure to correct the

behavior/performance may result in additional disciplinary action, up to and including termination of employment.

2660.3.2 Written Disciplinary Warnings (1st & 2nd)

2260.3.2.1 If the employee does not improve after the verbal counseling session or if there are repeated incidents of the unacceptable behavior or performance, or if the appropriate disciplinary action given the nature of the offense is a written warning, then the Supervisor will complete a written reprimand. The reprimand will include:

2260.3.2.1.1 Restating the problem to the employee. Explain clearly and precisely how the supervisor's expectations and standards have not been met. Specify the acceptable level of performance. Reference prior discussions or written warnings with the employee concerning the performance or behavioral problem. Note that signing the reprimand does not indicate agreement with the contents, only receipt and knowledge thereof and that the employee has a right to respond.

2260.3.2.1.2 Allow for two-way communication. Give the employee an opportunity to explain why the behavior has not been corrected.

2260.3.2.1.3 Provide specific examples and ideas for improvement. Clearly outline a corrective action plan to correct the problem.

2260.3.2.1.4 State dates for regular follow-up and set a reasonable date by that the problem must be eliminated or corrected.

2260.3.2.1.5 Indicate verbally and in writing that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.

2660.3.2.1.6 Sign and date the reprimand and request the same from the employee. State that signing the reprimand does not indicate agreement with the contents, only receipt and knowledge thereof and provide a copy to the employee. The employee may also sign the reprimand and indicate that he/she does not agree with its contents. If the employee refuses to sign the reprimand, the refusal will be noted by the supervisor who will, sign the warning and provide a copy to the employee.

2660.3.2.1.7 The employee may write comments on the form.

2660.3.2.1.8 Retain a copy of the written reprimand in the employee's personnel file.

2660.3.2.2 If, by the target date agreed upon, the employee is not performing up to the proposed standards, the employee will receive a 2nd written warning utilizing the steps 1-8 above.

2260.3.3 Suspension

2260.3.3.1 In matters regarding suspension, the Supervisor will consult with the Library Director/designee to ensure that all procedures meet legal requirements (Skelly Requirements).

2260.3.3.2 If the suspension is for more than five days, the employee will be noticed of the Library's intent to suspend and will be given the opportunity to meet with the Library Director/designee to discuss the suspension prior to the effective date of the suspension. The notice will:

2260.3.3.2.1 State the intended corrective action, the reason for the corrective action and the effective date of such action.

2260.3.3.2.2 Include a copy of the charges and materials upon that the corrective action is based;

2260.3.3.2.3 State that the employee has the right to respond in writing before the effective date of the action;

2260.3.3.2.4 State the employee's right to file a Grievance regarding the disciplinary action after the action is taken.

2260.3.3.3 The Library Director/designee has the opportunity to uphold the suspension or reduce the disciplinary action, depending upon his/her investigation into the matter. The employee will receive written notification of the decision.

2260.3.4 Termination

2060.3.4.1 If the Supervisor recommends an action of termination, the employee will be notified in writing of the intent to terminate. The Library will follow Skelly requirements. The written notice will:

2060.3.4.1.1 State the intended corrective action, the reason for the corrective action and the effective date of such action;

2060.3.4.1.2 Include a copy of the charges and materials upon that the corrective action is based;

2060.3.4.1.3 State that the employee has the right to request an appeal interview with the Library Director/designee, within five days of receipt of the notice (pre-termination Skelly hearing);

2060.3.4.1.4 State the employee's right to file a grievance regarding the disciplinary action (termination) after the action is taken (post-termination Skelly hearing).

2060.3.4.2 The Library, at its option, may place the employee on a paid administrative leave pending the optional appeal hearing.

2060.3.4.3 When reviewed by the Library Director/designee, the Library Director/designee has the opportunity to uphold the termination or reduce the disciplinary action, depending upon his/her investigation into the matter.

2060.3.4.4 After the appeal process is completed, the Library Director/designee will advise the employee, in writing, of the decision regarding termination. If the recommendation to terminate is upheld; the employee will be advised of his/her final date of employment.

2060.3.4.5 If the decision is not to terminate, the employee will be reinstated.

2060.3.4.6 If terminated, on the last day of employment, the employee will empty any locker; turn in locker keys, other keys, pager, ID, badge and any other items that belong to the Library. These items must be turned in before the employee receives the final paycheck.

2060.3.4.6.1 The employee will receive the final paycheck on the last day of employment, or if requested, it will be sent to the employee by certified mail.

2060.3.4.7 Employees may appeal the termination to the Library Board. The Board's decision will be final.

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security
POLICY NUMBER: 2270

2270.1 Placentia Library District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2270.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2270.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2270.3.1 Employees will not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2270.3.1.1 Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2270.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2270.3.1.4 Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District.

2270.3.2 Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

2270.3.3 Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2270.3.4 The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

2270.3.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

2270.3.6 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2270.3.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

2270.3.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2270.3.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

2270.3.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2270.3.11 Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

2270.3.12 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2270.3.13 When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

2270.3.14 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

2270.3.15 Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

2270.3.16 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2270.3.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail.

2270.3.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

2270.3.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users will not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

2270.3.20 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

2270.3.21 Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

2270.3.22 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.23 Employees will only download information and/or publications for official business purposes.

2270.3.24 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2270.3.25 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

2270.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here

POLICY TITLE: Job Description – Library Director
POLICY NUMBER: 2300

2300.1 Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

2300.1.1 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2300.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

2300.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

2300.1.5 He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

2300.2 Typical Tasks

2300.2.1 Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

2300.2.2 Prepares the library budget for Board review and administers the adjusted budget.

2300.2.3 Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

2300.2.4 Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

2300.2.5 Recruits, interviews, selects, and evaluates the performance of library personnel.

2300.2.6 Conducts labor negotiations.

2300.2.7 Directs and coordinates the public relations activities of the library.

2300.2.8 Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

2300.2.9 Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

2300.2.10 Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

2300.2.11 Plans and directs the acquisition, implementation and usage of data processing systems.

2300.2.12 Serves as a United States Passport Application Acceptance Agent.

2300.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license.

2300.4 Desirable Qualifications:

2300.4.1 Possession of a master's degree in public administration or a related field

2300.4.2 The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

2300.4.3 The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

2300.4.4 The ability to meet and serve the public courteously and efficiently

2300.4.5 Extensive knowledge of the principles and practices of modern public librarianship

2300.4.6 Extensive knowledge of planning, administering and appraising a public library program

2300.5 Other Requirements:

2300.5.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2300.5.2 Must possess mobility to operate a motor vehicle.

2300.5.3 Must possess vision to read printed materials and a computer screen.

2300.5.4 Must possess stamina to move about the Library.

2300.5.5 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.6 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

2300.5.7 Attendance at off-hours meetings and occasional travel are required.

POLICY TITLE: Job Description – Manager of Public Services
POLICY NUMBER: 2305

2305.1 The Public Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the adult services, children’s services and literacy services programs of the library. May be designated in charge of the Library during the absence of the Library Director.

2305.1.1 He/she attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2305.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director’s review.

2305.1.3 He/she oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.4 He/she coordinates the continuing education and in-service training program for the Public Services staff

2305.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2305.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2305.1.7 He/she prepares monthly and annual reports on the public service activities of the Library.

2305.1.8 He/she coordinates the adult and children’s programming activities and exhibits in the Library.

2305.2 Typical Tasks

2305.2.1 Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

- 2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.
- 2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.
- 2305.2.4** Manages and coordinates the Library's WEB site.
- 2305.2.5** Manages the passport application agency program.
- 2305.2.6** Manages the Library's programs for adults and children and schedules and coordinates exhibits.
- 2305.2.7** Prepares grant applications for Public Service activities.
- 2305.2.8** Establishes and implements work procedures for department staff.
- 2305.2.9** Negotiates and manages contracts and service agreements with Library vendors.
- 2305.2.10** Speaks before community groups about books and Library services.
- 2305.2.11** Participates in recruiting, interviewing, selecting Public Services staff and evaluating the performance of Public Services personnel.
- 2305.2.12** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.
- 2305.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May take notes for the minutes in the absence of the Administrative Assistant.
- 2305.2.14** Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2305.2.15** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2305.2.16** May be required to work up to half-time on a public services desk or in the literacy department.
- 2305.2.17** Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

2305.4 Knowledge and abilities:

2305.4.1 Knowledge of modern public library organization, procedures and policies.

2305.4.2 Knowledge of computer hardware and software operations

2305.4.3 Knowledge of skills required to perform reference work for adult and children using print and electronic resources.

2305.4.4 Knowledge of reference sources and methods to serve adult and children.

2305.4.5 Knowledge of skills required to operate all components of a library-based literacy program.

2305.4.6 Knowledge of basic fund accounting and budgeting.

2305.4.7 Ability to apply the knowledge listed above.

2305.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2305.4.9 Ability to respond to common inquiries or complaints from Library customers.

2305.4.10 Ability to supervise staff and implement personnel policies and procedures.

2305.4.11 Ability to analyze difficult problems and recommend solutions.

2305.4.12 Ability to take independent action.

2305.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2305.4.14 Ability to present information to Library management, public groups and the Library Board of Trustees.

2305.4.15 Ability to organize and manage work flow for self and others.

2305.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2305.5 Physical Demands

2305.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2305.5.1.2 Must possess mobility to operate a motor vehicle.

2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2305.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2305.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2305.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2305.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2305.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2305.6 Work Environment

2305.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2605.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Manager of Technical Services
POLICY NUMBER: 2307

2307.1 The Technical Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the circulation services, and acquisitions and processing services programs of the library as well as all computer operations and services. May be designated in charge of the Library during the absence of the Library Director.

2307.1.1 He/she attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2307.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2307.1.3 He/she oversees the preparation of public service desk schedules for the Circulation Department and the assignment of substitute hours.

2307.1.4 He/she coordinates the continuing education and in-service training program for the Technical Services staff.

2307.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2307.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2307.1.7 He/she prepares monthly and annual reports on the technical services activities of the Library.

2307.2 Typical Tasks

2307.2.1 Directs, coordinates, and reviews the activities of the Technical Services activities concerning personnel, resources, equipment, services and programs.

2307.2.2 Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

- 2307.2.3** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the circulation services and acquisitions and processing services programs of the library
- 2307.2.4** Allocates the library materials budget and coordinates and supervises the materials selection process
- 2307.2.5** Manages the installation and operation of computer hardware, software and database systems in the Library.
- 2307.2.6** Manages the online catalog for the Library and instructs staff in the use of the online library system.
- 2307.2.7** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.
- 2307.2.8** Prepares grant applications for Technical Services activities.
- 2307.2.9** Establishes and implements work procedures for department staff.
- 2307.2.10** Negotiates and manages contracts and service agreements with Library vendors.
- 2307.2.11** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.
- 2307.2.12** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.
- 2307.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May takes notes for the minutes in the absence of the Administrative Assistant.
- 2307.2.14** Plans and organizes training programs for the Technical Services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2307.2.15** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2307.2.16** May be required to work up to half-time on a Public Service desk.
- 2307.2.17** Serves as a United States Passport Application Acceptance Agent.

2307.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

2307.4 Knowledge and abilities:

2307.4.1 Knowledge of modern public library organization, procedures and policies.

2307.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2307.4.3 Knowledge of personal computer and network hardware and software operations.

2307.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources.

2307.4.5 Knowledge of reference sources and methods to serve adult and children.

2307.4.6 Knowledge of literature and standard works in various fields.

2307.4.7 Knowledge of basic fund accounting and budgeting.

2307.4.8 Ability to apply the knowledge listed above.

2307.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2307.4.10 Ability to respond to common inquiries or complaints from Library customers.

2307.4.11 Ability to supervise staff and implement personnel policies and procedures.

2307.4.12 Ability to analyze difficult problems and recommend solutions.

2307.4.13 Ability to take independent action.

2307.4.14 Ability to prepare and present reports that conform to prescribed style and format.

2307.4.15 Ability to present information to Library management, public groups and the Library Board of Trustees.

2307.4.16 Ability to organize and manage work flow for self and others.

2307.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2307.5 Physical Demands

2307.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2307.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2307.5.1.2 Must possess mobility to operate a motor vehicle.

2307.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2307.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2307.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2307.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2307.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2307.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2307.6 Work Environment

2307.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2607.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Administrative Assistant
POLICY NUMBER: 2309

2309.1 The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex clerical, keyboard, and bookkeeping/accounting tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the Library during the absence of the Library Director.

2309.1.1 Attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2309.1.2 Participates in the selection of Library staff.

2309.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

2309.1.4 Maintains the District's checkbooks.

2309.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

2309.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2309.1.7 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2309.1.8 Prepares monthly and annual reports on the administrative activities of the Library.

2309.2 Typical Tasks

- 2309.2.1** Directs, coordinates, and reviews the Administrative activities of the Library concerning personnel, resources, equipment, services and programs.
- 2309.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.
- 2309.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.
- 2309.2.4** Maintains the office general ledger for the Library and the Placentia Library Foundation.
- 2309.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor
- 2309.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.
- 2309.2.7** Maintains files and records related to the operations of the Administrative Office
- 2309.2.8** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed
- 2309.2.9** Makes travel arrangements for Library Staff and Trustees.
- 2309.2.10** Schedules the use of the Meeting and Conference Rooms.
- 2309.2.11** Prepares District's financial and personnel reports to the State Library and other agencies.
- 2309.2.12** Coordinates bid processes and purchasing (excluding books and library materials).
- 2309.2.13** Coordinates maintenance and safety of the Library's physical facility.
- 2309.2.14** Works on special projects as assigned

2309.2.15 Negotiates and manages contracts and service agreements with Library vendors.

2309.2.16 Participates in recruiting, interviewing, selecting administrative staff and evaluating the performance of administrative personnel.

2309.2.17 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

2309.2.18 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

2309.2.19 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

2309.2.20 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.

2309.2.21 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

2309.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license.

2309.4 Knowledge and abilities:

2309.4.1 Proficiency in Word, Excel and Quickbooks

2309.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2309.4.3 Knowledge of personal computer hardware and software operations

2309.4.4 Knowledge of basic fund accounting and budgeting.

2309.4.5 Ability to apply the knowledge listed above.

2309.4.6 Ability to use word processing software accurately by typing from clear copy at a speed of not less than sixty (60) words per minute, and create and use labels, data and formulas on an electronic spreadsheet.

2309.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

2309.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

2309.4.9 Ability to respond to common inquiries or complaints from Library customers.

2309.4.10 Ability to supervise staff and implement personnel policies and procedures.

2309.4.11 Ability to analyze difficult problems and recommend solutions.

2309.4.12 Ability to take independent action.

2309.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2309.4.14 Ability to present information to Library management and the Library Board of Trustees.

2309.4.15 Ability to organize and manage work flow for self and others.

2309.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2309.5 Physical Demands

2309.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2309.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2309.5.1.2 Must possess mobility to operate a motor vehicle.

2309.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2309.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2309.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2309.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2309.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2309.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2309.6 Work Environment

2309.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2609.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Librarian II
POLICY NUMBER: 2315

2315.1 A non-exempt supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Supervises the either the reference and adult services activities or the children's services activities including readers advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children's services sections of the District's web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

2315.1.1 Does specialized reference work using print and electronic formats.

2315.1.2 Responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

2315.1.3 He/she prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

2315.1.4 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2315.1.5 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2315.1.6 He/she prepares monthly and annual reports as assigned by the Public Services Manager.

2315.2 Typical Tasks

2315.2.1 Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk..

2315.2.2 Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

2315.2.3 Allocates the library materials budget assigned to that department.

- 2315.2.4** Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials
 - 2315.2.5** Advises the Technical Services Manager on catalog problems and recommends changes
 - 2315.2.6** Recommends policies for public services to the Manager of Public Services.
 - 2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
 - 2315.2.8** Establishes and implements work procedures for department staff.
 - 2315.2.9** Trains and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..
 - 2315.2.10** Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the Library of California.
 - 2315.2.11** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
 - 2315.2.12** Coordinates programs and exhibits as assigned by the Manger of Public Services.
 - 2315.2.13** Prepares and submits reports of activities to the Manager of Public Services as required.
 - 2315.2.14** Serves as a United States Passport Application Acceptance Agent.
- 2315.3** Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments. He/she will possess a valid California driver's license.
- 2315.4** Knowledge and abilities:
- 2315.4.1** Knowledge of modern public library organization, procedures and policies.
 - 2315.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

- 2315.4.3** Knowledge of personal computer and network hardware and software operations
- 2315.4.4** Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5** Knowledge of reference sources and methods to serve adult and children.
- 2315.4.6** Knowledge of current events, literature and standard works in various fields.
- 2315.4.7** Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8** Ability to apply the knowledge listed above.
- 2315.4.9** Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10** Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11** Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12** Ability to analyze difficult problems and recommend solutions.
- 2315.4.13** Ability to take independent action.
- 2315.4.14** Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15** Ability to efficiently use word processing, spreadsheet, database , desktop publishing and library system software applications.
- 2315.4.16** Ability to organize and manage work flow for self and others.
- 2315.4.17** Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2315.5 Physical Demands

2315.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2315.5.1.2 Must possess mobility to operate a motor vehicle.

2315.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2315.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2315.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2315.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2315.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2315.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2315.6 Work Environment

2315.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

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

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

2317.1.1 Does specialized reference work using print and electronic formats.

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

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

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

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

2317.2 Typical Tasks

2317.2.1 Answers reference questions at a public service desk.

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

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

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

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

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

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

2317.2.8 Establishes and implements work procedures for department staff.

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

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

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

2317.2.12 Serves as a United States Passport Application Acceptance Agent.

2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field. He/she will possess a valid California driver's license.

2317.4 Knowledge and abilities:

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

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

2317.4.3 Knowledge of personal computer hardware and software operations

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

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

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

2317.4.7 Ability to apply the knowledge listed above.

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

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

2317.4.10 Ability to follow Library policies and procedures.

2317.4.11 Ability to analyze difficult problems and recommend solutions.

2317.4.12 Ability to take independent action.

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

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

2317.4.15 Ability to organize and manage work flow for self.

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

2317.5 Physical Demands

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

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

2317.5.1.2 Must possess mobility to operate a motor vehicle.

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

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

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

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

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

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

2317.6 Work Environment

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

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

POLICY TITLE: Job Description – Library Assistant
POLICY NUMBER: 2319

2319.1 A non-exempt paraprofessional classification under the general direction of the Library Director, Manager of Public Services or the Manager of Technical Services. . Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

2319.1.1 Does specialized reference work using print and electronic formats.

2319.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2319.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2319.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2319.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2319.1.6 May supervise clerical staff or volunteers.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

2319.2.2 Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepared library materials invoices for payment.

2319.2.3 Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.

2319.2.4 Works at the Circulation Desk as the supervisor.

2319.2.5 Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.

2319.2.6 Manages the collection of fines and processing collection notices for delinquent accounts.

2319.2.7 Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.

2319.2.8 Manages the public photocopier machines and the Vendacard dispenser.

2319.2.9 Recommends policies for public services to the Manager of Public Services.

2319.2.10 Assists the public in making the most effective use of the Library's collection and facility.

2319.2.11 Assists the public with using the electronic databases and reference services.

2319.2.12 Serves as a United States Passport Application Acceptance Agent.

2319.2.13 Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.

2319.2.14 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2319.2.15 Establishes and implements work procedures for department staff.

2319.2.16 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2319.2.17 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2319.3 Required Qualifications. He/she will possess a B.A. or B.S. degree. He/she will possess a valid California driver's license.

2319.4 Knowledge and abilities:

2319.4.1 Knowledge of modern public library organization, procedures and policies.

2319.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2319.4.3 Knowledge of personal computer hardware and software operations

2319.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.

2319.4.5 Knowledge of reference sources and methods to serve adult and children.

2319.4.6 Knowledge of current events, literature and standard works in various fields.

2319.4.7 Ability to apply the knowledge listed above.

2319.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2319.4.9 Ability to respond to common inquiries or complaints from Library customers.

2319.4.10 Ability to follow Library policies and procedures.

2319.4.11 Ability to analyze difficult problems and recommend solutions.

2319.4.12 Ability to take independent action.

2319.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2319.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2319.4.15 Ability to organize and manage work flow for self.

2319.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2319.5 Physical Demands

2319.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2319.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2319.5.1.2 Must possess mobility to operate a motor vehicle.

2319.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2319.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2319.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2319.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2319.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2319.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2319.6 Work Environment

2319.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2619.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Library Clerk II
POLICY NUMBER: 2321

2321.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine and advanced clerical duties.

2321.1.1 Manages the library system software for magazines.

2321.1.2 Prepares delinquent accounts for reporting to the collection agency.

2321.1.3 Processes incoming and outgoing interlibrary loan materials.

2321.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

2321.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2321.1.5 Manages the Circulation Desk in the absence of the Circulation Supervisor.

2321.1.6 May supervise clerical staff, substitutes clerks or volunteers.

2321.2 Typical Tasks

2321.2.1 Locates, checks-in and checks-out library materials for customers.

2321.2.2 Processes telephone renewals.

2321.2.3 Prepares the daily announcements for the telephone system.

2321.2.4 Files documents and library materials by library filing rules.

2321.2.5 Issues and renews library cards.

2321.2.6 Operates a variety of office and business equipment.

2321.2.7 Calculates and collects fines and fees at the Circulation Desk.

2321.2.8 Answers telephone and transfers calls to the appropriate staff or department.

- 2321.2.9** Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2321.2.10** Records daily statistics at the Circulation Desk.
- 2321.2.11** Receives cash and credit card transactions at the Circulation Desk.
- 2321.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2321.2.13** Prepares books and other library materials for public use.
- 2321.2.14** Repairs books and other library materials.
- 2321.2.15** Works in Technical Services in support of professional staff.
- 2321.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2321.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2321.2.18** Assists the public in making the most effective use of the Library's collection and facility.
- 2321.2.19** Serves as a United States Passport Application Acceptance Agent.

2321.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license.

2321.4 Knowledge and abilities:

- 2321.4.1** Ability to type a minimum of thirty (30) words per minute.
- 2321.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2321.4.3** Ability to file accurately according to library filing rules.
- 2321.4.4** Ability to meet the public with tact and courtesy.
- 2321.4.5** Ability to follow oral and written instructions.

2321.4.6 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2321.4.7 Ability to follow Library policies and procedures.

2321.4.8 Ability to organize and manage work flow for self.

2321.5 Physical Demands

2321.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2321.5.1.2 Must possess mobility to operate a motor vehicle.

2321.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2321.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2321.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2321.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2321.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2321.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2321.6 Work Environment

2321.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2321.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

POLICY TITLE: Job Description – Library Clerk I
POLICY NUMBER: 2323

2323.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine clerical duties.

2323.1.1 Works at the Circulation Desk checking-in and checking-out library materials, registering library borrowers and collecting fines and fees.

2323.1.2 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

2323.1.3 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2323.1.4 May supervise substitutes clerks or volunteers.

2323.2 Typical Tasks

2323.2.1 Locates, checks-in and checks-out library materials for customers.

2323.2.2 Processes telephone renewals.

2323.2.3 Prepares the daily announcements for the telephone system.

2323.2.4 Files documents and library materials by library filing rules.

2323.2.5 Issues and renews library cards.

2323.2.6 Operates a variety of office and business equipment.

2323.2.7 Calculates and collects fines and fees at the Circulation Desk.

2323.2.8 Answers telephone and transfers calls to the appropriate staff or department.

2323.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.

2323.2.10 Records daily statistics at the Circulation Desk.

- 2323.2.11** Receives cash and credit card transactions at the Circulation Desk.
 - 2323.2.12** Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
 - 2323.2.13** Prepares books and other library materials for public use.
 - 2323.2.14** Repairs books and other library materials.
 - 2323.2.15** Works in Technical Services in support of professional staff.
 - 2323.2.16** Assists the public with using the public photocopier machines and the Vendacard dispenser.
 - 2323.2.17** Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
 - 2323.2.18** Assists the public in making the most effective use of the Library's collection and facility.
 - 2323.2.19** Serves as a United States Passport Application Acceptance Agent.
- 2323.3** Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will possess a valid California driver's license.
- 2323.4** Knowledge and abilities:
- 2323.4.1** Ability to type a minimum of thirty (30) words per minute.
 - 2323.4.2** Ability to perform general clerical work including word processing and spreadsheet data entry.
 - 2323.4.3** Ability to file accurately according to library filing rules.
 - 2323.4.4** Ability to meet the public with tact and courtesy.
 - 2323.4.5** Ability to follow oral and written instructions.
 - 2323.4.6** Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.
 - 2323.4.7** Ability to follow Library policies and procedures.

2323.4.8 Ability to organize and manage work flow for self.

2323.5 Physical Demands

2323.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2323.5.1.1 While performing the duties of this job, the employee is required to talk and hear.

2323.5.1.2 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2323.5.1.3 The employee is required to stand; walk; and stoop, kneel, or crouch.

2323.5.1.4 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2323.5.1.5 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2323.6 Work Environment

2323.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2605.6.2 The noise level in the work environment is usually quiet.

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

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

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

2325.1.2 Prepares library materials for public use.

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

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

2325.2 Typical Tasks

2325.2.1 Checks-in library materials on the computer.

2325.2.2 Empties the book drop.

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

2325.2.4 Processes new and gift library materials for public use.

2325.2.5 Repairs damaged library materials.

2325.2.6 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2325.2.7 Searches for library materials on the shelves as assigned by Library staff.

2325.2.8 Run errands for Library staff.

2325.2.9 Retrieve newspapers and magazines from storage areas.

2325.2.10 Assist public with unloading gift books and magazines from their cars.

2325.2.11 Re-stocking the vending machines.

2325.2.12 Set-up and bread-down tables and chairs in the Meeting Room.

2325.2.13 Works in Technical Services in support of professional staff.

2325.2.14 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.

2325.2.15 Assists the Friends of Placentia Library volunteers with book store and sorting room activities.

2325.3 Required Qualifications. He/she will possess a high school diploma or the equivalent.

2325.4 Knowledge and abilities:

2325.4.1 Ability to file accurately according to library filing rules.

2325.4.2 Ability to meet the public with tact and courtesy.

2325.4.3 Ability to follow oral and written instructions.

2325.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2325.4.5 Ability to follow Library policies and procedures.

2325.4.6 Ability to organize and manage work flow for self.

2325.4.7 Manual dexterity to do book repair and physical processing of new library materials.

2325.5 Physical Demands

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

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

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

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

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

2325.5.1.5 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2325.5.1.6 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2325.6 Work Environment

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

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

POLICY TITLE: Job Description – Library Page
POLICY NUMBER: 2327

2327.1 A non-exempt clerical classification under the general direction of the Circulation Supervisor. Shelves library materials and empties the book drop. Pages must be available to work a minimum of ten hours per week during Library public service hours.

2327.1.1 Works at the Circulation Desk checking-in library materials and sorting materials for shelving and interlibrary loan.

2327.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and refers all public inquiries to the appropriate public service desk.

2327.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees.

2327.2 Typical Tasks

2327.2.1 Checks-in library materials on the computer.

2327.2.2 Empties the book drop.

2327.2.3 Sorts and shelves incoming books, audio-visual materials and periodicals.

2327.2.4 Keeps library materials in order on the shelves when shelving and also when assigned an area to inspect.

2327.6.5 Searches for library materials on the shelves as assigned by Library staff.

2327.2.6 Run errands for Library staff.

2327.2.7 Retrieve newspapers and magazines from storage areas.

2327.2.8 Assist the public with unloading gift books and magazines from their cars.

2327.2.9 Set-up and bread-down tables and chairs in the Meeting Room.

2327.3 Required Qualifications. He/she will be a high school student.

2327.4 Knowledge and abilities:

2327.4.1 Ability to file accurately according to library filing rules.

2327.4.2 Ability to meet the public with tact and courtesy.

2327.4.3 Ability to follow oral and written instructions.

2327.4.4 Ability to establish and maintain effective working relationships with co-workers, the public and community organizations.

2327.4.5 Ability to follow Library policies and procedures.

2327.4.6 Ability to organize and manage work flow for self.

2327.5 Physical Demands

2327.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2327.5.1.1 Must possess mobility to work in a standard office setting.

2327.5.1.2 Must possess hearing and speech to communicate in person and over the telephone.

2327.5.1.3 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2327.5.1.4 The employee is required to stand; walk; and stoop, kneel, or crouch.

2327.5.1.5 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2327.5.1.6 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2327.6 Work Environment

2327.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2627.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.12 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.12.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

Deleted: cumulative
Deleted: four (4) months

2040.12.1 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.12.2 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

Deleted: such absence
Deleted: four (4) month maximum

2040.12.3 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

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2040.13.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.13.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.13.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Volunteer Workers' Compensation Insurance
POLICY NUMBER: 2115

2115.1 Placentia Library District encourages the services and contributions of volunteers as literacy tutors, general library volunteers and Friends of Placentia Library and Placentia Library Foundation Board of Directors members.

2115.2 Persons volunteering time and services will do so in accordance with descriptions developed outlining their function(s) as filed with the Volunteer Coordinator.

2115.3 District staff and/or the Friends of Placentia Library will conduct appropriate orientation and training of volunteers.

2115.4 Persons volunteering time and services on behalf of the District will comply with all policies of the Board of Trustees that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies.

2115.5 That persons volunteering time and services on behalf of the District will be guided and supervised by appropriate employees of the District or a designated representative of the Board of Directors of the Friends of Placentia Library, to ensure that services are performed in a safe and appropriate manner.

2115.6 That the District will ensure that volunteers are, to the extent applicable, provided workers' compensation coverage.

2115.7 That the District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers performing on behalf of the District.

ANY QUESTIONS? 916.442.7887



Cooperative Members

- Association of California Healthcare Districts
- Association of California Water Agencies
- California Association of Park Districts
- California Association of Rural Water Association
- Mosquito and Vector Control Association of California

REGISTRATION INFORMATION (please copy form for additional registrants)

CSDA's Government Affairs Day
 LOCAL Legislative Action Days
 Registration Fees - \$40.00 (includes Legislative Reception and materials)
Cancellations must be made IN WRITING and received via fax or mail three business days prior to the event. All cancellations made within the specified time will be refunded less a \$25 processing fee.

Name _____

District _____

Address _____

City _____ State _____ Zip _____

Tel _____ Fax _____ Email _____

Legislative Representatives _____

Charge: Check Visa MasterCard

Account Name _____ Account Number _____ Expiration Date _____

Authorized Signature _____

SEND REGISTRATIONS BY FAX/MAIL TO:

California Special Districts Association
 1215 K Street, Suite 930, Sacramento, CA 95814
 Fax: 916.442.7889 | www.cstda.net
AGENDA AND SPEAKERS ARE TENTATIVE and subject to change based on legislative trends. Please watch CSDA's website for updates at www.cstda.net.

May 13th, 2004

8:00am - 9:30am

Continental Breakfast/Session

Keynote Speakers: Members of Administration & Legislature
 Press Conference and Rally on the Capitol Steps

10:00am - 11:00am

Afternoon is open for Legislative Visits which will be coordinated by LOCAL.

LEGISLATIVE RECEPTION! 5:30pm - 7:30pm @ The Sheraton Grand Hotel

Delivering Our Message - How to Communicate Effectively

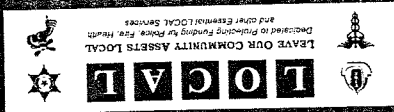
Legislators and other policy makers are bombarded with constituents and interest groups trying to get their points across. How do you succeed in being memorable and persuasive in such a crowded environment? CSDA communication consultants Ken Smith and Kevin Eckery will show you how to effectively deliver your message. They'll show you how to put your best foot forward, give you tips for refining your messages and help you make the best case possible.

LOCAL Coalition

The LOCAL Coalition urges you to be part of its third annual Legislative Action Days at the State Capitol. Join thousands of local elected officials, public safety, health, labor and business groups from around the state and urge Legislators to protect our local services. Also, get an update on the Local Taxpayers and Public Safety Protection Act - a November '04 ballot measure being sponsored by key members of LOCAL that would require voter approval before the state could take local government funds in the future.

Bring your elected leaders, public safety leaders, business leaders and community leaders to demonstrate the broad support for protecting funding for locally delivered programs and services. Help get the public attention needed to preserve local services by being part of a giant press conference on the steps of the Capitol and one-on-one meetings with legislators in their Capitol offices.

The cost of the LOCAL aspect of this conference is being contributed by the funders of the LOCAL Coalition.



LOCAL meeting room block:
Sheraton Grand Hotel
1230 J Street, Sacramento, CA 95814
800.325.3535
Room Rate: \$175.00
Room Rate Cutoff Date: April 9, 2004

Lunch on your own
12:00pm - 1:00pm
1:00pm - 2:30pm
2:30pm - 5:30pm
5:30pm - 7:30pm

LOCAL PROGRAM
Remarks from State Controller Steve Westly
Discussion of Current Budget Issues and Strategies
Visits with Legislators (LOCAL will arrange)
Legislative Reception at The Sheraton Grand Hotel

EVENT HIGHLIGHTS

CSDA Legislative Committee Update
CSDA's Legislative Committee Chair John Stovall will give an overview of activities the Committee has already undertaken on behalf of CSDA member districts, as well as what looms on the horizon.

Bridging the Gap Between Workers and Employers - Completing Workers' Compensation Reform

The Honorable John Garamendi, the California Department of Insurance Commissioner, will address the 2003 workers' compensation reform. Garamendi considers the 2003 reform to be a very courageous and significant first step that addresses many of the largest factors affecting workers' compensation premiums and moves us closer to a more functional, predictable and competitive workers' compensation market. Though we have seen encouraging signs of change, the task of workers' compensation reform is far from complete.

Special District Reform Legislation (SB 1272)

The Honorable Deborah Ortiz (D - Sacramento) will discuss the proposed details of her legislation that, if passed, will dramatically change the way special districts do business. Potential changes include the following areas: audit requirements, board member meeting stipends, expenses, benefits and reporting requirements.

Legislative Analysts Office's Discussion of the Budget

Marianne O'Malley with the Legislative Analysts Office will discuss their review and recommendations of the Governor's budget.

CSDA Legislative Review

Ralph Heim, CSDA Legislative Advocate, will apprise you of all the goings-on in the State Capitol and provide you with an up-close-and-personal perspective that only he can provide.

May 12TH, 2004

7:30am – 8:30am

8:30am – 12:00pm

Continental Breakfast/Registration
CSDA PROGRAM

Workers' Compensation Reform

Special District Reform Legislation (SB 1272)

Legislative Analysts Office's Discussion of the Budget

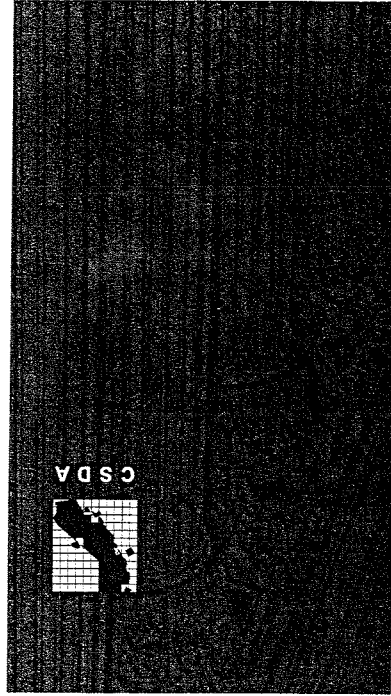
CSDA Legislative Review

Delivering Our Message - How to Communicate Effectively

GOVERNMENT AFFAIRS DAY

In an effort to present a united front, CSDA has partnered our Government Affairs Day (GAD) with the LOCAL Coalition's Legislative Action Days in 2004. Supporters of special districts, cities and counties, and services they provide will converge on the Capitol to discuss the potential budget cuts to local government.

CSDA's Government Affairs Day will prepare you to address all the changes this year has to offer, and equip you to plan for your district's future. CSDA is sending out the rallying cry for all special district representatives to embrace their role as a crucial element to the government system, and to understand that only when working together can we truly fulfill our legislative potential.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Travel Authorizations

DATE: April 26, 2004

BACKGROUND

California Special Districts Association (CSDA) Government Affairs Day and LOCAL Coalition's Legislative Action Days

The annual CSDA Government Affairs Day will be held on May 12 and 13, 2004 in Sacramento. The program includes a personal report from Lobbyist Ralph Heim and lectures by various government officials. It also includes time for appointments with local representatives. The cost includes a \$40 registration fee, meals, travel and one night's lodging. The estimated cost per person is \$550.00.

The information from CSDA including the schedule is Attachment A.

RECOMMENDATION

Determine who will attend the CSDA Legislative Day and the LOCAL Coalition Legislative Action Days program in Sacramento on May 12 and 13, 2004 and authorize payment of registration and travel expenses from the General Fund.

PASSED AND ADOPTED this 26th day of April, 2004, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

I hereby certify that the foregoing resolution was duly introduced, passed and adopted at the time and place and by the vote as noted above.

Secretary of the Board

RESOLUTION 04-01

RESOLUTION OF THE BOARD OF TRUSTEES
OF PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
AUTHORIZING AND GOVERNING THE USE OF VOLUNTEERS

WHEREAS, the Placentia Library District (the "District") is an independent special library district established under the provisions of California Education Code Sections 19600-19664; and

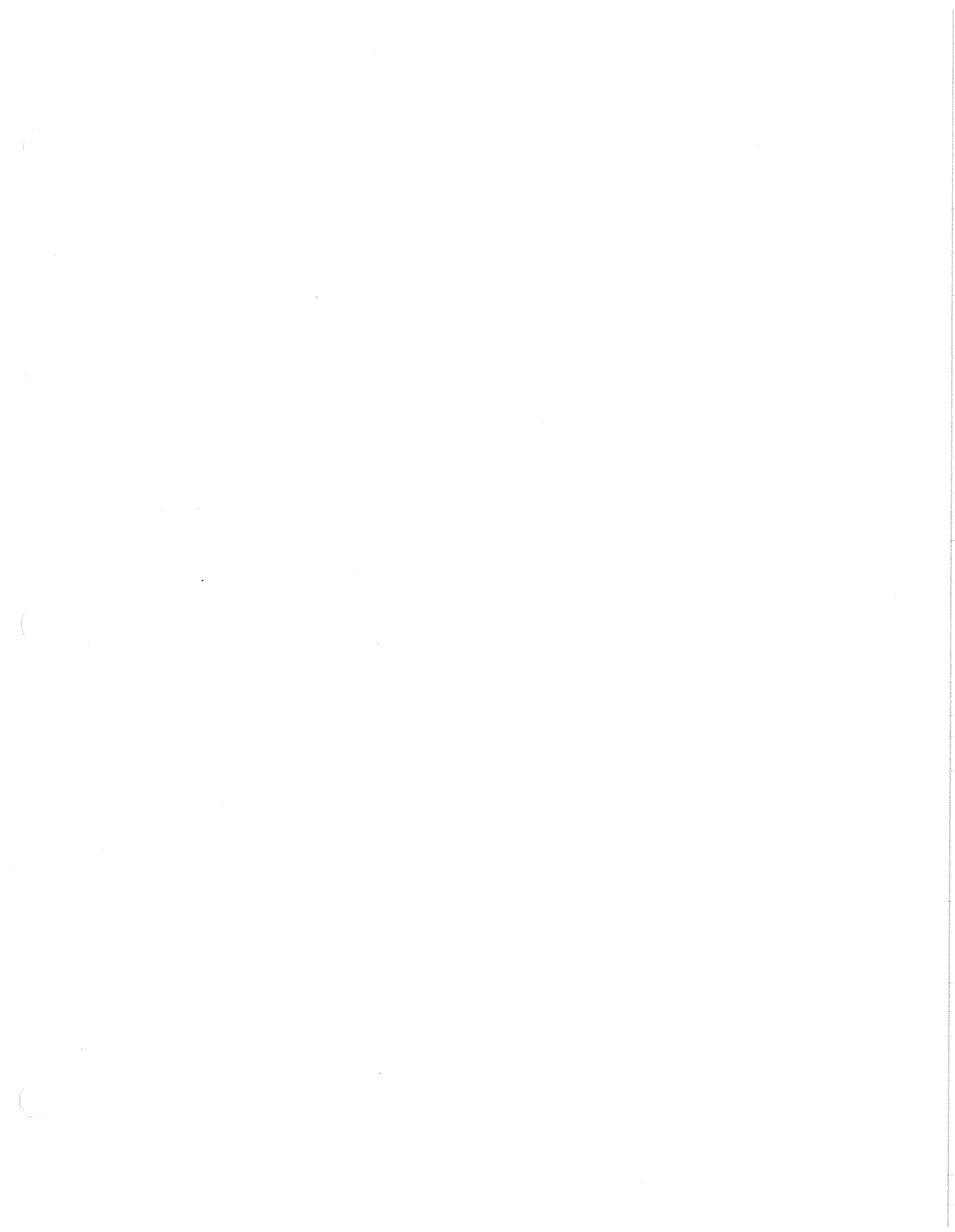
WHEREAS, the Board of Trustees of the District finds that persons who volunteer their time and efforts on behalf of the District are a valuable asset in the operation of the District and the performance of services provided by the District; and

WHEREAS, the Board of Trustees recognizes that the use of volunteers creates risks both to the volunteers and to third parties; and

WHEREAS, it is the intent of the Board of Trustees to manage risk as effectively as possible;

NOW, THEREFORE, BE IT RESOLVED that it is the policy of the Board of Trustees of the Placentia Library District, until such policy shall be amended or rescinded:

1. That the services and contributions of volunteers is encouraged;
2. That persons volunteering time and services shall do so in accordance with descriptions developed outlining their function(s) as filed with the Volunteer Coordinator;
3. That the District will conduct appropriate orientation and training of volunteers;
4. That persons volunteering time and services on behalf of the District shall comply with all policies of this Board that apply to employees, including policies related to safe working habits, policies relating to driving personal vehicles on District-related business, and other such policies;
5. That persons volunteering time and services on behalf of the District shall be guided and supervised by appropriate employees of the District, to ensure that services are performed in a safe and appropriate manner;
6. That the District will ensure that volunteers are, to the extent applicable, provided workers' compensation coverage; and
7. That the District recognizes that it may be liable for third party losses caused by the acts and/or omissions of volunteers performing on behalf of the District.



February 20, 2004

Agenda Item 39
Attachment A
Page 1 of 1

SDRMA Workers' Compensation Program Members

Re: Volunteer Coverage

Dear Member:

We have been notified by our excess workers' compensation program administrator, California Public Entity Insurance Authority (CPEIA), of their requirements for confirmation of coverage for volunteers of member agencies. Under Government Code Section § 3363.5, it states the following:

(a) Notwithstanding Sections 3351, 3352, and 3357, a person who performs voluntary service without pay for a public agency, as designated and authorized by the governing body of the agency or its designee, shall, upon adoption of a resolution by the governing body of the agency so declaring, be deemed to be an employee of the agency for purposes of this division while performing such service. (b) For purposes of this section, "voluntary service without pay" shall include services performed by any person, who receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses.

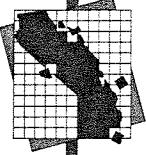
Under the excess program, coverage will be afforded for volunteers, " . . . providing that the Governing Board of the "Covered Party" (i.e., SDRMA member agency), has adopted a resolution, prior to the "occurrence" (date of injury), as provided in Division 4, Part 1, Chapter 2, Article 2, of the California labor Code, declaring such volunteer workers to be employees of the "Covered Party" (member agency), for the purposes of the workers' compensation law."

In order to insure that each member agency has properly registered their volunteers, SDRMA is requiring that a copy of the agency resolution, as defined in Labor Code Section § 3363.5, be sent to us for our member file. SDRMA is requiring a copy of the resolution so that if a claim is received for benefits, there will be no delay in processing benefits to an injured volunteer. I have attached a sample resolution for your use.

Please call Dennis Timoney, SDRMA Workers' Compensation Program Claims Manager, if you have any questions.

n/volunteer.wcp

itted to serving California's independent special districts.



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

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



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Resolution to Cover Volunteers in Placentia Library District's Workers' Compensation Program

DATE: April 26, 2004

BACKGROUND

The California Public Entity Insurance Authority (CPEIA) now requires confirmation of coverage for volunteers of member agencies. This resolution does not change existing District policy regarding coverage of volunteers for workers' compensation.

Attachment A is the explanation of the reason for the request of this resolution by the Special District Risk Management Authority (SDRMA).

Attachment B is Resolution 04-01, Resolution of the Board of Trustees of Placentia Library District of Orange County Authorizing and Governing the Use of Volunteers.

RECOMMENDATION

1. Read Resolution 04-01 by Title Only
2. Adopt Resolution 04-01

From: "AI Shkoler" <ashkoler@mcchispd.net>
To: "Elizabeth Minter" <eminter@placentallibrary.org>

Subject: FW: Agenda Item for April Meeting

Date: Wed, 7 Apr 2004 09:57:28 -0700

X-Mailer: Microsoft Outlook IMO, Build 9.0.2416 (9.0.2911.0)

X-ELNK-Trace:

b8bfd4670436d6e045161294c36f9de2632aadb6bd4c0af8e01482a973cc3c1a5e8a2ceb44d2f244350badd5

Please add an agenda item as outlined below by Richard.

Thanks!

AI

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

From: RCDPAD@aol.com [mailto:RCDPAD@aol.com]
Sent: Tuesday, April 06, 2004 11:50 AM

To: ashkoler@mcchispd.net

Cc: ASELBE@earthlink.net; Hwood53144@aol.com

Subject: Agenda Item for April Meeting

AI:

Change in format of Library Director's presentation to the Board.

At the beginning of each Board meeting, the Board members give a short overview of activities each has participated in since the prior Board meeting, and the Library Director also gives an overview...BUT....I believe it would be much more beneficial if the Library Director would place her review of the months prior activities related to herself as well as the library, in WRITING. This would provide the Board with an opportunity to think through her comments, ask appropriate questions, and have a far better sense of what is/was going on in the library during the past month and in the immediate future. I don't anticipate a long statement.....maybe a few pages or so, but one that clearly discusses both the librarians' activities as well as activities going on in the library...i.e. staff meetings, critical issues, etc. Certainly issues that would ordinarily be handled in executive sessions would not be included in any report.

Thank you for your consideration.
R

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Format and Content of the Library Director's Report
DATE: April 26, 2004

BACKGROUND

Several years ago the Library Director's Report in the Report Section of the Agenda was added to give the Director an opportunity to make an oral report of miscellaneous items that are not covered elsewhere in the Agenda. This has usually included personal information about staff and comments about items that have come up since the Agenda was published.

Trustee DeVecchio has requested a discussion of the format and content Library Director's report. Attachment A is a copy of Trustee DeVecchio's comments.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: April 20, 2004

SUBJECT: Program Committee Report for the month of March.

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	21
<u>TYD Total</u>	11	839

CHILDREN'S SERVICES

Wed. PM Story Times	0	0
Thurs. AM Story Times	0	0
3-4 year-old music times	0	0
5-6 year-old music times	0	0
Lapsits	0	0
Class tours	2	150
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Tall Tales from Wales	1	20
Pajama Story Time	1	11
TOTAL FOR OCTOBER	<u>4</u>	<u>181</u>
YTD TOTAL	<u>89</u>	<u>2,114</u>

LITERACY SERVICES

Mar 2003-04 FY 2003-04 YTD

Total Tutors	177	288
Total Students	244	349
Total Hours	1,691	15,694

For more detailed literacy statistics, see Agenda Item 43, pages 2 of 3, and 3 of 3.

To: Elizabeth Minter, Library Director


From: Caroline Gurkweitz, Children's Librarian

Date: March, 2004

Subject: March Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	0	0
Storytimes (a.m.) 3 - 6 year olds	0	0
Storytimes (p.m.) 3 - 6 year olds	0	0
MusicTimes 3 - 4 year olds	0	0
MusicTimes 5 - 6 year olds	0	0
Class Visits	2	150
School Visits	0	0
Tall Tales from Wales	1	20
Pajama Story Time	1	11
Total	4	181

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: April 20, 2004

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

Tutor Training. The Literacy Coordinator conducted one regular workshop in January and seventeen (17) tutors were trained. Two additional adult tutors were trained for a total of nineteen (19) in March. All new tutors are presently matched or are being matched. The next tutor training is scheduled for May 2, 2004.

Families for Literacy (FFL) Program Status. We are moving forward with plans for the May 2004 FFL event. Our theme is "Mothers and Families." We have ordered a variety of books based on that topic. Our EVEN START partners from Ruby Drive Elementary School have been invited to participate. The program is scheduled for May 16.

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 March 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 three elementary schools: Rio Vista, Ruby Drive, and Tynes. We have Federal Work Study staff at all three sites and at Rio Vista alone they have helped in 34 classrooms. The feedback from administrators and teachers has been extremely positive.

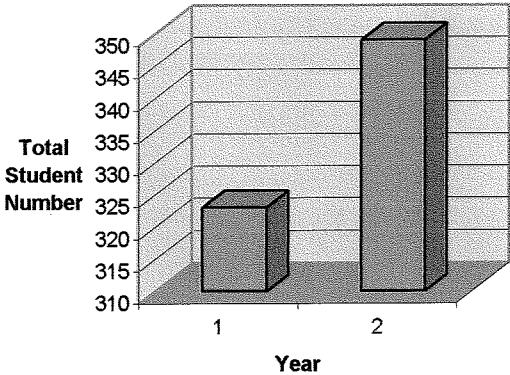
Literacy statistics. See Agenda Item 43, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

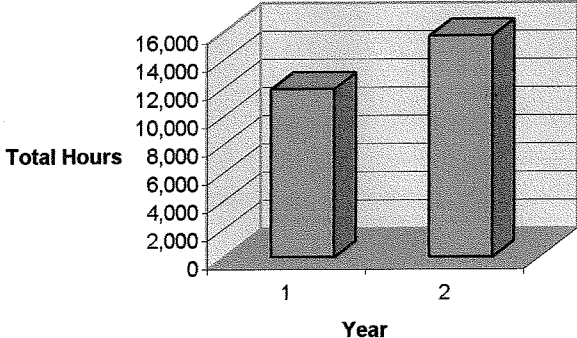
Report of Growth and Progress

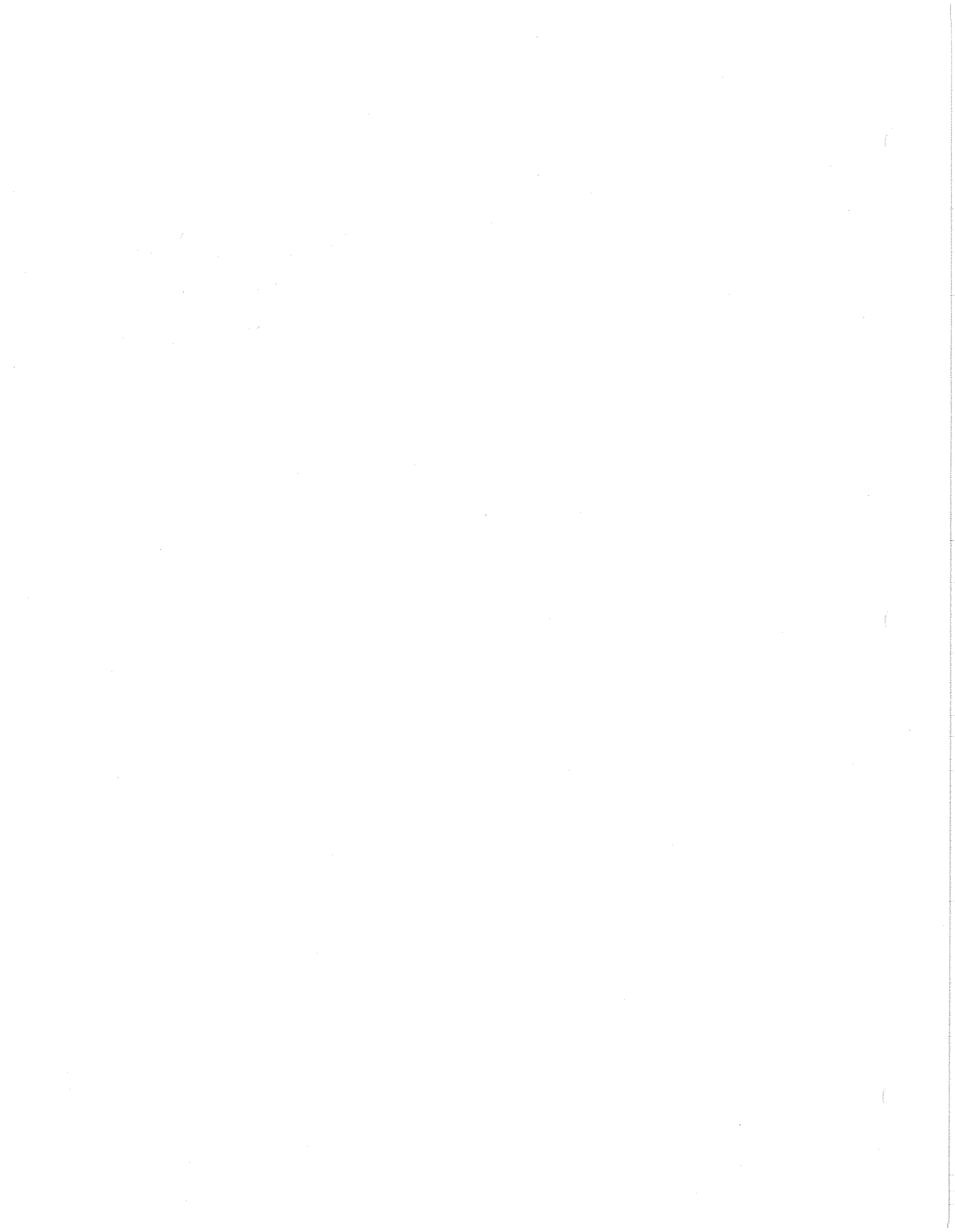
	Mar 03-04	Mar-04	YTD 2003	YTD 2004
Tutors				
Adult	106	106	151	190
Teen	77	71	107	98
Hours Instruction	1,127	1,691	11,899	15,694
Other Volunteer Hours	36	60	620	598
Total Hours	1,136	1,751	12,519	16,292
Training Workshops				
Workshops Held	4	2	29	18
Tutors Trained	18	19	147	161
Students				
With Adult Tutors	115	152	189	217
With Teen Tutors	114	92	119	132
In Groups	5	0	15	0
Total Active Students	234	244	323	349
Families for Literacy				
Family Students	54	34	62	74
Family Tutors	15	15	45	31
Hours of Instruction	200	400	869	1,934
ELLI Program				
K-6th Grade Students	423	300	423	300
Tutors for K-6th Grade	5	14	20	22
Hours of Instruction	316	450	1,532	2,274
Total Tutors	183	177	423	288
Total Students	234	244	323	349
Total Instruction Hours	1,127	1,691	11,899	15,694

Change In Total Students



Increase in Instruction Hours





FAMILIES FOR LITERACY

of the
Placentia Library
presents:



A Celebration of Mothers and Families



pbskids.org/lions

featuring . . .

Guest readers sharing picture books about
mothers, fathers, and families

WHEN: Sunday, May 16, 2004

TIME: 1:30PM-3:30PM

WHERE: Placentia Library Meeting
Room

This is a FREE event for the entire FFL family to enjoy.
We will have fun with arts & crafts, food, and BOOKS!

See you there!!!!!!

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

FAMILIAS PARA ALFABETIZACION
de la
BIBLIOTECA de PLACENTIA
presenta:



UNA CELEBRACION DE LAS MADRES y LA FAMILIA



pbskids.org/lions

el DOMINGO, el 16 de MAYO, 2004

1:30 P.M. - 3:30 P.M.

en la:

SALA de RUNION de LA BIBLIOTECA de PLACENTIA

Por favor traiga a su familia entera. Venga y escuche a los cuentos de las madres y las familias. Disfruta de comida y de artes. **GRATIS!**
ESTE EVENTO ES GRATIS PARA LAS FAMILIAS de FAMILIAS PARA ALFABETIZACION Por más información, llame: Toby Silberfarb, Coordinadora de Familias para Alfabetización, (714) 524-8408 ext. 213

To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager *JR*

Date: April 20, 2004

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

In March, the Placentia Library District had 74,295 "hits" on the Web Site, an average of 2,400 a day. The following are our year to date statistics:

Pages Visited	Oct 03	Nov 03	Dec 03	Jan 04	Feb 04	Mar 04
Borrowers	188	136	135	167	156	162
Friends	98	76	30	99	137	133
District	135	75	104	116	130	148
Kids	206	169	165	154	208	303
Foundation	193	72	30	98	114	116
History Room	155	91	170	86	181	221
Literacy/CLC Logo	208	130	112	138	156	155
Passports	488	273	471	630	705	876
Total Views Most Hits	1,671	1,022	1,217	1,488	1,787	2,114

Total Most Hits YTD 13,279

TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager
DATE: April 26, 2004
SUBJECT: **Technology Report for March 2004**


It appears that the rescheduled date for the upgrade of our automation system to Horizon 7.3.1a will now be during the final week of August. This is for a variety of reasons, including upgrade timeslot availability from Dynix, avoiding possible disruptions during the Summer Reading Program, and some key Anaheim personnel's scheduled vacations.

The PC Reservation system continues to work well. I am investigating another software component from the same company to vend printing and will have more information on that by the next board meeting.

One of the Gates computers has finally failed, and we will be replacing it with a computer from Literacy.

We are still dealing with security and log-in issues for the five school district computers. (These computers were placed here by the Placentia-Yorba Linda Unified School District for the local middle school students to be able to work on web-based science homework problems.)

TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator 

DATE: April 26, 2004

SUBJECT: Publicity materials produced for March 2004

Information on the Placentia Library cable channel #53, updated February 3, 2004:

Note: Animation added to slides

1. Welcome to Placentia Library, address, website & telephone number
2. Library Board of Trustees
3. Board of Trustees Meeting Schedule
4. Library Hours
5. President's Day Closures
6. Library Departments
7. Placentia Library Tours
8. Placentia Library Tours Schedule
9. Friends of Placentia Library Used Bookstore
10. Bookstore Volunteers Needed
11. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
12. 2004 Authors Luncheon, Kelly Lange
13. Library Hours
14. President's Day Closures
15. Join Us and Read
16. *Funny in Farsi* Event 1
17. *Funny in Farsi* Event 2
18. *Funny in Farsi* Event 3
19. Placentia Historical Afghan Sale
20. Friends Annual Meeting Notice
21. Library Hours
22. President's Day Closures
23. Literacy Services Logo
24. Literacy Program Tutors Needed
25. Telephone Renewal Instructions
26. Wi Fi Here Now
27. Apply for your passport at Placentia Library
28. Passport Hours
29. Library Hours
30. President's Day Closures
31. Placentia's Newest Local History For Children & Adults
32. Lapsit Storyhours
33. Story Times, ages 3-6
34. Music Times, ages 3-4
35. Music Times, ages 5-6
36. Story Time at Home, *Tumblebook Library*
37. Library Hours
38. President's Day Closures
39. www.placentialibrary.org, 24/7 Reference, the Library Catalog
40. www.placentialibrary.org. Online Resources

41. Placentia History Room Hours
42. Placentia History Room Displays
43. Placentia History Room Collections
44. Placentia History Room Archival Resources

General Newspaper articles published:

1. Packing History at Cal State Fullerton
2. Preserving Packing House History Before It's Lost
3. Head Start Program Moving
4. Placentia Rail Plan Gets \$14 Million
5. Focus Changes From DPW to General Audit


Library Newspaper articles published:

1. Placentia Library Seeking Volunteers (4)
2. Library's History Room Open 2 Days (2)
3. Library Celebrates Seuss Centennial
4. A New Chapter of Bookworms, Author's Lunch
5. Sunday Used Book Sale
6. Bargain Prices Set for Used Book Sale (1)
7. Orange County Reads Calendar of Events
8. OC Reads Events: Great Books Discussion Group, Community Bulletin Board, and Read Around the Clock
9. Literacy Tutor Training Workshop
10. Buying Power for Friends of Placentia Library
11. Blood Donations in Placentia Library Meeting Room
12. Placentia Library Poetry Reading
13. Read Around the Clock Reading Marathon
14. Library Friends Raise More than \$8,500
15. Letters to the Editor: Gifts Now to Provide Holiday Books

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 Thank You's
5. Free Library Tours Flyer
6. Free Library Tours Sign-Up Sheet
7. Annual Meeting Bulletin Board
8. Easter Closure Signs
9. "I Need Volunteers" Feedback Form
10. City Recreation Dept. quarterly submission
11. *Notations* Newsletter

Welcome to Placentia Library District



411 East Chapman Avenue
Placentia, CA 92870-6198
714-528-1906 Ext. 210
www.placentialibrary.org

Placentia Library
Board of Trustees

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

Placentia Library
Board of Trustees

Upcoming Meeting Schedule:

Monday, February 23 at 6:30 P.M.
Monday, March 22 at 6:30 P.M.
Monday, April 19 at 6:30 P.M.
Monday, May 24 at 6:30 P.M.

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 15th
&
Monday, February 16th

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
Volunteer Information Ext. #201
www.placentialibrary.org

New!!! **PLACENTIA LIBRARY TOURS** **New!!!**

**It's EVERYTHING you ever wanted
to know about the Library
but were afraid to ask!**




New!!! **PLACENTIA LIBRARY TOURS** **New!!!**


★ 2nd Sunday of every month
Feb 8, Mar 14, Apr 18, May 9

★ 2:00-2:30 PM

★ Sign up at the Reference Desk

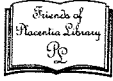


USED BOOKSTORE



☐ 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
BARGAIN! BARGAIN! BARGAIN!

When: Second Sunday of each month
1:00 - 4:30 P.M.
Upcoming Sales: Feb 8, Mar 14, Apr 18, May 9


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

What: Everything in stock

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

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

Featuring



Kelly Lange
Newswoman & Mystery Writer

Tickets Now On Sale!

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

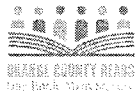
LIBRARY CLOSED

Sunday, February 15th
&
Monday, February 16th

for

President's Day

Join us and read




Funny In Farsi:
A Memoir of Growing Up Iranian In America
by
Firoozeh Dumas

Placentia Library Sponsors

***Funny In Farsi* Events**

- Sunday, March 21 - Saturday, April 3:
Official "Book Weeks" Programs & Events

Write down your comments or read those of others on the *Funny In Farsi* bulletin board in the Library




Placentia Library Sponsors

***Funny In Farsi* Events**

- Monday, March 22 from 12:00 PM to 9:00 PM
"Read Around the Clock" in the Library

Sign up to read aloud for ¼ hour!
Collect pledges for your reading time! **OR**
Sit back and listen to *Funny In Farsi*!




Placentia Library Sponsors

***Funny In Farsi* Events**

- Tuesday, March 23 at 7:00 PM
"Great Books" Discussion Group in the Library

Join the "Great Books" Discussion Group as they impart with the engaging Dumas family on an American journey!




Placentia Historical Afghans



Green X Cranberry X Blue

On Sale Now at the Circulation Desk - \$55.00 plus tax
Proceeds support the Placentia History Room



Annual Meeting

- ☐ Monday, April 19 at 6:30 P.M.
- ☐ In the City Council Chambers of City Hall
- ☐ Refreshments will be served!
- ☐ No tickets required; no cost!


Featuring: Gordon Dillow
OC Register Columnist

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 15th
&
Monday, February 16th



for



President's Day

 **Placentia Library Literacy Services**

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 1st & March 7th & April 4th


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

Renew your books by phone
Using **Telecirc**

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

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

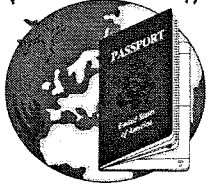
- Renew books
- Find out which titles you have checked out
- Find out which items you have on hold
- Find out which titles you have overdue
- Find out if you have any fines



What Here Now!


Bring Your Laptop!

PLACENTIA LIBRARY



Passport Application Acceptance Agency

Passport services Available at the Library





Passport hours at the Library are:
 Sunday 1:00 - 4:30 P.M.
 Monday 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.

Placencia Library is an official U.S. Department of State
 Passport Acceptance Agency
 For Passport information
 call 528-1906 Ext. 268 or visit the Library Website www.placentalibrary.org


Placencia 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 15th
&
Monday, February 16th
for
President's Day

**Placencia'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 Pfaffje
 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.placentalibrary.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 15th
&
Monday, February 16th**

for

President's Day

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


Online Resources
(To access, you must have your library card number available)

- LearnATest
- Newspapers
- Facts On File
- NoveList
- General Reference Center/Magazine Index
- Business & Company Resource Center
- Health & Wellness Resource Center

Placentia History Room




Staffed and Managed
by Volunteers


Hours
Monday & 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

pacific clippings
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Placentia News
Weekly MAR 0 4 2004

Placentia Library

The Placentia Library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Call Jillian Rakos, (714) 528-1925, Ext. 201.

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Placentia News
Weekly MAR 0 4 2004

Library's History Room open 2 days

The Placentia Library's History Room is open to the public from 6 to 9 p.m. Mondays and Wednesdays. The library is at library, 411 E. Chapman Ave. Information: (714) 996-8390.

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The Register
Daily MAR 0 5 2004

PLACENTIA 332
Packing history: California State University, Fullerton's Center for Oral and Public History is collecting memories of Placentia's orange-packing houses and their decline. The plan is to turn the oral histories into a play for local and statewide presentations. The project is funded by a \$5,000 grant from the California Stories Fund. To participate, call the city at (714) 993-8124 or the history center at (714) 278-2941.

- Heather McRea
(714) 704-3796
placentianewstimes@ocregister.com

santa ana, calif. 92711

Placentia News
Weekly MAR 0 4 2004

NEIGHBORS

A new chapter for Bookworms, Author's Lunch

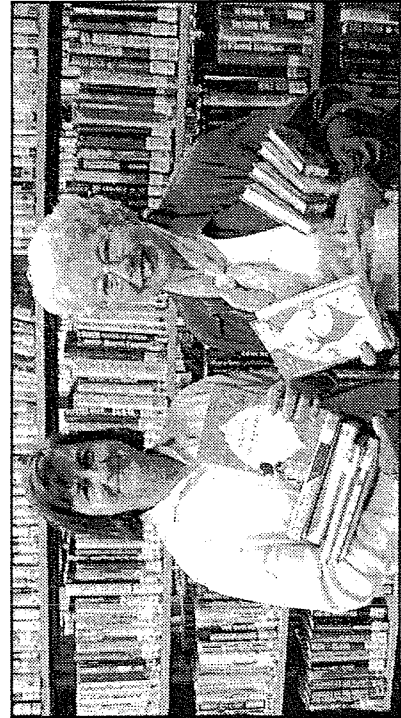
EDITOR'S NOTE: Today we introduce Eleanore Rankin, a transplanted Chicagoan by way of Anaheim to Placentia. An entrepreneur who ran a mail box center, administrative management and secretarial services, she has retired from the business world to be a full-time volunteer. Among groups enjoying her helping hands are Placentia Round Table Women's Club, Friends of the Placentia Library, Placentia Founders Society and the Chamber of Commerce. Welcome, Eleanore!



ELEANORE RANKIN

Placentia Library ordered 23 copies of the books, all of which were borrowed as fast as they were cataloged. Members of the library's Great Books Club will discuss this selection at 7 p.m. March 23 at the library, according to Elizabeth Housewright, club leader.

Peggy Sevre, chairwoman for the Placentia Round Table Women's Club's Bookworms Section, has already placed copies in the hands of the reading club members who will meet at 10 a.m. March 12. "Funny in Farsi" is also available at local bookstores. So get a copy and join with all of Orange County reading the same book, one sure to enter-



COURTESY OF ELEANORE RANKIN

ELIZABETH HOUSEWRIGHT, left, and **Peggy Sevre** are discussion leaders for Orange County Reads One Book, 'Funny in Farsi.'

tain you enormously and tickle your funny bone too. Speaking of good books, put one of author Kelly Lange's titles on your "must read" list. She will be the speaker at the annual Author's Lunch hosted by Friends of Placentia Library on Saturday at the Alta Vista Country Club. The program starts at 9:30 a.m. Lange, a former television anchorwoman, is the claimed author of a new se-

ries of mystery novels featuring her sleuth, fictional TV news anchor-reporter Maxi Poole. All her titles are available at the Placentia Library. There are still a few seats available, at \$35, at the library. No tickets will be sold at the door. All proceeds will go to the Library Foundation. Call (714) 528-1925, Ext. 201. Also mark your calendar for 7 p.m. March 6 for the third annual Homeless In-

tervention Shelter Benefit Concert, featuring several choirs in the community. The program takes place in the Church of Jesus Christ of Latter-day Saints auditorium, 210 W. Livingston Ave. Cost is \$10 and tickets are available from HIS House. Call Teri Neibuhr at the shelter, (714) 993-5774 or buy one at the door.

A new sign will be going up on the northeast corner of Kraemer and Yorba Linda boulevards at the former California National Bank building. The bank's name has been shortened to CalNational Bank, and to celebrate the occasion it will host a Chamber of Commerce mixer from 5:30 to 7 p.m. Wednesday. Cost is \$5 at the door; no reservation required. Call the chamber at (714) 528-1873.

Eleanore Rankin has lived and volunteered in Placentia for more than 20 years. She would like to hear your community news about families, clubs and businesses. Call her at (714) 524-8337 or fax information to (714) 524-8660.

santa ana, calif. 92711

Placentia News
Weekly MAR 0 4 2004

Placentia News
Weekly MAR 1 1 2004

Writing a new chapter in reading, reviewing together

332

If neighbors have nothing else to talk about, Orange County Reads One Book organizers want them to at least have "Funny in Farsi, A Memoir of Growing Up Iranian in America" to bring them together.

In its second year, the countywide project aims to have everyone read Firoozeh Dumas' book about her family's experiences after immigrating to the United States in the 1970s.

Also, students and teachers throughout the state will read the book as part of the California Reading and Literacy Project.

Each week in Orange County will read the book from March 21 to April 3. Local events focusing on the book include:

► Author Appearance

Activities: Dumas will speak and signs books, followed by \$50 luncheon

Date: 10 to 11:30 a.m. March 23

Location: California State University, Fullerton Titan Student Union

Information: (714) 278-4854

► Great Books Discussion Group

Activities: Placentia Library Book Club will host "Funny in Farsi" discussion; open to the public

Date: 7 to 8 p.m. March 23

Location: Placentia Library meeting room, 411 E. Chapman Ave.

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



► Girl Scouts & Pat Nixon Birthday Celebrations

Activities: Appearance by Dumas, international craft fair, craft projects, entertainment, troop market-

FIROOZEH DUMAS

place and more.

Cost: Free admission to event and library. Girl Scouts in uniform get free gift

Date: 11 a.m. to 5 p.m. Sunday

Location: Richard Nixon Library & Birthplace, 18001 Yorba Linda Blvd., Yorba Linda

Information: (714) 993-5075

► Community Bulletin Board

Activities: Written comments and reactions to "Funny in Farsi" may be posted on a special bulletin board in the Placentia Library's lobby.

Date: March 21 - April 3

Location: Placentia Library, 411 E. Chapman Ave.

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

► Read Around the Clock

Activities: Marathon reading of "Funny in Farsi" with pledges and donations to raise money for Adopt-A-Book program. You may pick up pledge sheets and sign up for time slot at library

Date: Noon to 9 p.m. March 22

Location: Placentia Library, 411 E. Chapman Ave.

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

pacific clippings

p m b 1 1 7 8 9
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Placentia News
Weekly MAR 1 1 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. Sunday 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, with a display in the lobby changes every month. Bidding sheets are in the library's book store.

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

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p m b 1 1 7 8 9
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Placentia News
Weekly MAR 1 1 2004

COMMUNITY HAPPENINGS

FRIDAY

Vascular Disease Prevention Education seminar on stroke, abdominal aneurysm, arterial disease and osteoporosis from 10:45 to 11:45 a.m. at the Senior Center, 143 S. Bradford Ave. Call (714) 986-2332.

SATURDAY

Spring Boutique craft fair to support El Dorado High School Cheer Squad from 9 a.m. to 4 p.m. on campus, 1651 N. Valencia Ave. Cost: \$2. Call (714) 239-9655.

SUNDAY

Used-book sale from 1 to 4 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906, Ext. 209.

pacific clippings

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

Placentia News
Weekly MAR 0 4 2004

COMMUNITY HAPPENINGS

FRIDAY

Lenten Dinner prepared by the Knights of Columbus from 5 to 7 p.m. at St. Joseph Catholic Church Parish Center, 717 N. Bradford Ave. Call (714) 528-1487.

SATURDAY

Choir Concert to benefit the Homeless Intervention Shelter, or HIS House, at 7 p.m. at the Church of Jesus Christ of Latter-day Saints, 210 Livingston Ave. Tickets are \$10 at the door. Ten local choirs will perform. Call (714) 993-5774.

SUNDAY

Literacy Tutor Training workshop from 1:30 to 4:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Volunteers must be at least 13 years old. Call (714) 528-8408.

MONDAY

Mayor's Scholarship Golf Tournament tees off at 11 a.m. at the Alta Vista Country Club and Golf Course, 777 E. Alta Vista St. Call (714) 993-8232.

TUESDAY

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 9:30 p.m. at Backs Community Building, 201 N. Bradford Ave. \$35 for 17 classes. Call (714) 777-5639 or (562) 691-7864.

WEDNESDAY

Canasta players meet at 12:30 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Preserving packinghouse history before its lost

by Heather McRea
Placentia News-Times

There was a day when the fragrance of oranges and lemons lingered on the breeze through downtown Placentia. When love bloomed between two workers at the packinghouses and when loyalties were formed with the decision to become part of one adjoining city or another.

California State University, Fullerton's Center for Oral and Public History wants to record people's memories of those days before the history is lost.

With a \$5,000 grant in hand from the California Stories Fund, the center will collect oral histories for a project called Packed Up, Squeezed Out: The Citrus Industry in Placentia, said Kathleen Frazee, the center's administrative assistant coordinator and a Placentia resident.

The Placentia Historical Committee will also be involved.

"We are looking for people who lived in Placentia in the post-war era," Frazee said.

"What we want to do is set that social climate of Placentia for that era."

After World War II, veterans and their young families needed houses. And the citrus orchards and vegetable fields gave way to subdivisions, and the packinghouses closed or were reused for other businesses.

Today the remaining packinghouses may again be in the path of development as the city negotiates with TOD Properties LLC about possibly redeveloping the Old Town area.

"It would be very important to preserve the story of the packinghouses," Frazee said about her motivation to do the project. "People will understand that the history wouldn't be totally lost when the buildings went down."

The project is looking for packinghouse workers, as well as people who picked in the fields, business owners, bankers, ranch hands and any one else with memories to share.

Getting people to reach back

HISTORY

FROM 8

40 to 50 years in their memories is a challenge, Frazee said.

"You learn to pose questions that are open-ended," she said. "You appeal to the senses, that jogs their memory."

Once collected, the histories will be turned into a play, called a "readers theater." It will be made available for local groups and those throughout the state to perform. The California Stories Fund mission is to bring together the different areas of the state.

To participate in the packinghouse history project, call the Center for Oral and Public History at (714) 278-2941 or the city's Planning Department at (714) 993-8124.

PLACENTIA
Buying power: The

Friends of the Placentia Library raised more than \$9,500 for new books at an author's lunch Saturday. More than 240 people attended the annual event that featured author Kelly Lange. Placentia Linda Hospital donated \$3,000 at the lunch. The library has a \$170,000 budget for buying books. A majority of the funds comes from processing passport applications.

- Heather McRea
(714) 704-3796
placentianewstimes@ocregister.com

PLACENTIA
Blood donations: The city is holding a blood drive

for the American Red Cross from noon to 6 p.m. Thursday. The goal is to collect 30 units of blood, which requires 30 donors. Appointments can be scheduled by calling (714) 993-8232; walk-ins are welcome. Blood will be collected in the Placentia Library meeting room, 411 E. Chapman Ave. Donors must be at least 17 years old. Call (800) 843-2949, ext. 5521, for other restrictions.

- Heather McRea
(714) 704-3796
placentianewstimes@ocregister.com

Library's History Room open 2 days

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

The library is also inviting residents with historical items to discuss the preservation materials at the library, 411 Chapman Ave.
Information: (714) 996-8390.

PLACENTIA
Heading home: The Head

Start preschool program is expected on April 1 to move into the new city complex under construction at McFadden Park, 900 S. Melrose St. Head Start will have four classrooms, a kitchen and offices. The program serves about 125 preschoolers. The city's Human Services department and Whitten Community Center plan to move into the new complex in June.

- Heather McRea
(714) 704-3796
placentianewstimes@ocregister.com

Placentia Library

The Placentia Library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Call Jillian Rakos, (714) 528-1925, Ext. 201.

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p m b 1 1 7 8 9
santa ana, calif. 92711
Los Angeles Times
Daily Edition
MAR 2 6 2004

Placentia Rail Plan Gets \$14 Million

Federal money will help OnTrac clear its current hurdle, but future funds are in doubt.

By JEAN O. PASCO
Times Staff Writer

33 A financially strapped railroad project in northern Orange County was approved Wednesday for \$14 million in federal funding, enough to pay the rail agency's immediate bills but not nearly enough to ensure that the \$450-million project can be built. The funds were sought by

Rep. Gary G. Miller (R-Diamond Bar) after he learned about the money troubles faced by OnTrac, a joint-powers agency created by Placentia. The project would construct new crossings at 11 streets and lower tracks into a concrete trench through the city.

OnTrac officials were told earlier this year that the state's budget crisis could result in the loss of \$12 million from a \$28-million state grant.

The new federal money will allow OnTrac to guarantee a \$5.6-million loan requested earlier this month from the Orange County Transportation Author-

ity, as well as cover unpaid bills to Burlington Northern Santa Fe Railway Co.

Approval by the House Transportation Committee means the money will remain in the transportation bill as it moves for a full House vote and then to a conference committee, Miller said.

"I've been reading about their financial problem, and we've solved it," he said Thursday. "Now we have to fight to get the [entire] project funded."

The bulk of the federal funding request — \$220 million — will come later this year as Congress [See Rail, Page B12]

OnTrac Gets a \$14-Million Infusion

[Rail, from Page B1] approves what are called projects of regional and national importance. The balance of the project's cost will be sought from state and local funds.

Winning support for the rest of the money won't be easy.

"This isn't the only project in the U.S.," he said. "It's going to take a lot of debate and argument, [and] there is no guarantee of funding. If these federal funds don't come through, this project is dead."

OnTrac's financial problems became so acute in recent weeks that eight of the project's private

consultants, as well as its executive director, offered to defer half their fees for four months to comply with a Placentia City Council edict to reduce expenses.

OnTrac Executive Director Christopher Becker, the city's former public works director, in 2002 earned almost \$500,000, making him the highest-paid transportation project chief in the state. His salary was cut last year. He did not return a call seeking comment Thursday.

OnTrac board member Scott Brady, also a council member, proposed requiring OnTrac to

secure at least \$50 million in federal funds before the city adds to the \$12 million it already has spent on the project.

Miller said he was satisfied that the agency had cut costs and was reevaluating fees. The agency realized that spending millions of dollars spent so far on consultants "wasn't the most proper thing to do," he said.

The project remains necessary for one of the nation's busiest rail freight corridors, he said.

About 50 trains a day use the Orangethorpe corridor through Placentia. That number is expected to increase to 135 by 2020.

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711
The Register
Daily
MAR 1 9 2004

PLACENTIA
Reading marathon: Placentia Library will hold "Read Around the Clock" Monday to raise money for its Adopt-A-Book program. Patrons will read for 30 minutes each from "Funny in Farsi," the book chosen for the Orange County Reads

One Book project, from noon to 9 p.m. Call (714) 528-1925, Ext. 201, or sign up and get a pledge sheet at the library, 411 E. Chapman Ave.

- Heather McRea
(714) 704-3796
hmcree@ocregister.com

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Placentia News
Weekly
MAR 1 8 2004

Placentia News
Weekly
MAR 2 5 2004

BRIEFLY 332

Placentia News
Weekly
MAR 1 8 2004

Placentia Library
The library, 411 E. Chapman is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Call Jillian Rakos, (714) 528-1925, Ext. 201.

Placentia Library
The library, 411 E. Chapman Ave., is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations, with sale proceeds benefiting library programs and services. Call Jillian Rakos, (714) 528-1925, Ext. 201.

Rhyme time on tap at Placentia Library

Placentia Library patrons will read their favorite poems aloud beginning at 1:30 p.m. Sunday, as part of the America's Favorite Poem Project.

Readers will take turns in the library's meeting room. Light refreshments will be served. There is a reservation list for titles to avoid repeats. Information: (714) 524-5913.

Library friends raise more than \$8,500

The Friends of the Library Author's Lunch held March 6 brought a sell-out crowd of 230 library patrons and friends to the Alta Vista Country Club to hear Kelly Lange, television

news anchor turned author. On that fateful day, 9/11/01, Lange made the decision to vacate her news seat of 28 consecutive years on NBC-TV Channel 4 to devote time to writing fiction.

In her previous role as anchor, there was need for accuracy in the facts she reported on her stories. In her new role as a fiction writer, she found it liberating to allow her imagination to come into play as

she advanced the plot of each of her four published books, all mysteries.

Her books were available for sale and she kept busy autographing them for those requesting it.

Celebrity waiters hustled to keep the diners contented as they served the patrons at their assigned table to justify generous tipping. Dennis M. Smith, superintendent of the Placentia-Yorba Linda Unified School District, acted as maitre d'hotel and set the tone for the fund-raiser, expressing the need for community support of the library in this endeavor.

The collective total from all tables served by the celebrity waiters amounted to \$5,500.

Additionally, Michael Ebenhoch, foundation director, accepted a \$3,000 check from Pamela Walrod, marketing manager for Placentia-Linda Hospital.

Attorney Keith deBrucky, chairman, and fellow members of the Rotary Club of Placentia are putting finishing touches on their annual fund-raiser.

The Cash Bash they're calling "Strike It Rich!" is scheduled the evening of March 26, at the Yorba Linda Community Center, 4501 Casa Loma Ave. The event starts at 6 p.m.

Dinner tickets, at \$17, are available from any Rotary member and from Carol Kennedy at Travel in Style, (714) 792-0998. Kennedy is also selling Cash Bash drawing tickets at \$100 each. The lucky holder of the last number drawn will walk away with the \$10,000 jackpot prize.

Checking out some of our businesses, I've learned that chiropractor Donald A. Ozello



has completed a move of his practice, Imperial-Rose Chiropractic, to Prospect Avenue and Yorba Linda Boulevard. His phone number

ELEANORE RANKIN

and e-mail address remains the same: (714) 572-1000 and drdozellodc@aol.com, respectively.

Asked if he planned to change the name, he said not at this time. Quite likely we'll be hearing from him soon about his plans for a ribbon cutting and open house.

Total Spectrum Advertising, at the northwest corner of Kraemer Boulevard and Chapman Avenue, was recently selected and featured as Cool Site of the Day for a Web site designed for one of the company's clients, Platinum Visual Systems, a division of ABC School Equipment Inc.

After receiving more than 3,300 visitors and the highest number of votes for the site, it was subsequently lauded as Cool Site of the Month by C Notes Interactive Inc.

As a result of the monthly award, Total Spectrum's site is now positioned for Cool Site of the Year.

Congratulations!

Eleanore Rankin has lived and volunteered in Placentia for more than 20 years. She would like to hear your community news about families, clubs and business. Call her at (714) 524-8337 or fax information to (714) 524-8660.



Courtesy of John Walcek

AUTHOR KELLY LANGE, sixth from left in front row, is joined by celebrity waiters and Placentia library supporters.

Focus changes from DPW to general audit

By **Heather McRea**

Placentia News-Times

332

Derrick Warren, a Parks Department crew leader, said he feels a little bit more job security after Tuesday's City Council meeting.

The council voted 3 to 2 to ask interim City Administrator Ray Griest to begin an informal audit of the city's finances and departments and provide best-, worst- and probable-case scenarios for the up-

CITIES: Council votes 3-2 to survey finances for all departments and OnTrac.

coming 2004-05 budget expected to be adopted in June.

Warren felt better because that action was an alternative to doing a survey of other cities to see if Placentia could save money without hurting quality of its services by contracting out more Public Works Department responsibilities.

Councilman Chris Lowe had

asked the staff at the March 2 council meeting to prepare the survey given the success he has seen that some South County cities have had with contracting for a majority of their services.

"I'm thinking it was kind of in our favor," Warren said about the decision to complete an audit versus a survey. "I

think we are happy with it."

In a 3-2 vote Tuesday, Lowe, along with Mayor Judy Dickinson, opposed the informal audit choice.

An audit will look only at what Placentia does and not the ways other cities have found to deal with the high cost of providing services.

Lowe has said in recent weeks he wasn't looking to eliminate the entire depart-

Please see **DPW Page 8**

DPW

FROM 1

ment but possibly cut jobs through attrition.

The council faced a groundswell of opposition last year when it entertained a request for proposals to contracting out

the Police Department.

Lowe said he was uncomfortable last year when the council was told it had no choice but to lay people off.

"I wanted this council - before we had to make those decisions - to have a list of options," he said Tuesday.

Instead of cutting employees, look at the money being spent on OnTrac, the city's rail-

road separation project, suggested Susan Clouse, a code-enforcement officer.

"Our employees are awesome," she said, pointing out they are already doing the jobs of several people and have forgone raises in the past. "You need to look at how you are spending money."

The council directed Griest to include OnTrac in the audit.

pacific clippings

LETTERS TO THE EDITOR

Gifts now to provide holiday books 332

Recently, recognition was given to groups and individuals whose generosity made possible Placentia Human Service's Christmas Clearing Bu-

reau. Through an oversight, acknowledgement of the Books 2003 portion was omitted.

For the last four years, Placentia Community Network has coordinated a program that provides an age-appropriate book for every child included

in the holiday assistance program. Over the years, funds to support this project came from the Friends of Placentia Library and Placentia Round Table Women's Club, along with small individual donations.

In addition, the library staff

donated hours to order appropriate books for each child through age 15 years, based on information from Placentia Human Services Department and also provided staff for the distribution at of these books. In December 2003, more than 800 children received \$1,500 worth of new books, purchased at library book rate.

For this year's project Books 2004, we are asking residents and groups in Placentia to make contributions now. You may make checks payable to Friends of Placentia Library, Books 2004. They may be mailed to the library, 411 E. Chapman Ave., Placentia, CA 92870.

This program cannot be sustained without monetary donations from community members and the continues expertise provided by Placentia Library staff.

PAT IROT
Placentia

EDITOR'S NOTE: The following is a copy of a letter sent to Dennis Smith, superintendent of the Placentia-Yorba Linda Unified School District and submitted to the newspaper.

By Veronica Rodriguez
Placentia News-Times

COMMUNITY: Party adds birthday cake to the menu with green eggs and ham.

With their mouths full of green eggs and ham, kids of all ages intently listened to the words of Dr. Seuss during the Seussical Centennial celebration Sunday in the Placentia Library.

The hourlong event marked the late Theodor "Ted" Seuss Geisel's 100th birthday and his legacy, as the famed author Dr. Seuss, for his work as a writer and illustrator of 44 children's

books. "This (event) is just an outreach for the community to get involved and understand the brains of a tremendous children's book writer," said Jim Roberts, literacy coordinator for Families for Literacy. The group hosted the event in celebration of Dr. Seuss' March 2 birthday, which coincided with the annual Read

Please see **SEUSS** Page 4

Christopher Wagner:
DANIELA BALGOJEVIC, 6, listens intently to Dr. Seuss story at Placentia Library program >
MORE INSIDE, Page 4

pacific clippings
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Placentia News
Weekly MAR 04 2004

Agenda Item 46
Page 14 of 15



FOUR-YEAR-OLD Eliza Bruner of Placentia gets a front-row seat for the Seussical Centennial party Sunday, a Family for Literacy program at the Placentia Library. About 100 people marked the 100th anniversary of the author's birth.

SEUSS: Families and volunteer readers share the fun

FROM 1

As readers turned pages, the children's curious voices interrupted storytellers with comments and often questioned "Why?"

This interaction, according to Diane Martlaro, a library volunteer for four years, was a symbol of children's innocence and interest in the words of Dr. Seuss and of tremendous gratification for her service.

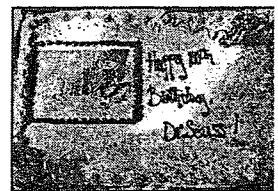
"When kids are asking questions, you know they're listening. They're interested. They're excited; and that is awesome," Martlaro said.

San Clemente resident Gloria Paoletti said she was baby-sitting and decided to



bring her Placentia granddaughters - Natalia, 11, Adriana, 9, Daniela, 6, and Katarina Balgojevic, 5 - to the

PHOTOS BY
CHRISTOPHER WAGNER



CAITLYN SCHREPFER, 7, of Placentia is wowed by a Dr. Seuss book being read Sunday at the Family for Literacy's Seussical Centennial at the Placentia Library.

program. The oldest three at Golden Elementary School students.

"They are just enjoying the event thoroughly. ... They had more than one serving of green eggs and ham."

"No, two or three servings, interrupted Natalia, he grandmother giggled. "I had one and a half."

Of course, the party couldn't end without a birthday cake.

Volunteers cut the cake and each child received a free copy of "Gerald McBoing Boing," to encourage the continued exploration of Dr. Seuss' world of entertainment and imagination.

THEODOR 'TED' SEUSS GEISEL

- ▶ Born March 2, 1904, in Springfield, Mass.
- ▶ Graduated from Dartmouth College, Hanover, N.H. in 1925.
- ▶ First record of the use of just his middle name, "Seuss," was when he contributed to Jack-O-Lantern, Dartmouth's humor magazine.
- ▶ Attended Oxford University

- in England where he decided to pursue a career as an artist instead of a professor ▶ Met Helen Palmer while at Oxford and married her in 1927.
- ▶ Submitted cartoons to magazines Judge, Life, Vanity, Fair and Liberty.
- ▶ Wrote his first book, "And to Think That I Saw It on Mulberry Street," in 1936, was

- published in 1937, after 43 publishers initially rejected it
- ▶ Helen Palmer Geisel died in 1967 and he married Audrey Stone Diamond in 1968.
- ▶ Died Sept. 24, 1991, at the age of 87.
- ▶ Since his death, some 200 million copies of his works, translated into 15 languages, have been sold worldwide.

CALENDAR OF EVENTS

INFORMATION

WHAT

WHERE

WHEN

Today, noon to 4 p.m.	Bowers Museum, 2002 N. Main St., Santa Ana	"Persian New Year Family Festival" (inaugural program) ---- Celebrate the Persian New Year at the Bowers Museum with festivities featuring a presentation by author Firoozeh Dumas who will discuss her book, "Funny in Farsi," and explain the meaning of the many rituals of Persian New Year. Learn about Persian culture and traditional ceremonies through hands-on art projects for all ages, dance, music, storytelling and food samples and by viewing the new Iranian Cultural Art Trunk.	Grace Montejano (714) 567-3649
March 22, noon to 9 p.m.	Placentia Library Meeting Room, 411 E. Chapman Ave., Placentia	"Read Around the Clock" -- Join a reading of "Funny in Farsi" from opening to closing at the Placentia Library. Readers will be taking pledges and donations to read aloud to library patrons for half-hour time slots in the library. If you would like to read, pickup a pledge sheet and sign up for a time slot at the library.	Laraine Millionzi (714) 528-1925; Ext. 201
March 23, 10 to 11:30 a.m.	Titan Theater, Titan Student Union, Cal State Fullerton	A family, food and culture presentation by "Funny in Farsi" author Dumas will be followed by a book signing.	Susan Katsaros (714) 278-4854
March 23, 7 to 8:30 p.m.	Placentia Library, 411 E. Chapman Ave., Placentia	The Placentia Library District and its Great Books Discussion Group will be discussing "Funny in Farsi" at the library's Meeting Room.	Laraine Millionzi (714) 528-1925; Ext. 201
March 24, 11 a.m. and 1 p.m.	Oasis Senior Center, 800 Marguerite, Corona del Mar	Social Studies and "Funny in Farsi" with Dumas and Professor June Briggs' Coastline College class.	June Briggs (949) 494-6790
March 24, 7 to 9 p.m.	Chapman University, Beckman Hall 404, Orange	"Nourooz -- Persian New Year Celebration: A New Year, A New Understanding" Share an evening of literature, music, history and dance as Dumas reads from her book, "Funny in Farsi."	Marianne Smith or Jan Osborn (714) 744-7639; (714) 628-722
March 26, 10 a.m. to noon	Lake Forest Senior Center Clubhouse at Santiago Dei Compostela Church, 21682 Lake Forest Drive, Lake Forest	Senior Book Discussion, led by Janet Swanson. Lake Forest Seniors will discuss "Funny in Farsi" and reminisce about their own experiences with new cultures.	Brenda Silvey (949) 461-3458
March 27, 2 to 3 p.m.	Borders Books and Music, 333	Meet the Author and Discover Persian Dance	Mike Gibb

Highlights

- The Bowers Museum will hold a Persian New Year family festival with author Firoozeh Dumas from noon to 4 p.m. today, 2002 N. Main St., Santa Ana.
- "Read Around the Clock" by patrons and friends of Placentia Library, features "Funny in Farsi" being read aloud from noon to 9 p.m. Monday, Placentia Library, 411 E. Chapman Ave.
- Cal State Fullerton presents "Family, Food and Culture," followed by a book signing by Dumas, from 10 to 11:30 a.m., Tuesday, Titan Theater in the Titan Student Union. Following the lecture, a luncheon with Dumas will be held at Darya Restaurant in Orange. For tickets, which are \$50 per person, call (714) 278-7306.
- "Nowruz -- Persian New Year Celebration: A New Year, A New Understanding" will be held from 7 to 9 p.m. Wednesday at Beckman Hall at Chapman University in Orange; Dumas will read from her book.
- Meet Dumas and discover Persian dance from 1 to 3 p.m. Saturday at Borders Books & Music, South Coast Plaza, Costa Mesa.
- "An Evening with Author Firoozeh Dumas" will be featured from 7 to 8:30 p.m. April 1 at the Newport Beach Public Library, 1000 Avocado Ave.
- "Spring Dance Concert" with performances by theater, art and choral students will take place at 7 p.m. April 8 at Santa Ana High School, 520 W. Walnut St.
- "The Immigrant Experience: Bridging Two Worlds," from 6 to 8 p.m. April 13 features a discussion with Dumas and Ruben Rumbaut, UC Irvine sociology profes-

SAFETY COMMITTEE MEETING
MARCH 25, 2004
MINUTES

I. Call to Order: 9:10 A.M.

Members Attending: Caroline Gurkweitz
Esther Guzman
Katie Matas
Donna Siloti

III. Old Business

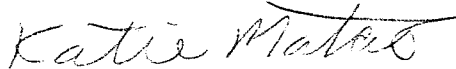
1. Two sets of safety handouts were distributed at the March 10, 2004 staff meeting.
2. There was a staff suggestion that a peep hole or camera be installed at the loading dock door. A bid was received for a camera with a monitor. Bids are being sought for a peep hole.

IV. New Business

None.

The next meeting will be April 22, 2004 at 9:30 A.M.

Respectfully submitted,



Katie Matas



Madame President

ALTA's current president **Shirley Bruursema** has worked in the library world for over twenty years. In that time, she has tirelessly advocated for libraries, assisted in the expansion of the Gaines Township Library, lobbied as delegate from Michigan to the White House conference on libraries in Washington, D.C., been appointed Library trustee of the year for the Michigan Library Association, and spent countless hours serving on ALTA committees and board. During January's ALA Midwinter Meeting in San Diego, she hosted the extremely well-attended ALTA president's Reception at Casa Guadalajara. Here, trustees and advocates from across the country had the opportunity to talk, network, compare notes, and build alliances with one another. After the event, ALTA staff caught up with Bruursema to find out what drives her commitment to libraries, and how she manages her many roles within the world of library advocacy.

Since you are active as a library speaker, lecturer, and presenter, what are your favorite topics for discussion with colleagues?

I enjoy educating trustees to be the best and most informed trustees in their area by lecturing on fiscal responsibility, how to evaluate library directors, and the importance of attending [library] conferences to broaden one's horizons.

How did you become involved in the library world? Was this a field that you actively pursued out of personal interest, or did a friend or family member lead you into this field?

Well, I was appointed to my local board as a Liaison when I was elected to public office in the township. I was then asked to run for the County Board of Library Commissioners, and appointed to the County Board soon after.



ALTA President Shirley Bruursema and ALTA staff Gretchen Kalwinski and Kerry Ward, enjoying the surroundings at this year's President's Reception

Throughout your work with library issues, what has been the greatest challenge in your district in Michigan? How would you advise other library advocates becoming involved with their own local issues?

The key issue is always funding. And the challenge is that it is a constant (but rewarding) issue. Volunteering at your local library, fund raising for a new building, being involved as an advocate wherever you are—these are all ways to become a part of the local dialogue about libraries. It is important that library advocates let people know the important role the library plays not only in their community, but across the state. We need to recognize that being an "advocate" means being amateur lobbyists to our elected officials, *especially* during funding cuts. Library patrons truly depend on the multitude of services that libraries provide, and that trustees and advocates help to ensure.

What is your educational background? Did you use the library a great deal as a student? What were your favorite courses of study?

I am a high school graduate. In my day funding for college was not available even though I had

In

Special Interview: Madame President	1
President's Message	2
DC Lobby Day	3
ALTA Candidates	5
Orlando Convention	8



Shirley A. Bruursema

President's Message

I want to begin by thanking each of the trustees who attended Midwinter Conference. We had a fantastic working conference, with much to be accomplished. Every ALTA board member minus one—and every committee chair minus one—was in attendance. All the committees worked tirelessly to prepare for Summer Annual Conference, which we were unable to complete in Toronto, and then prepare preliminary workshops for Annual '05. The new concept of several committees meeting at one time in a large room was also a success and allowed for more flexibility, since some trustees serve on several committees.

Another highlight of Midwinter (and another first) was an Advocacy Forum on Sunday morning for all trustees and interested attendees. Gail Dysleski, Chair of our Advocacy Committee, chaired the event. Gail is also involved with the Advocates Program of ALA President-Elect Carol Brey-Casiano, whose focus will be grass roots advocacy. Dale Ross and I also took part in the event. Several speakers helped energize the audience (see *Cognotes*, page 2—mailed to each of you after the conference). The Trustees will continue to expand the Advocates Program in the near future.

Another big success was the President's Reception—a great time was had by all. A special thank you to Kerry and Gretchen for having everything organized and available for all our needs. They make us all look good.

The executive committee will be meeting in Chicago the first weekend of April. If you have any concerns, ideas, thoughts or suggestions to share, please email me. We are constantly hearing from new trustees interested in joining ALTA and serving on one of our committees. So we are getting the word out: great news!

I trust you are all getting your reservations in for the summer conference in Orlando for June 24–30. Hotels are not the most plentiful, so apply real soon. We have some great programs planned.

We are also co-sponsoring a Pre-Conference with PLA, "Librarians and Trustees: Teamwork for the Community's Benefit." This is on Friday, June 25.

I would also like to encourage as many of you as possible to attend National Library Legislative Day in Washington DC on May 2, 3, and 4. ALTA is doing a special Pre-Conference on Sunday, May 2 in the afternoon. It is on "Why Your Participation is Important: What to Do and How to Do It." Many thanks to Donald Roalkvam for chairing this for the second year. Legislative Day is held at the ALA Washington office. A big issue this year is the Patriot Act and CIPA/filtering being tied to LSTA funding. You will also get a chance to meet with your legislators. If interested, contact your state NLLD coordinator or contact the ALA office at (800) 941-8478. Reservations must be made by March 31 for the special rates at the Holiday Inn on the Hill (202) 638-1616.

I think this covers most of the news currently happening. Hope to have seen some of you at PLA in Seattle. Happy spring!

—Shirley A. Bruursema, ALTA President

Grand Rapids MI

(616) 957-6375 (daytime)

(616) 698-8464 (evening)

P.S. We are still in need of two Regional Vice Presidents. Due to a resignation, we now need one in Region IV (Georgia, Kentucky, Tennessee, and North and South Carolina). Also in Region XII (Alaska, Idaho, Montana, Oregon and Washington). These folks are the conduit to our states and are greatly needed. We have learned from our newest Vice President in Region X, Jim Connor, that the West is open to contacts from our Regional Vice Presidents. If you live in one of the states above, please consider contacting me for this position. You will become a member of the ALTA Board. Thanks, again, for considering this.

National Library Legislative Day

WE NEED YOU IN DC IN MAY

Meet your Senators and Representatives! National Library Legislative Day is held each year in May to bring librarians, library trustees, board members and other library friends to Washington, D.C., to talk with their Congresspersons about issues of concern to the library community. Tell your federal legislators about the great programs and activities taking place @ your library!

Join your fellow citizens Sunday, May 2, from 3 to 4:30 P.M. at the District of Columbia Public Library for a special ALTA Pre-Conference Event "Introduction to National Library Legislative Day: Why Your Participation is Important; What to Do and How to Do It."

To become fully informed on the issues and to learn how to be an effective advocate, the Washington Office of ALA invites you to attend Legislative Briefing Day on Monday, May 3, at the Holiday Inn on the Hill, 415 New Jersey Ave., NW, Washington DC 20001, phone: (202) 638-1616 or (800) 638-1116. You can reserve rooms now at the Holiday Inn. Mention ALA's "National Library Legislative Day Event" and receive a special rate of \$192 single or double occupancy. Reservations must be made by March 31, 2004 to receive the special rate.

On Tuesday, May 4, the 30th Annual National Library Legislative Day will take place. Walk the halls of Capitol Hill and bring important messages from the library community to Members of Congress. Contact your state's NLLD Coordinator for information on your state's delegation or call the ALA Washington Office at (800) 941-8478. For updates, check the ALA Web site at <http://tinyurl.com/3ed9d>.

—Hampton "Skip" Auld, Chesterfield VA County Library

Tracking Acronyms. . .

OCLC Online Computer Library Center is a non-profit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs.

Founded in 1967 by the Ohio College Association (all the presidents of Ohio's private and public colleges and universities), OCLC was originally called the Ohio College Library Center. Its original purpose was to provide shared cataloging information and related services to 54 Ohio college and university libraries.

Today, the OCLC cooperative comprises about 45,000 libraries and institutions in 84 countries. OCLC provides the following computer and information services for libraries: cataloging, resource sharing, reference, digitization, preservation microfilming and telecommunications.

OCLC is the world's largest library cooperative. OCLC members are institutions, primarily libraries, which use OCLC products and services to locate, acquire, catalog, lend and preserve books and other library materials. Researchers, students, faculty, scholars, professional librarians and other information seekers use OCLC systems through libraries to obtain bibliographic, abstract, citation and full-text information.

The OCLC Cataloging and Resource Sharing system is the largest and most heavily used computer library system in the world. Among its trademarked services are: FirstSearch, QuestionPoint, WorldCat, netLibrary, and others. In addition, OCLC owns the Dewey Decimal Classification System, the most widely used library classification system in the world. For more information, visit the OCLC Web site: www.oclc.org.

—Robert J. Murphy, OCLC Public Relations

ALTA at a Glance

President:

Shirley A. Bruursema

Executive Director:

Kerry Ward

The Voice Editor:

Anne Sterling

The Voice Contributing Editor:

Gretchen Kalwinski

The Voice

Design/Production:

ALA Production Services

Visit us online:

www.ala.org/alta

ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

Welcome New Members

Lou Bakofia
Florence Bean
Barbe Bonjour
Joe Brower
Jim Connor
Patricia LaDuca
Paul Endler
Vicki Hibbert
Joanne Holdman
Mable Howell
Ivan Kimble
Scottie King
James Lewis
Angela London
Lumpkins
Anne Macdonald
Donna Morris
Donna Murphy
Lenore Patton
Darrell Podany
Janice Powell
Thomas Read
Vita Redding
Allen Rose
Donna Sample
James Stenna
Scott Stewart
Georgia Talgami
Patricia Uttaro
Geri Witt



I've Been Reading

Matthew Battles, *Library: An Unquiet History*, W.W. Norton, New York, 2003, \$24.95. ISBN: 0-393-02029-0

This is a fast-paced and selective survey of world library history by Matthew Battles, a rare book librarian at Harvard University. Battles tells his readers that the earliest “books” were clay tablets created in Mesopotamia in the 3rd millennium B.C. The great Library at Alexandria, Egypt lasted more than six centuries, survived several fires, and, together with materials taken from other Mediterranean libraries, contained perhaps 700,000 papyrus scrolls. But as with libraries everywhere, the cumulative effects of moisture, aridity, microorganisms and insects, to say nothing of the loss and theft of scrolls, made their impact over the centuries of its existence.

Islam was responsible for the ‘greatest efflorescence of libraries [and that] Western book culture owes [much of] its heritage to Islam,’ Battles explains. He describes the founding of some European and American libraries—the Vatican in Rome, the Sorbonne and Bibliotheque Nationale in Paris, and the British Library and Royal Library in London (the latter was first housed over the palace kitchens). When John Harvard, a Puritan clergyman in the Massachusetts Bay Colony, left the 400 theological books in his personal collection to the library of a small, new college in Cambridge Massachusetts, the institution was promptly renamed in his honor. It would take an infinitely larger bequest to accomplish that today!

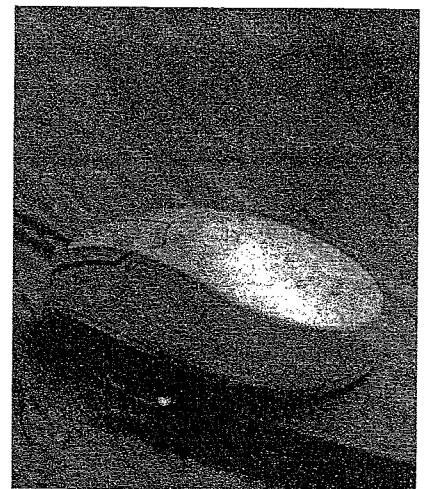
Sadly, the destruction of libraries (“biblioclasms”) has been with us throughout history, from ancient Alexandria through Louvain in Belgium (twice—in World Wars I and II), and Sarajevo in 1992. Battles’ book includes intriguing discussions of the various systems of library shelving, arranging and cataloguing used over the past millennium and adjustments modern librarians and patrons are making in the digital age. This is a marvelously readable book for library trustees and the general public.

—Keir B. Sterling, US Army Combined Arms Support Command Historian



Web Site Spotlight

In response to requests in San Diego, the ALA Office for Intellectual Freedom has developed a Web page with information on intellectual freedom legislation in the states, including CIPA type legislation. It’s a simple page that points to legislation of interest to libraries.



www.ala.org/ala/oif/ifissues/inthelstates/statelegislation.htm

Your ALA Vote Counts

You will soon be receiving your ALA ballots. Your vote does count. You may bullet vote for candidates for ALA Council. You do not need to vote for the full number permitted. As of March 1, the following ALA Council nominees are members of ALTA. Please consider them when casting your ballots.

- Linda Meilke, Director of the Carroll County Public Library, and the new ALTA Representative to PLA.
- Ken Haycock, Professor at University of British Columbia, Vancouver.

THE ALTA BALLOT

CANDIDATES FOR 1ST VICE-PRESIDENT/ PRESIDENT-ELECT

Rowland, Jane, Statement: Federal initiatives require constant monitoring, but local library issues are the priority today. We must find ways to diversify our library portfolios, discover new options for stretching our existing dollars and find new sources of funding. We need input from and collaboration with others who serve target populations—seniors, single householders, ethnic groups, etc. Finding ways of partnering with community organizations and businesses will insure that we are using our available dollars efficiently. We should enlist public support to utilize whatever resources are available to insure appropriate funding for complete library services. It will take all our efforts to increase ALTA membership (Trustees and Advocates) in order to have a greater impact when advocating for libraries on the local, county, state and national levels. There are many more areas of concern that must be addressed. Working together, with help from ALA and partners, we can thrive and become vigorous.

Picart, Francis, Statement: Library service is our society's main opportunity for open access to study, expression, and accurate information and in searching for self-understanding. Technology bringing us into more cooperative and dependent societies, requiring well-managed resources and information to support ourselves prudently.

Yet, we are entering new and uncertain times with difficult choices before us. Large volumes of information can cloud meaning and expose us to dangers of distortion and predatory opportunism against our children. Electronics formats promise general availability but can allow publishers to restrict fair use without good public understanding. I feel a profound need to support libraries in their missions to guide and track us. My professional concern is we may fall short of the support we need to advance our institutions. My mission is to significantly broaden our base of advocacies to enable the library vision through training, study, and outreach with ALTA as a worthy vehicle.

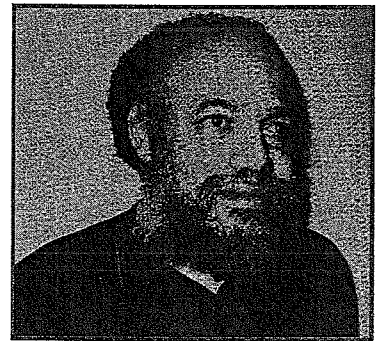
CANDIDATES FOR SECOND VICE-PRESIDENT

Goldsmith, David H., Statement: As a candidate for ALTA Second Vice-President, I am concerned about keeping ALTA a strong and viable organization for trustees and advocates. I believe ALTA should continue to give priority to increasing its membership and to provide programs for trustee training and advocacy. I believe the Board of Directors should develop new outreach programs designed to address local and regional trustee and library issues. ALTA should continue to develop partnerships with other divisions and allied organizations.

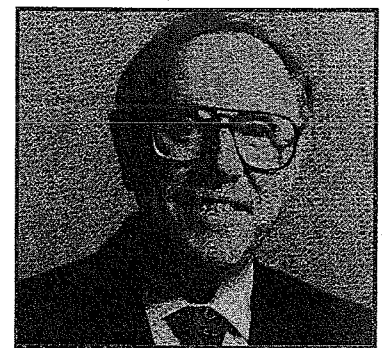
Sterling, Anne, Statement: The women and men who set policy for libraries serve on freedom's front lines. We're not loaded with library degrees, but we make critical decisions. We're not insiders in the political process, yet we must speak eloquently to the powerful, and reach ordinary people. Thank heaven for ALA and ALTA! But ALTA can't always gallop to the rescue. ALTA is us! We've got to: stay in touch with our Regional Vice-Presidents; raise money to attend ALA Convention and Congressional Lobby Day; write articles for the ALTA Voice. We must collaborate closely with ALA's incoming president, who plans to emphasize advocacy. It's key to invite new people to ALTA events, honor library heroes, and capture business support. Fresh ideas are everything, and we're scouring the countryside. ALTA needs your thinking—plus you! Let's connect: please e-mail me: nimbleleap@aol.com.



Jane Rowland



Francis Picart



David H. Goldsmith



Anne Sterling



Scenes from Midwinter

Here's a kaleidoscope of images from our ALTA President's Reception, to a luncheon at Tin Fish, to the ALTA board and committee sessions.

ALTA'S PRESIDENT'S RECEPTION AT CASA GUADALAJARA

In the midst of this year's Midwinter Meeting in San Diego, hard-working trustees and advocates felt all their concerns melt away as they entered the doorway of Casa Guadalajara. President Shirley Bruursema greeted them with frosty margaritas, and just beyond her, a lamplit Spanish courtyard beckoned. Under a

200-year-old pepper tree, dripping with Spanish moss, trustees in evening finery exchanged news of the past six months. Three adventurous members ordered large mango margaritas. Meanwhile, Regional Vice President Lillian Edlmann tried to teach the mariachi band "When Irish Eyes Are Smiling," but the group soon reverted to a more Latin sound. After a traditional Mexican repast, when trustees finally drifted toward the exits, trustees and advocates lingered, taking advantage of the opportunity to chat with long-distance colleagues and friends.



Shirley Bruursema, posing for a picture with Vic Johnson and Joan Ress-Reeves.



ALTA Councilor Donald Roalkvam, sharing a joke with Regional Vice-President Jim Connor at Casa Guadalajara.



ALTA Board members Helen Marte-Bautista and Jane Rowland smile for the camera.



ALTA Board members Ellen Miller and Anne Sterling, enjoying the outdoor ambiance with guests.



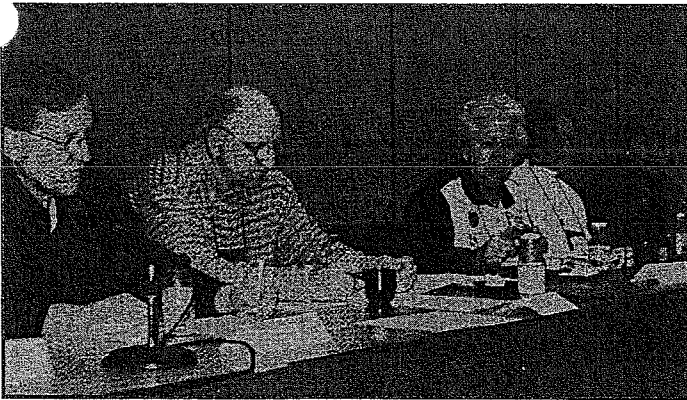
Meeting in San Diego



Lillie Fincher and Alma Dennis enjoy chatting and Mexican food at their table at the President's Reception.



Shirley Bruursema and Marguerite Ritchey stop to pose with members of Casa Guadalajara's mariachi band at ALTA's President's Reception.



ALTA Board members discuss agenda items at their final Midwinter Board meeting.



Board meeting.



Orlando ALA Conference Beckons Gators, Library Lovers

ANNUAL CONFERENCE 2004

ALTA Tentative Schedule & Track Descriptions

FRIDAY, JUNE 25, 2004

ALTA/PLA Pre-Conference

9 A.M.—5:30 P.M.

(co-sponsored by PLA)

Chair: Ellen Miller

Track Assignment—Administration/Management

Subtrack—Trustees

Title: Librarians & Trustees: Teamwork for the Community's Benefit

Description: What will community libraries be in the future? How can library trustees and directors form productive partnerships to make a difference in their communities? Participants will hear short presentations, participate in hands-on exercises and break into small group discussions that will focus on solving problems and practicing conversations. Speakers include: Dr. Martha Hale, Jim Fish, Ellen Miller, Ken Haycock.

PLA members will be able to register at the ALTA member price of \$165; ALA member price, \$215; non-member prices \$260.

FRIDAY, JUNE 25, 2004

ALTA Gala Banquet: 7:30–10 P.M.

Time and Location *TBD*

SATURDAY, JUNE 26, 2004

Opening Session: 8:30 A.M.—12 P.M.

Chair: Jane Rowland

Track Assignment—Administration

Subtrack—Trustees

Title: To Infinity & Beyond: Marketing Your Library

Description: NASA will share the marketing plan for their traveling exhibit from concept to execution. The Metropolitan Group, a full-service strategic communications and social marketing firm specializing in work with libraries (city, county, state, and research libraries, as well as Friends organizations, foundations, and associations) will cover a range of leading edge communication tools. Speakers include: Elsie D. Weigel of NASA and Eric Friedenwald-Fishman of the Metropolitan Group.

President's Program: 1:30–3:30 P.M.

Chair: Rose Mosely

Track Assignment—Trustees

Subtracks—None

Title: Beam Us Up! Local to Global Communication: Effective Communication for Trustees & Advocates

Description: The ability to communicate is a learned skill. Ineffective communication can be the source for conflict and misunderstanding. Our hands-on speakers will demonstrate how to increase your communication effectiveness and provide you with new insight and understanding of the art of communication. Speakers include: Chris Cole, Digital Project Coordinator, Library of Congress; Jerry Nichols, Director, Suffolk Cooperative Library System; and Jim Connor, ALTA Regional Vice-President.

SUNDAY, JUNE 27, 2004

Education of Trustees Committee—8:30 A.M.—12 P.M.

Chair: Denise Botto

Track Assignment—Administration/Management

Title: Discover the Magic: Director/Trustee Relationships

Description: In this program, three speakers will discuss the distinct and specific roles of the library director and the trustee board.

SOS Luncheon—12–1:30 P.M.

Chair: Kim Denise Johnson

Track Assignment—Administration

Subtrack—Trustees

Title: Libraries: A Diverse Community

Description: Our country is a melting pot of all ethnic cultures, and our libraries are our cornerstone for success in integrating non-English speaking children and adults. This year's ALTA SOS Luncheon will illustrate how libraries can embrace non-English speaking patrons with programs geared to motivate, encourage, and break language barriers. Don't miss this luncheon! Speakers include: Helen Benoit, Service Coordinator for Hamilton Public Library, Ontario; Carrie Banks, Director, Child's Place, Brooklyn Public Library; Deloice Holliday, Multicultural Outreach Librarian, Indiana University; and Linna Yu, Library Manager, Elmhurst Branch, Queens Borough Public Library.

Closing Session—*Intellectual Freedom Program*—2–5 P.M.

Chair: Debby Miller

Track Assignment—Administration/Trustees

Subtrack—Intellectual Freedom

Title: A Cookbook of Intellectual Freedom Issues

Description: This program will focus on the intellectual freedom responsibilities of library directors, trustee liability, policies and procedures, filtering, privacy, and confidentiality.

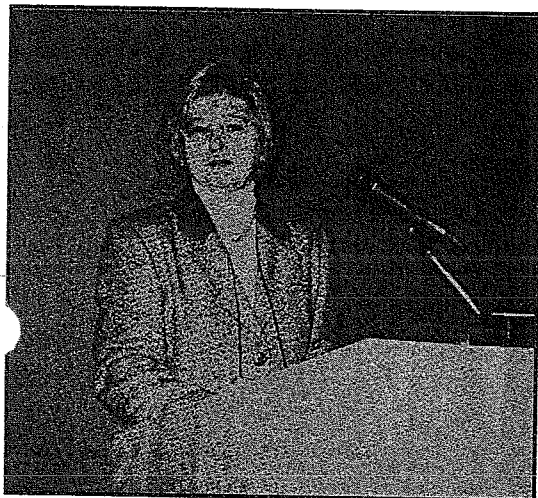
Epidemic Spread by ALTA Leaders & ALA President-Elect

Gail Dysleski, Advocacy Committee Chair, rose to speak at the Midwinter San Diego gathering, and definitely got attention. The former division president announced her intention to begin a national epidemic. Fortunately for her audience, the speaker later explained that the "bug" she had in mind was advocacy.

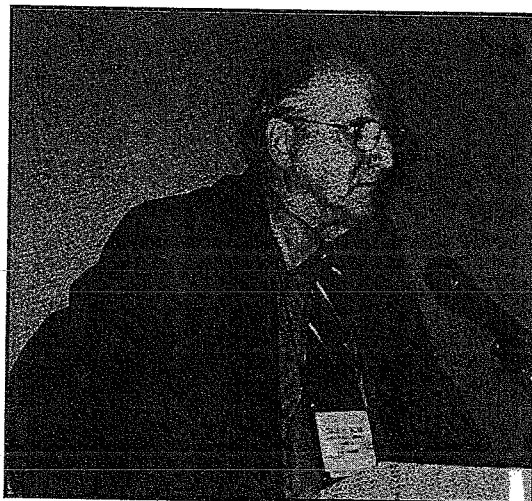
In a forum aimed at trustees, professionals and

library friends, ALTA leaders shared the spotlight with ALA President-Elect Carol Brey-Casiano, Director of the El Paso Public Library. This soon-to-be ALA President has chosen Advocacy as her major theme, and plans to work closely with trustees and advocates.

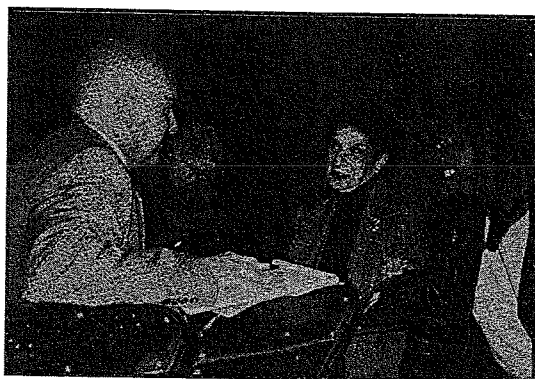
Shirley Bruursema, ALTA President, described the most important tasks of library ambassadors, using tales of go-getters and governors. Later, former President Dale Ross shared the podium. His words of inspiration persuaded audience members to get out and advocate until no one is immune to the advocacy virus.



Gail Dysleski



Dale Ross



A group of advocates gets together for discussion during the Advocacy Training.



Patricia Wickham, Vice President for the El Paso Library Association board of directors, speaks at the Advocacy Training.

Madame President continued from p. 1

two scholarships, and so instead I put five of my six children through college. My favorite fields of study are history and public speaking. I definitely count myself as being someone who is self-taught, and who has a number of degrees, not just one diploma. Growing up, I used the library a lot, but in my day it was mostly the school library—we did not have neighborhood libraries as we do now.

You are currently the president of the Association for Library Trustees and Advocates. What are the most important issues that ALTA works on? Why is their continued presence important?

Currently, I think the most important issues involve the promotion of advocacy across the country. This includes both promotion of ALTA and the important role of trustees, since they can bring education, resources, and encouragement to library boards. An organization always needs additional members, and regular communication from the ALTA Board and committee chairs is an important way to sustain and build membership. We as ALTA members need to promote the value of a national organization, and let others know what we do as a division of ALA, a trustee organization that partners with many important people and groups.

How do you balance your library work, family life, and volunteering? What would be your advice to other trustees and advocates who must do the same with their personal and professional lives, and who may have difficulty finding extra time for their commitment to libraries?

We should all be able to find a time slot (depending on our commitment) to make the world a better place. Being organized and having an accommodating family have also helped me accomplish much of what I've been able to do for libraries. If you feel strongly about something, finding the time to do it is simple. The rewards of this work are enormous. I hear of so many instances where libraries changed people's lives—some day I'd like to compile all the stories and write a book about them. From childhood to old age, libraries bring patrons happiness in hundreds of ways. We are so fortunate to live in a country of free speech and freedom of information! These ideals motivate me to do more. I have been involved in volunteer work since I was married almost fifty years ago, and always conveyed to my children the importance of dedicating some of your time to assisting people or projects.

—Gretchen A. Kalwinski, ALTA Program & Publications Associate

Librarians' Calendar Proves Handy for Trustees

A pocket-sized reference for librarians, offered at a recent ALA Conference, has proved its worth for trustees and library friends. Measuring only 3x7 inches, the little volume packs a wallop in useful facts. Says Gary Herald, CEO of the publisher, "It is truly international in scope; of over a thousand conference and meeting dates nearly 400 are foreign listings." The table of contents reveals Internet sites, abbreviations, information on the Newbery and Caldecott Medals, plus library awards and grants. Also included are graduate library programs in the US and Canada, state library agencies, and selected public and national

libraries. Book trade associations and book fairs are listed, along with networks and consortia. Published for two decades, the reference calendar is edited by Andrew Farkas, Director of Libraries, and Eileen D. Brady, Reference Librarian, both at the University of North Florida.

Currently in its third edition, the guide may be ordered by e-mail at: ambassador@absbook.com. The publisher is Ambassador Book Services, Inc., of Hempstead, NY.

Regional Report from the West

FROM: JIM CONNOR

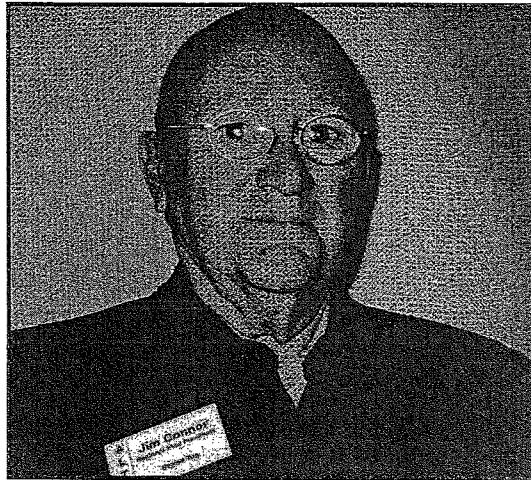
Regional Vice President, Region 10

Greetings from ALTA's Fortress of Freedom, Region 10 in Colorado, Wyoming, Utah, North Dakota and South Dakota!

"Library Advocacy" is the resounding battle cry from the five states in this vibrant and active region. Each of the five states presently has an active trustee advocacy team involved with local, state and national library issues.

There are dozens of important issues of a local nature, but there is an overall thread of two major concerns that stand out in all five states: protection of First Amendment rights and the preservation of adequate funding for the primary resource for free and unrestricted information in every community: the public library.

As I travel throughout the region I witness individual and group enthusiasm and dedication to improving our library systems. I feel truly proud to be part of this Fortress of Freedom team. Colorado, in addition to a strong legislative action team, has just completed a statewide Trustee Training Seminar to bring other community leaders into the mainstream of library advocacy. Wyoming's Library Trustees and Advocates



held a well-organized legislative reception to tell the library story to Wyoming's legislative leadership. Reports from Utah, North Dakota and South Dakota relate similar actions on behalf of their communities.

My travel schedule includes a visit to all five state conferences, as well as the ALA and PLA Conferences in 2004. My little Schwinn convertible is going to be worn out by the end of the year. I hope to see each of you at one of the many educational and networking opportunities presented in our association conferences. Please try to make at least one this year.

A former Chamber of Commerce manager, newspaper publisher and political consultant, Jim Connor offers his services as a speaker on several library-related topics.

From the Library Bill of Rights

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials

should not be excluded because of the origin, background, or views of those contributing to their creation.



Thomas Jefferson's Papers Are Now Online

The Library of Congress has just finished a huge project which should get history buffs around the world in high gear. All the Thomas Jefferson papers in the LC have been offered online, comprising over 27,000 items, the biggest collection of Jefferson original documents in the world! A great deal of the information is unique, documents that could not be found at local libraries. The online collection documents our third president in many

phases, covering Jefferson's days at the Second Continental Congress, his drafting of the Declaration, and his term as Governor of Virginia. His presidency, from 1801 to 1809, also is represented by many papers in this treasure trove. The Jefferson papers are just the latest in an enormous undertaking called The American Memory program. According to Librarian of Congress James H. Billington, this project makes over 8.5 million important historical items available online, free to all Americans. These include the LC's collections on Washington, Lincoln, and now Jefferson.

Summer 2004 deadline: April 1, 2004

ALTA Voice of
America's
Library
Trustees &
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