

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

January 19, 2004

Library Conference Room

Administration



AGENDA

SPECIAL MEETING

Worksession on Placentia Library District Policy Handbook

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES





Wednesday, January 21, 2004

9:30 A.M.

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant

2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Oral Communications

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

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

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

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

4. Review of the Placentia Library District Policy Handbook.

ADJOURNMENT

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


6. Review of Action Items.

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

7. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the January 21, 2004 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Tuesday, January 13, 2004.





Clerk of the Board of Supervisors

10 Civic Center Plaza, Suite 465

Santa Ana, CA 92701

(714) 834-3453 ** FAX (714) 834-4439

Darlene J. Bloom
Clerk of the Board

January 9, 2004

TO: Form 700 Filers Required to File with the Clerk of the Board of Supervisors, County of Orange
FROM: Darlene J. Bloom, Clerk of the Board of Supervisors
**SUBJECT: FORM 700 STATEMENT OF ECONOMIC INTERESTS
FAIR POLITICAL PRACTICES COMMISSION (FPPC)**

Your agency's Conflict of Interest Code (COI) indicates that, because of your association with said agency and/or the position you hold, you are designated to file a disclosure statement each year.

The Form 700, for 2003-2004 (report period covering January 1 through December 31, 2003; filing deadline of April 1, 2004), is similar to last year's form. The form is also available in an interactive version on the FPPC website at www.fppc.ca.gov.

There were no major changes to the form this year. Instructions are included with each set of forms. Questions relating to your agency's Code or disclosure category should be directed to your contact person who may refer you or your inquiry to the agency's legal counsel. Technical assistance is also available by calling the FPPC directly at (866) 275-3772.

Important factors in filling out the Form 700 cover page include:

- Type or clearly print in ink your name, address and daytime phone number.
- **1. Office, Agency or Court** - Fill in the name of agency, Board or Commission for which you are reporting. (Note: If you are, for example, a Councilmember for a city and also a member of the ABC Commission, please list the ABC Commission here rather than the city office – you'll likely file the city disclosure form directly with the city); also list a position such as "member", "director," etc.

Should you belong to more than one County agency, Commission or Board (entity) who files their forms with the Clerk of the Board, you may list multiple agencies under the "expanded" section. In this instance, *it is imperative to make a copy of the form for each entity, highlight the entity and place an original signature on each Form 700.* Deliver each form to the respective agency contact person so they can retain a copy and forward the original to our office.
- **2. Office Jurisdiction** - List jurisdiction – usually it is County of "Orange."
- **3. Type of Statement** - Check at least one box and any appropriate circles, fill in applicable dates.
- **4. Schedule Summary** - Check "yes" box for any schedules attached, or "No reportable interests." Place your name in upper right corner of all schedules attached; *list total number of pages.*
- **5. Verification** – Please date and *sign the original in blue ink* (it's easier to differentiate from a copy).

Always keep a signed *copy* of the form for your own records. Send or deliver the *original* to your agency contact person promptly so they can forward it to this office by April 1, 2004. Failure to timely comply can result in certain criminal and civil penalties including, but not limited to, late fines.

The form is also available in an interactive version on the FPPC website at www.fppc.ca.gov.

Attachments: 2003-2004 Form 700 & Instructions from FPPC

FILING AGENCY LIST

County Officers and Employees

FILER	FILING OFFICIAL	FILING OFFICER
Board of Supervisors	Clerk of the Board	FPPC
CEO	Clerk of the Board	FPPC
District Attorney	Clerk of the Board	FPPC
County Counsel	Clerk of the Board	FPPC
Treasurer	Clerk of the Board	FPPC
Planning Commissioner	Clerk of the Board	FPPC
Public Investors	Clerk of the Board	FPPC
Department Heads	Clerk of the Board	Clerk of the Board
Designated Employees	Clerk of the Board	Clerk of the Board
County Boards	Clerk of the Board	Clerk of the Board

Other Local Government Agencies

FILER	FILING OFFICIAL	FILING OFFICER
Board Member or Chief Executive	Agency	Clerk of the Board
Designated Employees	Agency	Agency
Public Investors	Agency	FPPC

*** Statement of Economic Interests (Form 700) are filed with the Filing Official, who then forwards it to the Filing Officer.**

QUICK TIPS FOR EASIER FILING

1. Know your jurisdiction.

You only have to report investments and business positions in business entities, real property, and income from sources that are located or doing business in your agency's jurisdiction. Gifts are reportable regardless of the jurisdiction. (See Appendix-9 for an explanation of jurisdiction.)

2. Determine your type of disclosure.

Two types of public officials complete the Form 700.

- If you file this form because you hold a position listed under Gov. Code section 87200, or you are filing as a board/commission member of a newly created agency not yet covered under a conflict-of-interest code, disclose all of your economic interests in your agency's jurisdiction. (See Appendix-1 for a complete list of 87200 filers and information on newly created agencies.)
- If you file because your position is listed in a state or local agency's conflict-of-interest code, review your disclosure categories because they will describe the specific interests you must report. **Obtain your disclosure categories from your agency – they are not contained in the Form 700.**

3. Reporting timeframes.

Report your economic interests based on the type of statement you are filing. If you are completing a 2003 Annual Statement, **do not** change the pre-printed dates to reflect 2004. Your annual statement is used for reporting the previous year's economic interests. Economic interests for your annual filing covering January 1, 2004, through December 31, 2004, will be disclosed on your statement filed in 2005.

4. Check your calendar.

File this form by the due date. Statements that are mailed are considered filed on the date of the postmark. The law does not provide for filing deadline extensions.

5. Use the provided schedules.

Do not attach brokerage statements or other financial documents. For further guidance, the instructions for each schedule contain a detailed list of reportable interests.

6. Use your computer.

An interactive version of Form 700 is available on our website (www.fppc.ca.gov).

7. Review your statement.

Your Form 700 is a public record. Take a second look at your statement for accuracy and completeness before it is filed.

8. Sign your statement.

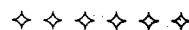
File your originally signed statement with your filing official. Keep a copy of your statement for your files. Remember that when you sign your statement, you are stating under penalty of perjury that it is true and correct.

9. Amendments.

You may amend your statement at any time. Amendment schedules are available from your filing official, the FPPC, or on our website (www.fppc.ca.gov).

10. Call us.

Call toll-free at 866-ASK-FPPC or locally at (916) 322-5660 if you need assistance.



Form 700 Public Access

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and copy any statement.

- Forms are available for public inspection during the agency's regular business hours.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be requested from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Where to Find...

- ◆ **Types of Statements**
See Appendix-2.
- ◆ **When to File**
See Appendix-3.
- ◆ **Where to File**
See Appendix-3.
- ◆ **Terms and Definitions**
See Appendix-5.

INTRODUCTION

The Political Reform Act (Gov. Code sections 81000-91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions which may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Most state and local officials, employees, and candidates are prohibited from accepting gifts totaling more than \$340 in a calendar year from a single source.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. (See Appendix-7 for more detailed information.)

State and local officials and employees also should check with their agency to determine if any other restrictions apply.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Appendix-7 for more detailed information.)

Loan Prohibitions

State and local public officials may not receive any personal loan totaling more than \$250 from an official, employee, or consultant of, or from anyone who contracts with, their governmental agencies. In addition, elected officials may not receive any personal loan totaling more than \$500 from a single lender unless certain terms of the loan are specified in writing. Under certain circumstances, a personal loan that is not being repaid or is being repaid below certain amounts may become a gift to the official who received it. (See Appendix-9 for more detailed information.)

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (for example, certain sources of income of \$500 or more are not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers such as city councilmembers, members of boards of supervisors and planning commissioners. These officials must orally identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting.

For more information, consult Government Code section 87105 and regulation 18702.5, which are available on the FPPC website (www.fppc.ca.gov, click on the Library & Publications icon).

Post-Governmental Employment

Members of the State Legislature and certain state agency officials and employees who leave office are subject to restrictions on representing clients or employers before their former agencies.

New Legislation Affecting Prospective Employment for Local Officials

(Effective January 1, 2004)

Pursuant to this new legislation, local (as well as state) public officials may not make, participate in making, or use their official positions to influence, any governmental decision directly relating to any person with whom they are negotiating, or have any arrangement concerning, prospective employment. (AB 1678, Negrete-McLeod)

Enforcement

The filing officer who retains originally signed statements of economic interests may impose a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties can be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's enforcement division (and in some cases to the Attorney General or district attorney) for investigation and possible prosecution for violations of the Act. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed. The FPPC has instituted an expedited enforcement program to handle Form 700 nonfilers. To report a suspected violation, or to find out more about the expedited enforcement program, call the FPPC's enforcement staff at 1-800-561-1861.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Call the FPPC toll-free at (866) ASK-FPPC.
- Obtain the following FPPC publications from the FPPC website (www.fppc.ca.gov):
 - Fact Sheet entitled "Can I Vote? Conflicts of Interest Overview"
 - Fact Sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans"
 - Fact Sheet entitled "Leaving Your State Job? Post-Employment Restrictions May Affect You"
 - Pamphlet entitled "Your Duty to File: A Basic Overview of State Economic Disclosure Law and Reporting Requirements for Public Officials"

INSTRUCTIONS — COVER PAGE

Enter your name, mailing address, and daytime telephone number in the spaces provided. The Form 700 is a document available for public review so you may list your business/office address instead of your home address.

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court.)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45.)
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst.)
- If you hold multiple positions (for example, a city council member who also is a member of a county board or commission), you may be required to file statements with each agency.

To simplify your filing obligations, you may complete an expanded statement.

To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions and file a copy with each agency.

Each copy must contain an original signature.

Remember that if you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Example:

This filer is a member of the Sacramento City Council.

1. Office, Agency or Court	
Name of Entity: City Council	
Division, Board, District, if applicable: District 5	
Position: City Councilmember	
<input type="checkbox"/> If filing for multiple positions, list additional agency(ies) position(s). (Attach a separate sheet if necessary.)	
Agency: _____	
Position: _____	
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	
<input type="checkbox"/> County of _____	
<input checked="" type="checkbox"/> City of <u>Sacramento</u>	
<input type="checkbox"/> Multi-County	
<input type="checkbox"/> Other _____	

Part 2. Office Jurisdiction

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction (*In re Baty* (1979) 5 FPPC Ops. 10). All other filers should review Appendix-9 to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.
- If your agency is other than a state office, court, county office, city office, or multi-county office (for example, school districts and special districts), check the "other" box and enter the county or city in which the agency has jurisdiction.

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2003 Annual Statement, **do not** change the pre-printed dates to reflect 2004. Your annual statement is used for reporting the previous year's economic interests. Economic interests for your annual filing covering January 1, 2004, through December 31, 2004, will be disclosed on your statement filed in 2005. (See Appendix-2 for detailed information about types of statements.)

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1 but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Check the "Yes" box for each schedule you use to disclose interests.

- or -

If you have nothing to disclose on any schedules, check the "No reportable interests" box. (Please do not attach any blank schedules.)

- Enter the total number of completed pages (including the cover page).

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. **An unsigned statement is not considered filed and you may be subject to late filing penalties.**

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Received
 Official Use Only

A Public Document

Please type or print in ink

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER
MAILING ADDRESS (May be business address)			OPTIONAL: FAX / E-MAIL ADDRESS
STREET	CITY	STATE	ZIP CODE

1. Office, Agency or Court

Name of Office, Agency or Court: _____

Division, Board, District, if applicable: _____

Your Position: _____

➔ If filing for multiple positions, list additional agency(ies)/ position(s): (Attach a separate sheet if necessary.)

Agency: _____

Position: _____

2. Jurisdiction of Office (Check at least one box)

State

County of _____

City of _____

Multi-County _____

Other _____

3. Type of Statement (Check at least one box)

Assuming Office/Initial Date: ____/____/____

Annual: The period covered is January 1, 2003, through December 31, 2003.

-or-

The period covered is ____/____/____, through December 31, 2003.

Leaving Office Date Left: ____/____/____ (Check one)

The period covered is January 1, 2003, through the date of leaving office.

-or-

The period covered is ____/____/____, through the date of leaving office.

Candidate

4. Schedule Summary
 (Check applicable schedules or "No reportable interests.")

➔ During the reporting period, did you have any reportable interests to disclose on:

Schedule A-1 Yes - schedule attached
Investments (Less than 10% Ownership)

Schedule A-2 Yes - schedule attached
Investments (10% or greater Ownership)

Schedule B Yes - schedule attached
Real Property

Schedule C Yes - schedule attached
Income & Business Positions (Income Other than Loans, Gifts, and Travel)

Schedule D Yes - schedule attached
Income - Loans

Schedule E Yes - schedule attached
Income - Gifts

Schedule F Yes - schedule attached
Income - Travel Payments

-or-

➔ No reportable interests on any schedule

Total number of pages completed including this cover page: _____

5. Verification

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ (month, day, year)

Signature _____
 (File the originally signed statement with your filing official.)

WHAT SCHEDULE DO I USE TO REPORT?

Business positions	Schedule A-2 or Schedule C
Commission income	Schedule A-2 or Schedule C (see Appendix-5)
Gifts received by family members	Disclosure may not be required, see Schedule E
Gifts received from family members	Disclosure not required, see Schedule E
Income to my business	Schedule A-2
Individual Retirement Account	Schedule A-1 or Schedule B (see Appendix-10)
Investments	Schedule A-1 or Schedule A-2
Loans made to others	Disclosure not required, but report repayments on Schedule C
Loans received	Schedule B for real property or Schedule D
Loans to my business	Schedule A-2
Owning a business or partnership	
If I own less than 10%	Schedule A-1
If I own 10% or more	Schedule A-2
Real estate holdings	Schedule B (Schedule A-2 if held by a business entity/trust)
Rental income	Schedule B or Schedule C
Rental property	Schedule B (Schedule A-2 if held by a business entity/trust)
Sale of my home/automobile/boat	Schedule C
Sole proprietorship	Schedule A-2
Spouse's income	Schedule A-2 or Schedule C
Stock holdings	
If I own less than 10% of a company's stock	Schedule A-1
If I own 10% or more of a company's stock	Schedule A-2
Tickets and passes	Schedule E
Travel reimbursements or payments	Schedule F
Trusts	Schedule A-2 (see Appendix-11)

ANSWERING YOUR QUESTIONS

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes. However, you may complete only one statement by listing the county and the two boards on the cover page of the Form 700 as the agencies for which you will be filing. Report your economic interests using the broadest jurisdiction and disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement *before signing it*, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I left one state agency to work for another state agency. Must I file leaving office and assuming office statements?
- A. Yes.
- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Possibly. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office in your jurisdiction. See Appendix-9 for guidance.
- Q. My economic interests are the same as those that I reported last year. May I file a copy of last year's statement?
- A. No. You must file a new statement for the current reporting period.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. On Schedule B-Interests in Real Property, I have disclosed my interest in a rental property. Must I also disclose the names of my tenants?
- A. Only disclose the names of those tenants from whom your pro rata share of the income received was \$10,000 or more in the reporting period. Otherwise, leave the space blank.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure in which a client's name may not be disclosed if disclosure of the name would violate a legally recognized privilege under California law. This regulation may be obtained from our website at www.fppc.ca.gov.
- Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or C?
- A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Appendix-5 which defines "business entity" for more information.
- Q. How do I disclose my spouse's income from an employer?
- A. Report the name of your spouse's employer as a source of income, and all other required information, on Schedule C.
- Q. I hold many stocks through an account managed by a brokerage firm and I am required to report all investments. Must I disclose these stocks since I did not decide which stocks to purchase?
- A. Yes, any stock in a business entity located or doing business in your jurisdiction worth \$2,000 or more must be disclosed on Schedule A-1 or A-2.
- Q. If I receive a gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised direction and control of the use of the tickets, you must disclose the gift on Schedule E.

SCHEDULE A-1 Investments

Stocks, Bonds, and Other Interests (Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

> NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock

Other _____
(Describe)

IF APPLICABLE, LIST DATE:

_____/_____/03 ____/____/03
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock

Other _____
(Describe)

IF APPLICABLE, LIST DATE:

_____/_____/03 ____/____/03
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock

Other _____
(Describe)

IF APPLICABLE, LIST DATE:

_____/_____/03 ____/____/03
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock

Other _____
(Describe)

IF APPLICABLE, LIST DATE:

_____/_____/03 ____/____/03
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock

Other _____
(Describe)

IF APPLICABLE, LIST DATE:

_____/_____/03 ____/____/03
ACQUIRED DISPOSED

> NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE

\$2,000 - \$10,000 \$10,001 - \$100,000

\$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT

Stock

Other _____
(Describe)

IF APPLICABLE, LIST DATE:

_____/_____/03 ____/____/03
ACQUIRED DISPOSED

Comments: _____

INSTRUCTIONS – SCHEDULES A-1 AND A-2 INVESTMENTS

“Investment” means any financial interest in any business entity which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency’s jurisdiction (see Appendix-9) in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts.
- Sole proprietorships.
- Your own business or your spouse’s business (see Appendix-5 for the definition of business entity).
- Your spouse’s investments that are held separately.
- Partnerships, such as a law firm, family farm, etc.
- Investments in reportable business entities held in a retirement account (see Appendix-10).
- If you, your spouse, or dependent children had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Appendix-11 for more information on disclosing trusts.)
- Business trusts.

You are not required to disclose:

- Diversified mutual funds registered with the Securities and Exchange Commission (SEC) under the Investment Company Act of 1940.
- Bank accounts, savings accounts, and money market accounts.
- Insurance policies.
- Annuities.
- Shares in a credit union.
- Government bonds (including municipal bonds).
- Retirement accounts invested in non-reportable interests such as insurance policies, diversified mutual funds, or government bonds (see Appendix-9).
- Defined benefit pension plans and profit sharing plans qualified under Internal Revenue Code section 401(a).
- Interests held in a blind trust (see Appendix-10).

REMINDERS

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – Your disclosure categories may require disclosure only of specific investments.

Use **Schedule A-1** to report investments if your ownership interest in the entity was less than 10%, such as stock. You also may be required to complete **Schedule C** to indicate gross income received. (See second example below.)

Use **Schedule A-2** to report investments in which your ownership interest in the entity was 10% or greater, such as a sole proprietorship.

TO COMPLETE SCHEDULE A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the **business entity**.
- Provide a general description of the **business activity** of the entity, such as pharmaceuticals, computers, automobile manufacturing, communications, etc.
- Check the box indicating the **fair market value** of your investment. The fair market value is how much your investment was worth on the open market at its highest value during the reporting period.
- Identify the nature of your investment, such as stocks, warrants, options, bonds.
- If you acquired or disposed of your investment interest during the reporting period, enter the date acquired or disposed.

Examples:

John Smith is a manager for a state agency. His conflict-of-interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that does business in California as well as those stocks held by his spouse and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Alice Howard supervises the purchasing department of a governmental agency. She owns stock in a utility company that only does business in New York. Alice is a code filer and her disclosure category requires reporting of investments of the type that provide services or supplies to the agency. She is **not** required to report the utility company stock because the company does not do business in her jurisdiction.

INSTRUCTIONS – SCHEDULE A-2 INVESTMENTS

Use Schedule A-2 to report investments in a business entity or trust (including a living trust), in which you, your spouse, or your dependent children had a 10% or greater interest, valued at \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction (see Appendix-9). A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. You are not required to report a trust that contains no reportable interests.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the interest was \$2,000 or more during the reporting period. For example, if you had a 20% partnership interest in a business entity and the entity owns real property, you would report that real property if your pro rata share of the value of the property was \$2,000 or more (for example, if the property's value was at least \$10,000).

TO COMPLETE SCHEDULE A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the fair market value of your investment.
- If you acquired or disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (for example, if you were a director, officer, partner, trustee, employee, or held any position of management).

Part 2. Check the box indicating your gross income. (This includes your pro rata share of the gross income received by the business entity or trust, as well as your community property interest in your spouse's income.)

Part 3. Disclose the name of each source of income which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in part 1 if your pro rata share of the gross income (including your community property interest in your spouse's income) to the business entity or trust from that source was

\$10,000 or more during the reporting period. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are **not reportable**.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in part 1. (See Appendix-5 for an explanation of commission income.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction but who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Leave this section blank if you do not have any reportable \$10,000 sources of income to disclose. Adding phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. (See Appendix-10 for details about privileged information.)

You may be required to disqualify yourself from decisions affecting sources of \$500 or more in income, even though you are not required to report them.

Income, business positions, and real property reported on Schedule A-2 are not required to be disclosed on Schedules B or C.

Part 4. Report any investments or interests in real property held by the entity or trust identified in part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period.

- Check the applicable box indicating if the interest held is real property or an investment.
- If an investment, provide the name and description of the business entity.
- If real property, report the address or other precise location, such as an assessor's parcel number, of the real property.
- Check the box indicating the fair market value of your interest in the real property or investment.
- Identify the nature of your interest.
- If you acquired or disposed of your interest in the property or investment during the reporting period, enter the date acquired or disposed.

INSTRUCTIONS – SCHEDULE B INTERESTS IN REAL PROPERTY

Reportable interests in real property are those properties located in your agency's jurisdiction (see Appendix-9), in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest).
- A deed of trust, easement, or option to acquire property.
- A leasehold interest (see Appendix-9).
- A mining lease, such as oil, gas, gold.
- An interest in real property held in a retirement account (see Appendix-10).
- An interest in real property held by a business entity or trust in which you, your spouse, or your dependent children had a 10% or greater ownership interest (report on Schedule A-2).
- Your spouse's interests in real property that are legally held separately by him or her.

You may not be required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence. However, a residence for which you claim a business deduction may be reportable. In this situation, you may report the portion of the residence claimed as the tax deduction as the fair market value.
- Interests in real property held through a blind trust (see Appendix-11 for exceptions).

TO COMPLETE SCHEDULE B:

- Report the address or other precise location, such as an assessor's parcel number, of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- If you acquired or disposed of your interest in the property during the reporting period, enter the date acquired or disposed.
- Identify the nature of your interest. If it is a leasehold, also disclose the number of years remaining on the lease.
- If you are reporting rental property, check the box indicating the gross rental income you received.

REMINDERS

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C or D.
- Code filers – Do your disclosure categories require disclosure of real property?

- If you had a 10% or greater interest in a rental property, and your pro rata share of the gross rental income from a single tenant was \$10,000 or more during the reporting period, list the name of the tenant. Leave this section blank if you do not have any single tenant who paid at least \$10,000. Adding phrases such as "various tenants" or "tenants" may trigger a request for an amendment to your statement.
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. Reportable loans may be disclosed on Schedule B or Schedule D. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
 - Provide the name and address of the lender.
 - Describe the lender's business activity.
 - Disclose the interest rate and term of the loan. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was entered into. For variable interest rate loans, disclose the conditions of the loan, such as Prime + 2, or the average interest rate paid during the reporting period.
 - Check the box indicating the highest balance of the loan during the reporting period.
 - Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule D.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction.

If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more.

STREET ADDRESS OR PRECISE LOCATION 4600 24th Street	
CITY Sacramento, CA 95814	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	ACQUIRED <u>03</u> / <u>03</u> / <u>03</u>
<input type="checkbox"/> \$10,001 - \$100,000	DISPOSED
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input checked="" type="checkbox"/> Rental Property <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement	
<input type="checkbox"/> Leasehold <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$400 <input type="checkbox"/> \$400 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	
<input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
<u>Henry Wells</u>	
NAME OF LENDER	
<u>Sophia Petrillo</u>	
ADDRESS	
<u>2121 Blue Sky Parkway</u>	
BUSINESS ACTIVITY OF LENDER	
<u>Restaurant Owner</u>	
INTEREST RATE	TERM (Month/Year)
<u>8</u> % <input type="checkbox"/> None	<u>15</u> Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000	
<input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	



SCHEDULE B

Interests in Real Property

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

STREET ADDRESS OR PRECISE LOCATION _____

CITY _____

FAIR MARKET VALUE _____ IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000
 \$10,001 - \$100,000
 \$100,001 - \$1,000,000
 Over \$1,000,000

_____/_____/03 _____/_____/03
 ACQUIRED DISPOSED

NATURE OF INTEREST

Rental Property Ownership/Deed of Trust Easement
 Leasehold _____ Yrs. remaining _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

NAME OF LENDER _____

ADDRESS _____

BUSINESS ACTIVITY OF LENDER _____

INTEREST RATE _____% None TERM (Months/Years) _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000
 Guarantor, if applicable

STREET ADDRESS OR PRECISE LOCATION _____

CITY _____

FAIR MARKET VALUE _____ IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000
 \$10,001 - \$100,000
 \$100,001 - \$1,000,000
 Over \$1,000,000

_____/_____/03 _____/_____/03
 ACQUIRED DISPOSED

NATURE OF INTEREST

Rental Property Ownership/Deed of Trust Easement
 Leasehold _____ Yrs. remaining _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

NAME OF LENDER _____

ADDRESS _____

BUSINESS ACTIVITY OF LENDER _____

INTEREST RATE _____% None TERM (Months/Years) _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000
 Guarantor, if applicable

Comments: _____

**INSTRUCTIONS – SCHEDULE C
INCOME & BUSINESS POSITIONS
(Income Other than Loans, Gifts, and Travel Payments)**

Report the source and amount of gross income received if the amount totals \$500 or more and was received from any source which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction (see Appendix-7). Gross income is the total amount of income before deducting expenses, losses, or taxes.

Do not use this schedule to report income from or to a business entity in which you have a 10% or greater ownership interest. Use Schedule A-2 instead.

Also use Schedule C to report the job title or business position you held with a business entity (for example, if you were a director, officer, partner, trustee, employee, or held any position of management) during the period covered by the report unless you have already reported this position on Schedule A-2. **This requirement applies even if you received no income from the business entity during the period.**

Commonly reportable income includes:

- Salary/wages, per diem, reimbursement for expenses.
- Community property interest (50%) in your spouse's income - **report the employer's name and all other required information.**
- Income received from investment interests, such as partnerships, reported on Schedule A-1.
- Commission income not required to be reported on Schedule A-2. (See Appendix-5).
- Gross income from any sale, including the sale of a house or car. The total sale price is reportable.
- Rental income not required to be reported on Schedule B.
- Prizes or awards not disclosed as gifts.
- Payments received on loans you made to others, including loan repayments from a campaign committee.
- An honorarium received prior to becoming a public official. (See Appendix-7 concerning your ability to receive future honoraria.)
- Incentive compensation (See Appendix-8).

You are not required to report:

- Salary, reimbursement for expenses and per diem received by you or your spouse from a federal, state, or local government agency.
- Campaign contributions.

REMINDERS

- If you or your spouse is self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income already reported on Schedules A-2 or B or business positions reported on Schedule A-2.

- A cash bequest or cash inheritance.
- Returns on a security registered with the Securities and Exchange Commission, including dividends, interest, or proceeds from a sale of stocks or bonds.
- Payments received under an insurance policy.
- Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union, an insurance policy, or a bond or other debt instrument issued by a government agency.
- Your spouse's income which is legally "separate" income.
- Income of dependent children.
- Automobile trade-in allowances from dealers.
- Loan repayments received from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin unless he or she was acting as an intermediary or agent for any person not covered by this provision.
- Alimony or child support payments.
- Payments received under a defined benefit pension plan qualified under IRS Code section 401(a).

TO COMPLETE SCHEDULE C:

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity of the source or business entity (for example, law firm).
- Disclose the job title or business position, if any, you held with the business entity.
- If you received \$500 or more during the reporting period from a source or business entity, check the box indicating the amount of gross income.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more (see Appendix-5). For income from rental property that is not required to be listed on Schedule B, enter "Rental Income" under "Name," check the box indicating the gross income received, and, if you had a 10% or greater interest in the rental property, list the name of each tenant if your pro rata share of the gross income from that tenant was \$10,000 or more during the reporting period.

SCHEDULE C
Income & Business Positions
 (Income Other than Loans, Gifts, and
 Travel Payments)

CALIFORNIA FORM 700
 FAIR POLITICAL PRACTICES COMMISSION

Name _____

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's income Loan repayment

Sale of _____
(Property, car, boat, etc.)

Commission or Rental Income, list each source of \$10,000 or more

Other _____
(Describe)

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's income Loan repayment

Sale of _____
(Property, car, boat, etc.)

Commission or Rental Income, list each source of \$10,000 or more

Other _____
(Describe)

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's income Loan repayment

Sale of _____
(Property, car, boat, etc.)

Commission or Rental Income, list each source of \$10,000 or more

Other _____
(Describe)

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's income Loan repayment

Sale of _____
(Property, car, boat, etc.)

Commission or Rental Income, list each source of \$10,000 or more

Other _____
(Describe)

Comments: _____

**INSTRUCTIONS – SCHEDULE D
INCOME – LOANS
(Received or Outstanding)**

Loans received or outstanding during the reporting period, which total \$500 or more from a single source located in or doing business in your jurisdiction, are reportable (see Appendix-9). Your community property interest in loans received by your spouse also must be reported.

See Appendix-9 for important information about loan prohibitions.

Commonly reportable loans include:

- Real estate loans from private lenders.
- Margin accounts.
- Campaign loans secured by your personal assets or for which you are personally liable.

You are not required to report:

- Any loan from a commercial lending institution made in the lender's regular course of business on terms available to the public without regard to your official status.
- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status.
- Any loan from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person, unless the lender was acting as an intermediary or agent for any person not covered by this provision.
- Loans made to others. However, repayments may be reportable on Schedule C.
- A loan you co-signed for another person unless you made payments on the loan during the reporting period.

TO COMPLETE SCHEDULE D:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and the term of the loan.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
 - For variable interest rate loans, disclose the conditions of the loan, such as Prime + 2, or the average interest rate paid during the reporting period.

- Check the box indicating the highest balance of the loan during the reporting period.
- Identify the security, if any, for the loan.

You are not required to disclose on Schedule D loans already reported on Schedules A-2 or B.

Example: Colleen Jones is a city council member. She received a \$15,000 loan from a friend to make a down payment on her principal residence. Because the loan is not from a commercial lending institution, it is a reportable loan.

REMINDERS

- Do you know your agency's jurisdiction?
- Did you receive any loans or have loans outstanding during the period covered by this statement?
- Code filers – Income includes any loan. Did you receive a loan from an entity or individual required to be reported as a source of income under your disclosure categories?
- For loan restrictions, see Appendix-9.

INSTRUCTIONS – SCHEDULE E INCOME – GIFTS

“Gift” means anything of value, for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported. **Gifts are reportable regardless of where the donor is located.**

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Therefore, except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is not known, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as “over \$50” or “value unknown” is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events.
- Tickets/passes to amusement parks.
- Parking passes.
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering, where you did not give a speech, participate in a panel or seminar, or provide a similar service.
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status.
- Wedding gifts (see Appendix-11 to determine how to value).
- An honorarium. You may report an honorarium as income on Schedule C, rather than as a gift on Schedule E, if you provided services of equal or greater value than the payment received. (See Appendix-7 regarding your ability to receive future honoraria.)
- Transportation and lodging (see Schedule F).
- Forgiveness of a loan received by you.

You are not required to disclose:

- Gifts that were not used and which, within 30 days after receipt, were returned to the donor or delivered to a

REMINDERS

- Gifts are limited by law to a value of \$340 from any one source in a calendar year.
- See Appendix-7 for additional gift and honoraria prohibitions.
- Code filers – You only need to report gifts from reportable sources.

charitable organization without being claimed by you as a charitable contribution for tax purposes.

- Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the spouse of any such person, unless the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of hospitality involving food, drink, or occasional lodging provided in an individual's home when the individual or a member of the individual's family was present.
- Gifts equal in value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions.
- Gifts of informational material provided to assist you in the performance of your official duties, such as books, pamphlets, reports, calendars, periodicals, or educational seminars.
- A cash bequest or cash inheritance.
- Personalized plaques and trophies with an individual value of less than \$250.
- Campaign contributions.
- Tickets to a fundraising event for an IRS Code section 501(c)(3) organization.
- Tickets to political fundraisers.
- Gifts given directly to members of your immediate family unless you received direct benefit from the gift or you exercised direction and control over the use or disposition of the gift.
- A pass or ticket that provided a one-time admission to an event (theater performance, sporting event) that was not used and was not transferred to another person. Commission regulation 18946.1 provides a method for determining the value of a ticket or pass that was used or transferred to another person and for determining the value of passes or tickets which provide repeated admission to facilities or services.
- Food, beverages, and necessary accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service.

TO COMPLETE SCHEDULE E:

- Disclose the name, address and business activity, if any, of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

SCHEDULE E Income - Gifts

Name _____

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

> NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

INSTRUCTIONS — SCHEDULE F TRAVEL PAYMENTS, ADVANCES AND REIMBURSEMENTS

Travel payments reportable on Schedule F include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to a \$340 gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you may have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC at www.fppc.ca.gov.

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received.
- Travel payments received from your employer in the normal course of your employment.
- Payments or reimbursements for transportation within California in connection with an event at which you gave a speech, participated in a panel or seminar, or performed a similar service.
- Food, beverages, and necessary accommodations received directly in connection with an event held inside or outside California at which you gave a speech, participated in a panel, or provided a similar service. Note that payments for transportation outside of California are reportable.
- A travel payment that was received from a nonprofit entity exempt from taxation under IRS Code section 501(c)(3) for which you provided equal or greater consideration.

TO COMPLETE SCHEDULE F:

- Disclose the name and address of the source of the travel payment.
- Identify the business activity, if any, of the source.
- Check the box to indicate if the payment was a gift or income, report the amount, and disclose the date(s) if applicable.
 - Travel payments are **gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement. Gifts of travel are reportable without regard to where the donor is located.

When reporting travel payments that are gifts, you must provide a description of the gift and the date(s) received.

- Travel payments are **income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. The filer has the burden of proving the payments are income rather than gifts.

When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is a board member of the League of California Cities. The League reimburses its board members for travel and lodging, as well as meals and other expenses associated with board meetings. If Mr. Chandler provides equal or greater consideration for the travel and lodging when he participates in the meeting, the reimbursements are reported as income.

SCHEDULE F
Income – Gifts
Travel Payments, Advances,
and Reimbursements

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
 Name _____

- Reminder – you must mark the gift or income box.
- You are not required to report “income” from government agencies.

> NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If applicable)

TYPE OF PAYMENT: (must check one) Gift Income

DESCRIPTION: _____

> NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If applicable)

TYPE OF PAYMENT: (must check one) Gift Income

DESCRIPTION: _____

> NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If applicable)

TYPE OF PAYMENT: (must check one) Gift Income

DESCRIPTION: _____

> NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If applicable)

TYPE OF PAYMENT: (must check one) Gift Income

DESCRIPTION: _____

Comments: _____

APPENDIX TWO CATEGORIES OF FILERS

1. Officials and Candidates Specified in Gov. Code Section 87200 and Members of Boards/Commissions of Newly Created Agencies

The Act requires the following individuals to fully disclose their personal assets and income described in the attached Form 700:

State Offices

- Governor
- Lieutenant Governor
- Attorney General
- Controller
- Insurance Commissioner
- Secretary of State
- Treasurer
- Members of the State Legislature
- Superintendent of Public Instruction
- State Board of Equalization Members
- Public Utilities Commissioners
- State Energy Resources Conservation and Development Commissioners
- State Coastal Commissioners
- Fair Political Practices Commissioners
- State Public Officials (including employees and consultants) Who Manage Public Investments
- Elected members of and candidates for the Board of Administration of the California Public Employees' Retirement System

Other officials and employees of state boards, commissions, agencies, and departments file Form 700 as described in part 2 on this page.

Judicial Offices

- Supreme, Appellate, and Superior Court Judges
- Court Commissioners
- Retired Judges, Pro-Tem Judges, and part-time Court Commissioners who serve or expect to serve 30 days or more in a calendar year

County and City Offices

- Members of Boards of Supervisors
- Mayors and Members of City Councils
- Chief Administrative Officers
- District Attorneys
- County Counsels

- City Attorneys
- City Managers
- Planning Commissioners
- County and City Treasurers
- County and City Public Officials (including employees and consultants) Who Manage Public Investments

Members of Boards/Commissions of Newly created Agencies

Members must fully disclose their personal assets and income until the positions are covered under a conflict-of-interest code.

2. State and Local Officials and Employees Designated in a Conflict-of-Interest Code

The Act requires every state and local government agency to adopt a unique conflict-of-interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal economic interests. The code also requires individuals holding those positions to periodically file Form 700 disclosing certain personal economic interests as determined by the code's "disclosure categories." These individuals are called "designated employees" or "code filers."

Obtain your disclosure categories from your agency—they are not contained in the Form 700. Persons with broad decisionmaking authority must disclose more interests than those in positions with limited discretion. For example, you may be required to disclose only investments and business positions in or income from businesses of the type that contract with your agency, or you may not be required to disclose real property interests.

In addition, certain consultants to public agencies may qualify as public officials because they make, participate in making, or act in a staff capacity for governmental decisions.

Note:

- An official who holds a position specified in Gov. Code section 87200 is not required to file statements under the conflict-of-interest code of any agency that has the same or a smaller jurisdiction (for example, a state legislator who also sits on a state or local board or commission).

TYPES OF STATEMENTS

Assuming Office Statement:

If you are a newly elected or newly appointed official or are newly employed in a position designated in a state or local agency's conflict-of-interest code, your assuming office date is the date you were sworn in, employed, or otherwise authorized to serve in the position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:

Maria Lopez was appointed by the Governor to serve on a state agency board that is subject to State Senate confirmation. The assuming office date is the date Maria accepts the position.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

Initial Statement:

If your office or position has been added to a newly adopted or newly amended conflict-of-interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2003, through December 31, 2003. If the period covered by the statement is different than January 1, 2003, through December 31, 2003 (for example, you assumed office between October 1, 2002 and December 31, 2003, or you are combining statements), the period covered must be specified.

- Investments, interests in real property, business positions held and income (including loans, gifts,

and travel payments) received during the period covered by the statement must be reported.

Leaving Office Statement:

Generally, the period covered is January 1, 2003, through the date you left office. If the period covered is different than January 1, 2003, through the date you left office (for example, you assumed office between October 1, 2002 and December 31, 2002, or you are combining statements), the period covered must be specified.

- Investments, interests in real property, business positions held and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Candidates running for special district offices, such as school board trustees and water district board members, should consult the agency's conflict-of-interest code to determine if candidate statements are required and what economic interests to disclose.

Amendments:

If you discover errors or omissions on any statement, an amendment should be filed as soon as possible. To obtain amendment schedules, contact the FPPC, your filing official, or the FPPC website at www.fppc.ca.gov.

WHERE TO FILE

WHEN TO FILE

1. Officials Specified in Gov. Code Section 87200 (listed in Appendix-1):

In most cases, the filing officials listed below will retain a copy of your statement and forward the original to the FPPC.

<u>87200 Filers</u>	<u>Where to File</u>
State offices	Your agency
Judicial offices	The clerk of your court
Retired Judges	Directly with FPPC
County offices	Your county clerk
City offices	Your city clerk
Multi-County offices	Your agency

<u>87200 Candidates</u>	
State offices	County election official with whom you file your declaration of candidacy
Judicial offices	
Multi-County offices	
County offices	County Clerk
City offices	City Clerk
Public Employees' Retirement System (CalPERS)	CalPERS

2. Members of Boards/Commissions of Newly Created Agencies:

File with your newly created agency or with your agency's code reviewing body as provided by your code reviewing body.

3. Code Filers — State and Local Officials and Employees Designated in a Conflict-of-Interest Code:

File with your agency, board, or commission unless it is otherwise specified in your agency's conflict-of-interest code. In most cases, the agency, board, or commission will retain the statements.

State Senate and Assembly staff members file statements directly with the FPPC.

Exceptions:

- Elected state officers are not required to file statements under any agency's conflict-of-interest code.
- 87200 filers are not required to file statements under any agency's conflict-of-interest code in the same jurisdiction. For example, a county supervisor who is appointed to serve for an agency with jurisdiction in the same county has no additional filing obligations.

Assuming Office and Initial Statements:

<u>Filer</u>	<u>Deadline</u>
Elected officials	30 days after assuming office
Appointed positions specified in Gov. Code section 87200 (listed in Appendix-1)	30 days after assuming office
	or
	10 days after appointment or nomination if subject to Senate or judicial confirmation
	or
Newly created board and commission members not covered by a conflict-of-interest code	
Other appointed positions (including newly-hired employees) designated in a conflict-of-interest code	30 days after assuming office (30 days after appointment or nomination if subject to Senate confirmation)
Positions newly-added to a new or amended conflict-of-interest code	30 days after the effective date of the code or amendment

Exceptions:

- Elected state officers who assume office in December or January are not required to file an assuming office statement, but will file the next annual statement due.
- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file an assuming office statement. Instead, you may file the next annual statement due.
- If you leave an office specified in Gov. Code section 87200 and, within 30 days, you assume another office or position specified in section 87200 that has the same jurisdiction (for example, a city planning commissioner elected mayor), you are not required to file an assuming office statement. Instead, you may file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

WHEN TO FILE Continued

Annual Statements:

1. Elected state officers (including members of the State Legislature and Members elected to the Board of Administration of the California Public Employees' Retirement System);

Judges and court commissioners; and

Members of state boards and commissions specified in Gov. Code section 87200 (listed in Appendix-1):

File no later than **Monday, March 1, 2004**

2. County and city officials specified in Gov. Code section 87200:

File no later than **Thursday, April 1, 2004.**

3. Multi-County officials:

File no later than **Thursday, April 1, 2004.**

4. State and local officials and employees designated in a conflict-of-interest code:

File on the date prescribed in the code (April 1 for most filers).

Exception:

- If you assumed office between October 1, 2003, and December 31, 2003, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2005, or April 1, 2005, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2004.

Incumbent officeholders who file candidate statements also must file annual statements by the specified deadlines.

Leaving Office Statements:

Leaving office statements must be filed no later than **30 days** after leaving the office or position.

Exceptions:

- If you complete a term of office and, within 30 days, begin a new term of the same office (for example, you are reelected or reappointed), you are not required to file a leaving office statement.

Instead, you may file the next annual statement due.

- If you leave an office specified in Gov. Code section 87200 and, within 30 days, you assume another office or position specified in section 87200 that has the same jurisdiction (for example, a city planning commissioner elected mayor), you are not required to file a leaving office statement. Instead, you may file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

Candidate Statements:

All candidates (including incumbents) for offices specified in Gov. Code section 87200 must file statements no later than the final filing date for their declaration of candidacy.

Exceptions:

- If you have filed an assuming office or annual statement for the same jurisdiction **within 60 days** before filing a declaration of candidacy, you are not required to file a candidate statement.
- For elective offices designated in an agency's conflict-of-interest code, you must file a candidate statement only if the code specifically requires one to be filed. You should obtain a copy of the disclosure categories from the code to verify what interests are reportable. Contact the agency to verify whether you are required to file and to obtain a copy of your disclosure categories.

TERMS & DEFINITIONS

The instructions located on the back of each schedule describe the types of interests that must be reported. The purpose of this section is to explain other terms used in this form that are not defined in the instructions to the schedules or elsewhere.

Blind Trust: See Trusts, Appendix-11.

Business Entity: Any organization or enterprise operated for profit, including a proprietorship, partnership, firm, business-trust, joint venture, syndicate, corporation, or association. This would include a business for which you take business deductions for tax purposes, such as a small business operated in your home.

Code Filer: An individual who has been designated in a state or local agency's conflict-of-interest code to file statements of economic interests.

Commission Income: "Commission income" means gross payments of \$500 or more received during the period covered by the statement as a broker, agent, or salesperson, including insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons, among others.

In addition, you may be required to disclose the names of sources of commission income if your pro rata share of the gross income was \$10,000 or more from a single source during the reporting period. If your spouse received commission income, you would disclose your community property share (50%) of that income (for example, the names of sources of \$20,000 or more in gross commission income received by your spouse).

Report commission income as follows:

- If the income was received through a business entity in which you or your spouse had a 10% or greater ownership interest (or if you receive commission income on a regular basis as an independent contractor or agent), use Schedule A-2.
- If the income was received through a business entity in which you or your spouse **did not receive commission income on a regular basis** or you had a less than a 10% ownership interest, use Schedule C.

The "source" of commission income generally includes all parties to a transaction, and each is attributed the full value of the commission.

Examples:

- You are a partner in Smith and Jones Insurance Company and have a 50% ownership interest in the company. You sold two Businessmen's Insurance Company policies to XYZ Company during the reporting period. You received commission income of \$5,000 from the first transaction and \$6,000 from the second. On Schedule A-2, report your partnership interest in and income received from Smith and Jones Insurance Company in parts 1 and 2. In part 3, list both Businessmen's Insurance Company and XYZ Company as sources of \$10,000 or more in commission income.
- You are a stock broker for Prime Investments, but you have no ownership interest in the firm. You receive commission income on a regular basis through the sale of stock to clients. Your total gross income from your employment with Prime Investments was over \$100,000 during the reporting period. On Schedule A-2, report your name as the name of the business entity in part 1 and the gross income you have received in part 2. (You do not need to complete the information in the box in part 1 indicating the general description of business activity, fair market value, or nature of investment.) In part 3, list Prime Investments and the names of any clients who were sources of \$10,000 or more in commission income to you.
- You sell real estate on a part-time basis for Super Realty and you have no ownership interest in the company. Since you are not receiving commission income on a regular basis, you are not considered to be a business entity. On Schedule C, if you received gross commission income of \$500 or more, identify Super Realty as a source of income to you. If you received commission income of \$10,000 or more from a real estate transaction, you must report the name(s) of the source(s) on Schedule C.

Note: If your pro rata share of commission income from a single source is \$500 or more, you may be required to disqualify yourself from decisions affecting that source of income, even though you are not required to report the income. *For information regarding disclosure of "incentive compensation," see Appendix-8.*

Conflict of Interest: A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses his or her official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally. Check the Commission's website (www.fppc.ca.gov) for a fact sheet entitled, "Can I Vote? Conflict of Interest Overview"

Conflict-of-Interest Code: The Act requires every state and local government agency to adopt a conflict-of-interest code. The code may be contained in a regulation, policy statement, or a city or county ordinance, resolution, or other document.

An agency's conflict-of-interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions that could cause conflicts of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur.

The disclosure required under a conflict-of-interest code for a particular designated official or employee should include only the kinds of personal economic interests he or she could significantly affect through the exercise of his or her official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests he or she holds that are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

Consultant: An individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for making governmental decisions. Consultants may be required to file Form 700. The obligation to file Form 700 is always imposed on the individual who is providing services to the agency, not on the business or firm that employs the individual.

FPPC Regulation 18701 defines "consultants" as including the following individuals who make a governmental decision whether to:

- Approve a rate, rule, or regulation;

- Adopt or enforce a law;
- Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
- Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
- Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
- Grant agency approval to a plan, design, report, study or similar item;
- Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any of its subdivisions;

A consultant also is an individual who:

- Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision; or
- Performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's conflict-of-interest code.

Designated Employee: An official or employee of a state or local government agency whose position has been designated in the agency's conflict-of-interest code to file statements of economic interests. Individuals who contract with government agencies (consultants) also may be designated in a conflict-of-interest code.

Disclosure Categories: The section of an agency's conflict-of-interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict-of-interest code. Contact your agency to obtain a copy of your disclosure categories.

Diversified Mutual Fund: Diversified portfolios of stocks, bonds, or money market instruments that are managed by investment companies whose business is pooling the money of many individuals and investing it to seek a common investment goal. Mutual funds are managed by trained professionals who buy and sell securities. A typical mutual fund will own between 75 to 100 separate securities at any given time so they also provide instant diversification. *Only diversified mutual funds registered with the Securities and Exchange*

Commission under the Investment Company Act of 1940 are exempt from disclosure.

Elected State Officer: Elected state officers include the Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, State Controller, Secretary of State, State Treasurer, Superintendent of Public Instruction, members of the State Legislature, members of the State Board of Equalization, and elected members of the Board of Administration of the California Public Employees' Retirement System.

Enforcement: The FPPC investigates suspected violations of the Act. Other law enforcement agencies (the Attorney General or district attorney) also may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings that could result in the imposition of monetary penalties of up to \$5,000 per violation.

Instead of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General, or district attorney), or a private party residing within the jurisdiction. In civil actions, the measure of damages is up to the amount or value not properly reported.

Persons who violate the conflict of interest disclosure provisions of the Act also may be subject to discipline by their agency, including dismissal.

Finally, a knowing or willful violation of any provision of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties that may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

Expanded Statement: Some officials or employees may have multiple filing obligations (for example, a city council member who also holds a designated position with a county agency, board, or commission). Such officials or employees may complete one "expanded" statement, Form 700, covering the disclosure requirements for all positions and file a complete, originally signed copy with each agency.

Fair Market Value: When reporting the value of an investment, interest in real property, or gift, you must disclose the fair market value – the price at which the item would sell for on the open market. This is

particularly important when valuing gifts, because the fair market value of a gift may be different from the amount it cost the donor to provide the gift. For example, the wholesale cost of a bouquet of flowers may be \$10, but the fair market value may be \$25 or more. In addition, there are special rules for valuing free tickets and passes. Call the FPPC for assistance.

Gift and Honoraria Prohibitions:

Gifts:

State and local officials who are listed in Gov. Code section 87200, (except judges, *see below*), candidates for these elective offices (including judicial candidates), and officials and employees of state and local government agencies who are designated in a conflict-of-interest code are prohibited from accepting a gift or gifts totaling more than \$340 in a calendar year from a single source.

In addition, elected state officers, candidates for elective state offices, and officials and employees of state agencies are subject to a \$10 per calendar month limit on gifts from lobbyists and lobbying firms registered with the Secretary of State.

Honoraria:

State and local officials who are listed in Gov. Code section 87200, (except judges, *see below*), candidates for these elective offices (including judicial candidates), and employees of state and local government agencies who are designated in a conflict-of-interest code are prohibited from accepting honoraria for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

Exceptions:

- Some gifts are not reportable or subject to the gift and honoraria prohibitions, and other gifts may not be subject to the prohibitions but are reportable. For detailed information, see the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans," which can be obtained from your filing officer or the FPPC's website (www.fppc.ca.gov).
- The \$340 gift limit and the honorarium prohibition do not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.
- If you are designated in a state or local government agency's conflict-of-interest code, the \$340 gift limit

and honorarium prohibition are applicable only to sources you would otherwise be required to report on your statement of economic interests. However, this exception is not applicable if you also hold a position listed in Gov. Code section 87200 (see Appendix-1).

- For state agency officials and employees, the \$10 lobbyist/lobbying firm gift limit is applicable only to lobbyists and lobbying firms registered to lobby your agency. This exception is not applicable if you are an elected state officer or a member or employee of the State Legislature.

Judges:

Section 170.9 of the Code of Civil Procedure imposes gift limits on judges and prohibits judges from accepting any honorarium. Section 170.9 is enforced by the Commission on Judicial Performance. The FPPC has no authority to interpret or enforce the Code of Civil Procedure. Court commissioners are subject to the gift limit under the Political Reform Act.

Income Reporting: Reporting income under the Act is different than reporting income for tax purposes. The Act requires gross income (the amount received before deducting losses, expenses, or taxes) to be reported.

Pro Rata Share: The instructions for reporting certain types of income, such as business entity income and rental income, refer to your pro rata share of the income received. Your pro rata share is normally based on your ownership interest in the entity or property. For example, if you are a sole proprietor, you must disclose 100% of the gross income received by your business entity on Schedule A-2. If you own 25% of a piece of rental property, you must report 25% of the gross rental income received.

When you are required to report sources of income to a business entity, sources of rental income, or sources of commission income, you are only required to disclose individual sources of income of \$10,000 or more. However, you may be required to **disqualify** yourself from decisions affecting sources of \$500 or more in income, even though you are not required to report them.

Incentive Compensation: "Incentive compensation" means income received by an official who is an employee, over and above salary, which is either ongoing or cumulative, or both, as sales or purchases of goods or services accumulate. Incentive compensation is calculated by a predetermined formula set by the official's employer

which correlates to the conduct of the purchaser in direct response to the effort of the official.

Incentive compensation does not include:

- Salary;
- Commission income (*For information regarding disclosure of "commission income" see Appendix-5*);
- Bonuses for activity not related to sales or marketing, the amount of which is based solely on merit or hours worked over and above a predetermined minimum; and
- Such executive incentive plans as may be based on company performance, provided that the formula for determining the amount of the executive's incentive income does not include a correlation between that amount and increased profits derived from increased business with specific and identifiable clients or customers of the company.
- Payments for personal services which are not marketing or sales.

The purchaser is a source of income to the official if all three of the following apply:

- The official's employment responsibilities include directing sales or marketing activity toward the purchaser; and
- There is direct personal contact between the official and the purchaser intended by the official to generate sales or business; and
- There is a direct relationship between the purchasing activity of the purchaser and the amount of the incentive compensation received by the official.

Report incentive compensation as follows:

- In addition to salary, reimbursement of expenses, and other income received from your employer, separately report on Schedule C the name of each person who purchased products or services sold, marketed or represented by you if you received incentive compensation of \$500 or more attributable to the purchaser during the period covered by the statement.
- If incentive compensation is paid by your employer in a lump sum, without allocation of amounts to specific customers, you must determine the amount the incentive compensation attributable to each of your customers. This may be based on the volume of sales to or purchases made by those customers and the amount of incentive compensation attributable to each

customer according to the formula utilized by your employer.

(See Regulations 18703.3 and 18728.5 for more information.)

Jurisdiction: As a public official or employee required to file statements of economic interests, you must disclose investments and sources of income that are located in or; doing business in your jurisdiction, are planning to do business in your jurisdiction, or which have done business during the previous two years in your jurisdiction, and interests in real property located in your jurisdiction.

A business entity is located in or doing business in your jurisdiction if the entity has business contacts on a regular or substantial basis with a person who maintains a physical presence in your jurisdiction.

Business contacts include, but are not limited to, manufacturing, distributing, selling, purchasing, or providing services or goods. Business contacts do not include marketing via the internet, telephone, television, radio, or printed media.

The same criteria are used to determine whether an individual, organization, or other entity is located in or doing business in your jurisdiction.

Exception:

- Gifts are reportable regardless of the location of the donor. For example, a state agency official with full disclosure must report gifts from sources located outside of California. (Designated employees should consult their disclosure categories to determine if the donor of a gift is of the type that must be disclosed.)

For reporting interests in real property, if your jurisdiction is the state, you must disclose real property located anywhere within the state of California.

For local agencies, an interest in real property is located in your jurisdiction if any part of the property is located in, or within two miles of, the region, city, county, district, or other geographical area in which the agency has jurisdiction, or if the property is located within two miles of any land owned or used by the agency.

See the following explanations to determine what your jurisdiction is:

State Offices and All Courts: Your jurisdiction is the state if you are an elected state officer, a state

legislator, a judge, a court commissioner, or a candidate for one of these offices. If you are an official or employee of, or a consultant to, a state board, commission, or agency, or of any court or the State Legislature, your jurisdiction is also the state.

County Offices: Your jurisdiction is the county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.

City Offices: Your jurisdiction is the city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.

Multi-County Offices: If you are an elected officer, candidate, official or employee of, or a consultant to, a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.)

Other (for example, school districts and special districts): If you are an elected officer, candidate, official or employee of, or a consultant to, an agency not covered above, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. See the multi-county example above.

Leasehold Interest: The term "interest in real property" includes leasehold interests. An interest in a lease on real property is reportable if the value of the leasehold interest is \$2,000 or more. The value of the interest is the total amount of rent owed by you during the reporting period or for a candidate, assuming office, or initial statement, during the prior 12 months.

You are not required to disclose a leasehold interest with a value of less than \$2,000 or a month-to-month tenancy.

Loans: State and local elected and appointed officials and employees are prohibited from receiving any personal loan totaling more than \$250 from an official, employee, or consultant of their governmental agencies or any governmental agency over which the official or the official's agency has direction or control. In addition, loans of more than \$250 from any person who has a contract with the official's agency or an agency under the official's control are prohibited

unless the loan is from a commercial lending institution or part of a retail installment or credit card transaction made in the regular course of business on terms available to members of the public.

State and local elected officials also are prohibited from receiving any personal loan of \$500 or more unless the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, the date, amount, and term of the loan, the date or dates when payments are due, the amount of the payments, and the interest rate on the loan.

Campaign loans and loans from family members are not subject to the \$250 and \$500 loan prohibitions.

A personal loan made to a public official that is not being repaid or is being repaid below certain amounts will become a gift to the official under certain circumstances. Contact the FPPC for further information.

You are not required to report loans from commercial lending institutions, or any indebtedness created as part of retail installment or credit card transactions that are made in the lender's regular course of business, without regard to official status, on terms available to members of the public.

Privileged Information: You are not required to disclose on Schedule A-2, Part 3, the name of a person who paid fees or made payments to a business entity if disclosure of the name would violate a legally recognized privilege under California law. For example, a name is protected by attorney-client privilege when facts concerning an attorney's representation of an anonymous client are publicly known and those facts, when coupled with disclosure of the client's identity, might expose the client to an official investigation or to civil or criminal liability.

A patient's name is protected by physician-patient privilege when disclosure of the patient's name would also reveal the nature of the treatment received by the patient because, for example, the physician is recognized as a specialist.

FPPC Regulation 18740 sets out specific procedures that must be followed in order to withhold the name of a source of income.

Public Officials Who Manage Public Investments:

Individuals who invest public funds in revenue-producing programs must file Form 700. This includes individuals who direct or approve investment transactions, formulate or approve investment policies, and establish guidelines for

asset allocations. FPPC Regulation 18701 defines "public officials who manage public investments" to include the following:

- Members of boards and commissions, including pension and retirement boards or commissions, and committees thereof, who exercise responsibility for the management of public investments;
- High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers; and
- Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions described above.

Retirement Accounts (for example, deferred compensation and individual retirement accounts (IRAs)): Assets held in retirement accounts must be disclosed if the assets are reportable items, such as common stock (investments) or real estate (interests in real property). The most common reportable and non-reportable investments are listed on the instructions for Schedules A-1 and A-2. The most common reportable and non-reportable interests in real property are listed on the instructions for Schedule B.

If your retirement account holds reportable assets, only disclose the assets held in the account, not the account itself.

Schedule A-1: Report any business entity in which the value of your investment interest was \$2,000 or more during the reporting period. (Use Schedule A-2 if you have a 10% or greater ownership interest in the business entity.)

Schedule B: Report any piece of real property in which the value of your interest was \$2,000 or more during the reporting period.

Examples:

- Alice McSherry deposits \$500 per month into her employer's deferred compensation program. She has chosen to purchase shares in two diversified mutual funds registered with the Securities and Exchange Commission. Because her funds are invested solely in non-reportable mutual funds (see Schedule A-1 instructions), Alice has no disclosure requirements with regard to the deferred compensation program.

- Bob Allison has \$6,000 in an individual retirement account with an investment firm. He has chosen to purchase common stock in several companies doing business in his jurisdiction. One of his stock holdings, Gala Computers, reached a value of \$2,500 during the reporting period. The value of his investment in each of the other companies was less than \$2,000. Bob must report Gala Computers as an investment on Schedule A-1 because the value of his stock in that company was \$2,000 or more.
- Adriane Fisher has \$5,000 in a retirement fund that invests in real property located in her jurisdiction. The value of her interest in each piece of real property held in the fund was less than \$2,000 during the reporting period. Although her retirement fund holds reportable assets, she has no disclosure requirement because she did not have a \$2,000 or greater interest in any single piece of real property. If, in the future, the value of her interest in a single piece of real property reaches or exceeds \$2,000, she will be required to disclose the real property on Schedule B for that reporting period.

Trusts: Investments and interests in real property held by a trust (including a living trust) are reported on Schedule A-2 if you, your spouse, or your dependent children had a 10% or greater interest in the trust and your pro rata share of a single investment or interest in real property was \$2,000 or more.

You have an interest in a trust if you are a trustor and:

- Can revoke or terminate the trust;
- Have retained or reserved any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- Have retained any power of appointment, including the power to change the trustee, or the beneficiaries.

Or you are a beneficiary and:

- Presently receive income; or
- Have an irrevocable future right to receive income or principal. (See FPPC Regulation 18234 for more information.)

Examples:

- Sarah Murphy has set up a living trust which holds her principal residence, common stock in several companies that do business in her jurisdiction, and a rental home in her agency's jurisdiction. Since Sarah is the trustor and she

can revoke or terminate the trust, she must disclose any common stock worth \$2,000 or more and the rental home on Schedule A-2. Sarah's residence is not reportable.

- Ben Yee is listed as a beneficiary in his grandparents' trust. However, Ben does not presently receive income from the trust, nor does he have an irrevocable future right to receive income or principal. Therefore, Ben is not required to disclose any assets contained in his grandparents' trust.

Blind Trusts:

A blind trust is a trust managed by a disinterested trustee who has complete discretion to purchase and sell assets held by the trust. If you have a direct, indirect, or beneficial interest in a blind trust, you may not be required to disclose your pro rata share of the trust's assets or income. However, the trust must meet certain standards which are set out in FPPC Regulation 18235, and you must disclose reportable assets originally transferred into the blind trust and income from those original assets until they have been disposed of by the trustee.

Trustees:

If you are only a trustee, you do not have a reportable interest in the trust. However, you may be required to report the income you received from the trust for performing trustee services.

Wedding Gifts: Wedding gifts must be disclosed if they were received from a reportable source during the period covered by the statement. Gifts valued at \$50 or more are reportable; however, a wedding gift is considered a gift to both spouses equally. Therefore, you would count one-half of the value of a wedding gift to determine if it is reportable and need only report individual gifts with a total value of \$100 or more unless a particular gift can only be used by you or is intended only for your use.

For example, you receive a place setting of china valued at \$150 from a reportable source as a wedding gift. Because the value to you is \$50 or more, you must report the gift on Schedule E but may state its value as \$75.

Wedding gifts are not subject to the \$340 gift limit, but they are subject to the \$10 lobbyist/lobbying firm gift limit for state officials.

3. Minutes of the December 22, 2003 Regular Meeting and the January 13, 2004 Special Meeting..

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

CLOSED SESSION

5. Closed Session to Discuss a Personnel Matter

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

REPORTS

6. Board President Report

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

7. Trustee Reports

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

8. Library Director's Report

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

9. Friends of Placentia Library Board of Directors Report

10. Placentia Library Foundation Board of Directors Report (DeVecchio)

CLAIMS (Items 11 – 14)

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 – 14 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.

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

No Nonstandard Claims were processed during this report period.

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

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

13. Current Claims and Payroll (Approve)

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

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

FINANCIAL REPORTS (Items 15 - 19)

Presentation: Library Director
Recommendation: Approve by Motion

Items 15 – 19 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.

15. Financial Reports for December 2003 (Receive & File)

16. Office General Ledger & Check Registers for December 2003 (Receive & File)

17. Acquisitions Report for December 2003 (Receive & File)

18. Collection Agency Report for December 2003 (Receive & File)

19. Gifts Report for December 2003 (Receive & File)

GENERAL CONSENT CALENDAR (Items 20 – 31)

Presentation: Library Director
Recommendation: Approve by Motion

Items 20 – 31 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

20. Building Maintenance Report for December 2003 (Receive & File)
21. Personnel Report for December 2003 (Receive, File, and Ratify Appointments)
22. Volunteer Report for December 2003 (Receive & File)
23. Circulation Report for December 2003. (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
25. Legislative Alerts from the California Special Districts Association. (Receive & File)
26. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
27. Status Report on Partnerships with Community Organizations. (Receive & File)
28. Status Report on Active Grant Applications. (Receive & File)
29. Poet Laureate Report. (Receive & File)
30. Meeting Notice for the Independent Special Districts of Orange County (ISDOC) for Thursday, January 29, 2004 at 11:30 A..M. at the Municipal Water District of Orange County. (Receive & File)
31. State of California Mandated Claims reimbursement request for Fiscal Year 2002-2003 as submitted through Shields Consulting Group. (Receive & File)

CONTINUING BUSINESS

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

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

NEW BUSINESS

33. Review of Meeting Room Fee Waiver for the Placentia Chinese American Association.

Presentation: Library Director

Recommendation: Determine whether to continue the waiver of Meeting Room fees for the Placentia Chinese American Association

34. (This item number is not in use)

35. Travel Authorization for California Association of Library Trustees and Commissioners (CALTAC) Visibility, Advocacy and 21st Century Library Service Workshop, the Public Library Association Biennial Conference, and the Human Interaction Laboratory

Presentation: Library Director

Recommendation: Determine who will attend the CALTAC workshop on March 27, 2004 in Fullerton and authorize payment of registration and mileage from the General Fund; and

Authorize Children's Librarian Caroline Gurkweitz to attend the Public Library Association Biennial Conference in Seattle, February 24 through 28 in place of Jillian Rakos with expenses to be paid from the Santiago Library System staff training account; and

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

36. Select bank for the Certificates of Deposit for the payroll account emergency payroll funds.

Presentation: Administrative Assistant

Recommendation: Select the bank for the Certificates of Deposit

STAFF REPORTS (Items 37 – 42)

Items 37 – 42 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.

37. Program Committee Report for December 2003 (Roberts)
38. Children's Services Report for December 2003 (Gurkweitz)
39. Placentia Library Literacy Services Report for December 2003 (Roberts)
40. Placentia Library Web Site Report for December 2003 (Roberts)

41. Publicity Materials Produced in December 2003. (Millonzi)
42. Safety Committee Minutes for December 2003 (Matas)

ADJOURNMENT

43. Agenda Preparation for the January Regular Meeting, which will be held on Monday, January 19, 2004 at 6:30 P.M.

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

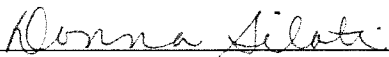
44. Review of Action Items.

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

45. Adjourn

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

I, Donna Siloti, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the January 19, 2004 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, January 15, 2004.



PLACENTIA LIBRARY BOARD CALENDAR

January - December, 2004

January

Jan 2004						
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- 5 7:00 PM Friends Board Meeting, Wood
- 9 American Library Association Midwinter Meeting, through Jan 14
- 13 10:00 AM Library Board Worksession on Personnel Handbook
- 14 5:30 PM Chamber Mixer
- 19 6:30 PM Library Board Meeting

Jul 2004						
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- 21 9:30 AM Library Board Worksession on Personnel Handbook
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water

Aug 2004						
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- 2 7:00 PM Friends Board Meeting, Dinsmore
- 23 6:30 PM Library Board Meeting
- 24 Public Library Association Biennial Conference, Seattle, through Feb 28
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

Sep 2004						
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- 1 7:00 PM Friends Board Meeting, Shkoler
- 6 9:30 AM Friends of Placentia Library Author's Luncheon
- 22 6:30 PM Library Board Meeting
- 25 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 9:00 AM CALTAC Workshop, Fullerton Library

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

Nov 2004						
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- 3 7:00 PM Friends Board Meeting, DeVecchio
- 17 6:30 PM Library Board Meeting
- 23 Library Closed for Monday Holiday
- 24 Library Closed for Memorial Day
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

Dec 2004						
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PLACENTIA LIBRARY BOARD CALENDAR

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June

- 7 7:00 PM Friends Board Meeting, Wood
- 21 6:30 PM Library Board Meeting
- 24 American Library Association Annual Conference, Orlando, through June 30
- 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 19 6:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

August

- 23 6:30 PM Library Board Meeting

September

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

October

- 4 7:00 PM Friends Board Meeting, Shkoler
- 9 9:00 AM Heritage Parade
- 25 6:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

November

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

December

- 3 7:15 AM Chamber of Commerce Citizen of the Year Breakfast

Jul 2004

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PLACENTIA LIBRARY BOARD CALENDAR

January - December, 2004

December

- 6 7:00 PM Friends Board Meeting, DeVecchio
- 20 6:30 PM Library Board Meeting
- 30 11:30 AM ISDOC Quarterly Meeting, Orange County Water District

Jan 2004						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 22, 2003**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on December 22, 2003 at 6:34 P.M.

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

Members Absent: None

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

ADOPTION OF AGENDA President Shkoler requested that Agenda Item 5 be moved to after Agenda Item 48.

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

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

MINUTES It was moved by Trustee Wood and seconded by Trustee DeVecchio to approve the Minutes of the November 24, 2003 Regular Meeting.

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

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

PRESIDENT'S REPORT President Shkoler did not address the Board.

TRUSTEE REPORTS Trustee DeVecchio reported that he attended the Friends of Placentia Library meeting on November 3rd and enjoyed the group very much.

Secretary Escobosa reported that she had served on the Board for one year and that it had been a pleasure. She wished everyone a healthy, happy New Year.

Trustee Dinsmore reported that she attended the Chamber mixer at Placentia Linda Hospital.

Trustee Wood did not address the Board.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that Childrens Librarian Jillian Rakos had fallen and broken her hip while vacationing in New York City. She will be on medical leave until her date of resignation, December 28.

Library Director Minter reported that Caroline Gurkweitz had been appointed the Childrens Librarian. Her part time position as Reference Librarian will be shared by Katie Matas and Barbara Phillips, each working 10 hours.

**FRIENDS OF
PLACENTIA
LIBRARY REPORT**

No members of the Friends of Placentia Library addressed the Board. Library Director Minter informed the Board that the minutes of the Friends meeting were contained in the Board Book.

CLAIMS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 10 through 13.

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

Claims 4526, 4527, 4528, 4529, 4530, and 4531 forwarded by Library Director for a total of \$21,914.23.

Claims 4532, 4533, 4534, 4535, and 4536 for a subtotal for Claims of \$70,383.62; and Payrolls 4537 for \$30,603.80 and 4538 for \$30,603.80 for a subtotal for Payrolls of \$61,207.60; with a combined total of Claims and Payroll of \$131,591.22.

FY2003-2004 Cash Flow Analysis through December 22, 2003 and recommendation that no funds be transferred at this time. (Receive & File).

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to receive and file Agenda Items 14 through 18.

Financial Reports for November 2003

Official General Ledger & Check Registers for November 2003

Acquisitions Report for November 2003

Collection Agency Report for November 2003

Gifts Report for November 2003

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood and seconded by Secretary Escobosa to receive and file Agenda Items 19 through 24 and Item 26 through Item 31.

Building Maintenance Report for November 2003.

Personnel Report for November 2003.

Volunteer Report for November 2003

Circulation Report for November 2003

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

Legislative Alerts from the California Special Districts Association.

Status Report on Partnerships with Community Organizations.

Status Report on Active Grant Applications.

Poet Laureate Report.

Submission of Application to the State Library of California for the 2003-2004 Statewide Data Base Subsidy.

Submission of the Revised Budget Forms to the State Library of California for the 2003-2004 Literacy Grant

Meeting Notice and Agenda for the Local Agency Formation Commission Orange County for its regular meeting (LAFCO) on December 10, 2003 in the Planning Commission Hearing Room, Hall of Administration, Santa Ana and a copy of the Municipal Review Program Update.

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

Trustee DeVecchio inquired about the financial impact of the Two Percent Assessment Appeals Case on the Library. Library Director Minter explained that the funds have been set aside to pay the refund if necessary and that an additional \$77,000 will be put aside each year until the case is decided.

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

Status Report on the Two Percent Assessment Appeals Case.

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

**LEGISLATIVE
ISSUES**

Library Director Minter reported that there is no new information regarding the State Budget. She said that the California Special Districts Association is encouraging continued lobbying of legislators.

**RESOLUTION TO
AUTHORIZE
REFINANCING
ENERGY RETROFIT
LEASE**

It was moved by Trustee Wood and seconded by Secretary Escobosa to read Resolution 03-10 by Title only: Resolution Authorizing Refinancing of an Existing Lease the Execution and Delivery of a Lease with Option to Purchase and Authorizing and Directing Certain Actions in Connection Therewith.

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

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Resolution 03-10 by roll call vote.

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

**ELECTION OF
BOARD OFFICERS**

It was moved by Trustee Dinsmore and seconded by Trustee Wood to elect incumbent Al Shkoler as Board President and incumbent Betty Escobosa as Board Secretary.

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

**APPOINTMENT OF
LIBRARY BOARD
REPRESENTATIVES**

President Shkoler appointed the following Library Board Representatives for 2004:

Placentia Library Foundation - Trustee DeVecchio

Independent Special Districts of Orange County - Secretary Escobosa

Special District Local Area Formation Commission (LAFCO) Selection Committee - Secretary Escobosa

Orange County Council of Governments - President Shkoler
Trustee DeVecchio (Alternate)

Placentia Civic Center Authority – President Shkoler and Trustee
Dinsmore

**SELECTION OF
DATE AND TIME
FOR REGULAR
BOARD MEETINGS
FOR 2004**

It was moved by Secretary Escobosa and seconded by Trustee DeVecchio to have the Regular Board Meetings of the Placentia Library District Board of Trustees on the Monday following the 18th day of each month at 6:30 P.M.

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

**LITERACY
PROGRAM
PRESENTATION**

Public Services Manager Roberts presented the Literacy program that he gave at the California Library Association Meeting on November 16, 2003.

**TRAVEL/TRAINING
AUTHORIZATIONS**

After a discussion concerning when the Board would like the Library Director to attend the course entitled the Human Interaction Laboratory, it was decided to postpone a decision. The matter will be included on the Agenda for the January meeting.

It was moved by Trustee DeVecchio and seconded by Trustee Dinsmore to authorize President Shkoler to participate in the third annual Orange County Leadership Symposium, January 9-11, 2004, at the UCLA Conference Center, Lake Arrowhead. President Shkoler will notify Library Director Minter whether he will be able to attend.

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

STAFF REPORTS

It was moved by Trustee Dinsmore and seconded by Trustee Wood to approve Agenda Items 41-46.

Program Committee Report for November 2003.

Children's Services Report for November 2003.

Placentia Library Literacy Services Report for November 2003.

Placentia Library Web Site Report for November 2003.

Publicity Materials produced for November 2003.

Safety Committee Minutes for November 2003.

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

**AGENDA
PREPARATION**

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

The Regular Library Board Meeting was suspended at 7:26 P.M.

CLOSED SESSION

Pursuant to California Government Code Section 54957 (The Brown Act), a Closed Session was held at 7:30 P.M. to discuss a personnel matter regarding the Library Directory.

The Closed Session ended at 8:14 P.M. No Action was taken.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for December 22, 2003 adjourned at 8:15 PM.

**JANUARY
MEETING**

The January Regular Library Board Meeting will be held on Monday, January 19, 2004 at 6:30 P.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees

AGENDA

SPECIAL MEETING





Worksession on Placentia Library District Policy Handbook

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Tuesday, January 13, 2004
10:00 A.M.
Library Conference Room

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

To accomplish this goal the Library:

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

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

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

1. Roll Call

Administrative Assistant

2. Adoption of Agenda

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Oral Communications

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

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

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

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

4. Review of the Placentia Library District Policy Handbook.

ADJOURNMENT

5. Agenda Preparation for the January Regular Meeting, which will be held on Monday, January 19, 2004 at 6:30 P.M.

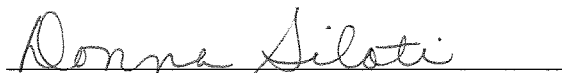
6. Review of Action Items.

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 January 13, 2004 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Tuesday, January 6, 2004.





ADJOURNMENT

5. Agenda Preparation for the January Regular Meeting, which will be held on Monday, January 19, 2004 at 6:30 P.M.
6. Review of Action Items.
7. Adjourn until 1/21 Wednesday - continue topic
9:30

End Time: 12:55

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
January 13, 2004**

CALL TO ORDER President Shkoler called the Special Meeting of the Placentia Library District Board of Trustees to order on January 13, 2004 at 10:06 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: Trustee Peggy Dinsmore

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 2000 through Section 2135 of the Placentia Library District Policy Manual.

ADJOURNMENT President Shkoler adjourned the Special Meeting of the Board of Trustees of the Placentia Library District at 12:55 PM. Discussion will resume on the review of the Placentia Library District Policy Handbook on Wednesday, January 21, 2004 at 9:30 A.M. in the Library Conference Room.

Betty Escobosa
Secretary
Library Board of Trustees

Al Shkoler
President
Library Board of Trustees



Friends of Placentia Library
minutes January 5, 2004

President Eleanor Rankin called the meeting to order. The following directors were present: Pat Brot, Eleanor Rankin, Camille Himes, Virginia Walker, Ginny Sanatar, Shirley Baker, Ted Farkas, Jill Botha, Renee Scott, Frances Stoller and Barbara Hemmerling. Elizabeth Minter and Laramie Millonzi represented the staff. Gai Woods was present as Trustee's representative.

The minutes of the December meeting were approved as corrected. Treasurer, Camille Himes reported a balance of \$11,825.73. Ginny Sanatar deposited \$3562.85 in the month of December.

The following bills were presented for payment:
1.) \$1518 to Jartt for membership mailings. Barbara Hemmerling moved to pay the bill. Jill Botha seconded it. The motion carried. 2.) \$111⁰⁰ for postage for Thank you responses to membership mailings. Camille Himes made a motion to pay this bill. Jill Botha seconded it. The motion carried.

The Friends had allowed up to \$1000 to buy a new paper back book rack for the Children's department. The final cost was \$913⁷².

President's Report

- 1) Trustees' meeting - December no representatives from Friends. Monday January 19 Ted Farbas will attend. 2) Foundation meeting Jan. 15. Eleanor Rankin will attend. 3) Young Adult Poetry Workshop, Kimmy Sarata attended Dec. 8. There were no attendees. Kimmy and poet, Meredith Luskow, discussed how and where more interest could be developed. Jim Roberts is heading up this project.
- 4) Membership has been very successful. All members will receive a 15% discount at Gardens. 5) Shirley Baker is moving in mid-January. The resulting vacancy will be filled by the April General meeting. 6) Authors Lunch. The aprons are being sewn and are ^{on} schedule. Jill Botha and Carmelle Himes will be our menu committee. 7) Annual meeting - Monday April 19. Pat Morrison declined our offer to speak. Al Martinez has been contacted.

Chair Reports

- 1) Publicity, Pat Prot reports that she continues to supply news releases. Pat requested a six month calendar of library events, so she is certain to be

Friends Board January 3, 2004 (3)

Chair Reports (cont)

2) Bookstore/workroom - Pat-Dot reported we still have some volunteer spots to fill. 3) Sunday Book Sale. The January 12 workers are Ginny Saratar and Virginia Walker. The problem persists for excess books to be picked up. Ginny has a Salvation Army pickup scheduled for mid-January. New fliers were printed with 50 copies given to Lorie Shaw. 4) Silent Auction - Jill Botha has silenced this activity indefinitely. The Friends may use the display cabinet if they have a reason to do so.

Library Reports

Elizabeth Minter, Director. 1) Sandra Stark has had a stroke. They expect her to make a full recovery. She will be going to a rehabilitation unit before going home. 2) Caroline Burkewitz has been appointed Children's Librarian. 3) The Placentia-Yorba Linda School District has given the library five computers. These are to be used by students at Kraemer, Tuffree and Bernardo Yorba. They are targeting science students and include appropriate software. 4) all books...

Friends Board January 5, 2004

(4)

the Christmas Clearing Bureau.

Volunteer Coordinator - Laranne Millonzi reported that Bob Burger had donated about \$60 worth of items, including 2 tee shirts and many meal vouchers. It was suggested the Friends could use them as door prizes. Laranne also shared with the Friends a book titled Funny in Farsi. This book could be enjoyed by middle schoolers through adults. There will be activities planned around the reading of the book.

Trustee's report - Bai Woods expressed her thanks on behalf of all the Trustees, for the continued hard work of the Friends on behalf of the library.

Barbara Hemmerling, Secretary

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, January 19, 2004
6:30 P.M.
Library Conference Room

Call to Order: 6:29

Absent - Wood

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

M: E
S: D

Presentation: Library Director M: E All
 Recommendation: Adopt by Motion S: D

- 3. Minutes of the December 22, 2003 Regular Meeting and the January 13, 2004 Special Meeting..

Presentation: Library Director
 Recommendation: Approve by Motion

Reg
 M: De
 S: D
 All

Spec.
 M: E
 S: De
 All
 Abstain: D

- 4. Oral Communications

CLOSED SESSION

- 5. Closed Session to Discuss a Personnel Matter Time: 8:00 to 8:40

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

REPORTS

6. Board President Report - Assemblywoman Davacher's Open House, working to try to save budget planning or going to local office Mixer @ Round Table, very nice.

- 7. Trustee Reports

D - none
 E - attended mixer
 R - enjoyed mixer attended Foundation Bd mtg. J -
 Jean Kasey - President, Richard - secretary.

8. Library Director's Report
*working on author's Luncheon. Tix on sale today.
Started series Staff Mtg. 1) identifying core values (basic services)
this wed.*

9. Friends of Placentia Library Board of Directors Report
*Ted Farkas - budgeted capital, talked at Luncheon,
invited Gordon Dillow to speak @ annual mtg.*

10. Placentia Library Foundation Board of Directors Report (DeVecchio)

CLAIMS (Items 11 - 14)

Presentation: Library Director
Recommendation: Approve by Motion

*M: E
S: De All*

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

No Nonstandard Claims were processed during this report period.

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

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

13. Current Claims and Payroll (Approve)

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

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

FINANCIAL REPORTS (Items 15 - 19)

Presentation: Library Director
Recommendation: Approve by Motion

*16-19
M: E
S: De All*

Pull # 6230-04 Teeter Plan Buyout mid 90's How City handles delinquent prop taxes. City pays 70 to ~~state~~ ^{US}, borrows & then collects. Get in July

January 17, 2004, 10:50 AM

*#15 M E
S: De All*

(Process for receiving delinquent secured taxes)



- 15. Financial Reports for December 2003 (Receive & File)
- 16. Office General Ledger & Check Registers for December 2003 (Receive & File)
- 17. Acquisitions Report for December 2003 (Receive & File)
- 18. Collection Agency Report for December 2003 (Receive & File)
- 19. Gifts Report for December 2003 (Receive & File)

20 - 28, 30

GENERAL CONSENT CALENDAR (Items 20 - 31)

Presentation: Library Director
Recommendation: Approve by Motion

M: D All
S: E

- 20. Building Maintenance Report for December 2003 (Receive & File)
- 21. Personnel Report for December 2003 (Receive, File, and Ratify Appointments)
- 22. Volunteer Report for December 2003 (Receive & File)
- 23. Circulation Report for December 2003. (Receive & File)
- 24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
- 25. Legislative Alerts from the California Special Districts Association. (Receive & File)
- 26. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
- 27. Status Report on Partnerships with Community Organizations. (Receive & File)
- 28. Status Report on Active Grant Applications. (Receive & File)
- 29. Poet Laureate Report. (Receive & File)
- 30. Meeting Notice for the Independent Special Districts of Orange County (ISDOC) for Thursday, January 29, 2004 at 11:30 A.M. at the Municipal Water District of Orange County. (Receive & File)

Dr. Connell JK for all items.

JK - Ginny helping coord. local center
Villa de Palma Activities Director
March 21 Community Reading

M: ~~S~~ E All
S: P

- 31. State of California Mandated Claims reimbursement request for Fiscal Year 2002-2003 as submitted through Shields Consulting Group. (Receive & File)

Shields consulting firm in Sacramento helps local agencies make claims for meeting prep. Claims upto ~ \$40K.

M: De
S: P All

AI → hrs before last staff ERAF

Placentia Library District Board of Trustees, Regular Meeting Agenda, January 19, 2004, Page 4.

EDM - develop plan to get message across. Commercial, written up. work w/ legislators & aides (Margett/Daucher have new aides) "Dan in District" - AI report. w/ Margett (Daucher will prepare draft) CONTINUING BUSINESS Betty 1/30 (1 page pitch for cap - EDM will prepare draft this week)

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

Presentation: Library Director

Recommendation: Action to be determined by the Library

Board of Trustees R - low @ strategies to deal w/ possibility.

30 second
~ \$275,000 loss
Message: we already gave.
address w/ legislators - cap.
PLD 50.4% BP ~30% Prop 13 loss.
Proposal for Referendum ERAF & would have to go to public.

NEW BUSINESS

33. Review of Meeting Room Fee Waiver for the Placentia Chinese American Association.

Presentation: Library Director

Recommendation: Determine whether to continue the waiver of Meeting Room fees for the Placentia Chinese American Association

Photo Exhibit in 1/31 Repater - story wed's paper. Invitations start 10-20 now 40-50 cooking lessons tai chi birth - waiver Jun - Mtg review 6/21

34. (This item number is not in use)

35. Travel Authorization for California Association of Library Trustees and Commissioners (CALTAC) Visibility, Advocacy and 21st Century Library Service Workshop, the Public Library Association Biennial Conference, and the Human Interaction Laboratory

Presentation: Library Director

Recommendation: Determine who will attend the CALTAC workshop on March 27, 2004 in Fullerton and authorize payment of registration and mileage from the General Fund; and

Authorize Children's Librarian Caroline Gurkweitz to attend the Public Library Association Biennial Conference in Seattle, February 24 through 28 in place of Jillian Rakos with expenses to be paid from the Santiago Library System staff training account; and

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

AI - Get info of alternatives.

M:
S:
M: De
S: D
All
M: E
S: De
M:
S:
call Gae W (Gae said yes on 1/20)

7:21 Break
7:26 Start



36. Select bank for the Certificates of Deposit for the payroll account emergency payroll funds.

M: De
S: D ALL

Presentation: Administrative Assistant
Recommendation: Select the bank for the Certificates of

Deposit

STAFF REPORTS (Items 37 – 42)

37. Program Committee Report for December 2003 (Roberts)
38. Children's Services Report for December 2003 (Gurkweitz)
39. Placentia Library Literacy Services Report for December 2003 (Roberts)
40. Placentia Library Web Site Report for December 2003 (Roberts)
41. Publicity Materials Produced in December 2003. (Millonzi)
42. Safety Committee Minutes for December 2003 (Matas)

M: D
S: De ALL

De - Bd Mtg Date? on website
not on cable

ADJOURNMENT

43. Agenda Preparation for the January Regular Meeting, which will be held on Monday, January 19, 2004 at 6:30 P.M.

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

44. Review of Action Items.

45. Adjourn Time: 7:53



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
January 19, 2004

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Donna Siloti



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
January 19, 2004

	DATE	CLAIM NUMBER	AMOUNT
LIBRARY DIRECTOR			
	December 23, 2003	4539	4,615.38
	December 23, 2003	4540	19,653.93
	December 30, 2003	4541	2,391.28
	January 6, 2004	4542	3,011.46
	January 7, 2004	4543	2,955.50
	January 12, 2004	4544	3,190.00
TOTAL BY LIBRARY DIRECTOR			<u>\$ 35,817.55</u>

Prepared by Donna Siloti

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

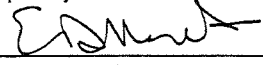
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

12/31/03

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	55999		1800	00		306.40		
N01074 The Gas Company PO Box C Monterey Park, CA 91756	11/17/03-12/17/03		2800	00		727.63		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	11/18/03-12/23/03		0900	08		58.39		
			1800	00		96.18		
			1803	08		37.00		
			1900	00		216.90		
			1900	01		440.47		
			1900	08		2,000.00		
			2700	01		45.00		
	2700	03		105.00				
						2,998.94		
N03660A Elizabeth D. Minter 539 Gardenia Avenue Placentia, CA 92870-4705	12/8/03-12/18/03		2700	01		17.64		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T1959766		0700	01		45.66		
	714-528-8236							
	T1959751		0700	00		175.47		
						221.13		
N05445B Consolidated Reprographics 345 Clinton Street Costa Mesa, CA 92626	362407		1800	00		80.07		
N06556A CNA Group Benefits 75 Remittance Dr., Ste. 1641 Chicago, IL 60675-1641	1/1/04-2/1/04		0300	00		263.57		

The claims listed above (totaling \$4,615.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED B

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

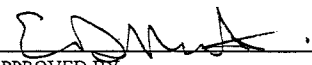
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

12/31/03

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
N06819 American Library Association 77-6499 Chicago, IL 60678-6499	0263768 Al Shkoler		1600	00		145.00		
	0221914 Juie Shook		1600	00		195.00 340.00		
N06896E Aspen Publishers Inc. PO Box 64054 Baltimore, MD 21264-4054	97047767		1800	00		125.82		
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	1/1/04-2/1/04		0300	00		113.75		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-12007		1300	01		6,500.00		
	03-12018		1300	01		1,780.00 8,280.00		
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	23578		1400	00		100.00		
	23579		1400	00		894.28		
	23580		1400	00		2,429.00 3,423.28		
(need vendor #) ABN AMRO, Incorporated 3859 Paysphere Circle Chicago, IL 60674	270238		2200	00		7,371.08		

The claims listed above (totaling \$19,653.93) 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

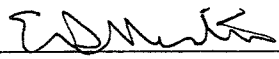
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	January 2004		0300	00		197.31		
N03659F Southern California Water 500 Cameron St Placentia, CA 92870	12/23/03		2800	00		248.90		
N06686G Office Depot Credit Plan Dept. 56 - 6183976509 P.O. Box 9020 Des Moines, IA 50368-9020	12/21/03		1800	00		524.41		
N22072A Performance Technology Group P.O. Box 26001 Santa Ana, CA 92799-6001	03-12006		4000	00		1,413.90		
(need vendor #) Home Depot Credit Services Dept 32-2503078994 P.O. Box 6031 The Lakes, NV 88901-6031	12/21/03		1800	00		6.76		

The claims listed above (totaling \$2,391.28) 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/	Sub Objt/	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Rev			Doc Number	SC
N03648B Special T. Water Systems, Inc. 11934 Washington Blvd. Whittier, CA 90606	079509		1800	00		27.50		
N03940 Gaylord Bros., Inc. P. O. Box 4901 Syracuse, NY 13221-4901	519790		4000	00		1,827.94		
N06557 Care Resources, Inc. 9550 Warner Ave., Ste. 228 Fountain Valley, CA 92708	January 2004		1900	00		35.00		
N06965 Paychex 200 E. Sandpointe, Ste. 100 P.O. Box 25159 Santa Ana, CA 92799	20031224		1900	00		306.50		
N21016 Peninsula Library System 2471 Flores St. San Mateo, CA 94403	N16419		2700	01		75.00		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2011922 714-524-8408		0700	08		65.48		
	T2007696 714-223-1698		0700	01		342.47		
N18816 I.M.P.A.C. Government Services P.O. Box 6350 Fargo, ND 58125-6350	4055019202321222		1700	00		228.75		
			1800	00		92.67		
			1803	00		10.15		
						331.57		

The claims listed above (totaling \$3,011.46) 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

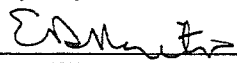
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870 SSN: 546-64-3104	062785		1400	00		1,100.00	2	
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. P.O. Box 66012 Anaheim, CA 92816	12/31/03		1900	00		55.50		
N27782 John C. Drew dba Drew & Associates 41 Alberti Aisle, Suite A Irvine, CA 92614 SSN: 559-25-9817	55.2		1900	00		1,800.00	2	

The claims listed above (totaling \$2955.50) 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

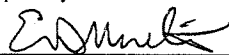
Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

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
N02002G State Board of Equalization P.O. Box 942879 Sacramento, CA 94279-8062	Jan-Dec 2003		3700	00		3,190.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$3,190.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


 APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
January 19, 2004

TYPE	REPORT NUMBER	AMOUNT
CURRENT CLAIMS	4545	38,237.61
	4546	11,983.35
	4547	1,252.19
	4548	1,884.29
	4549	3,562.76
TOTAL CURRENT CLAIMS		<u>\$56,920.20</u>
PAYROLL	4550	10,000.00
	4551	30,603.80
		<u>\$40,603.80</u>
TOTAL		<u><u>\$97,524.00</u></u>

Prepared by: Donna Siloti

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct	Objt/ Rev			Doc Number	SC
N00018A City of Anaheim P.O. Box 3222 Anaheim, CA 92805	LI000000094		1900	00		31,576.03		
N01035 City of Placentia 401 East Chapman Ave. Placentia, CA 92870	56053		0700	00		7.24		
			2800	00		2,950.98		
			1400	00		2,268.40		
						5,226.62		
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., Ste. 220 Fullerton, CA 92831	21663		1900	00		575.00		
N03643A Recorded Books, LLC P.O. Box 64900 Baltimore, MD 21264-4900	1905791		2400	05		4.89		
N03660 Elizabeth D. Minter (Petty Cash) Placentia Library District Petty Cash Reimbursement 411 East Chapman Avenue Placentia, CA 92870-6198	12/18/03-1/10/04		1700	00		72.58		
			1800	00		62.50		
			1803	00		26.70		
			2700	01		25.00		
						186.78		
N03738J Pitney Bowes Credit Corp. PO Box 856460 Louisville, KY 40285-6460	7330591-DC04		2100	00		54.82		
N03752P SBC/MCI Dept. LA 21461 Pasadena, CA 91185-1461	T2025140 335-253-2062		0700	01		269.96		
N03832A Books on Tape P.O. Box 25122 Santa Ana, CA 92799-5122	5575033P		2400	05		343.51		

The claims listed above (totaling \$38,237.61) 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

38,237.61

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	H592052		2400	01		21.39		
	H611102		2400	01		27.64		
	H611103		2400	01		27.64		
	H611104		2400	01		19.48		
	H617723		2400	01		13.10		
	H617724		2400	01		24.41		
	H617725		2400	01		18.54		
	H620116		2400	01		37.91		
	H620117		2400	01		20.14		
	H623416		2400	01		1,608.18		
	H623417		2400	01		1,839.72		
	H623418		2400	01		38.79		
	H623419		2400	01		563.26		
	H623420		2400	01		169.79		
	H623421		2400	01		241.80		
	H623422		2400	01		35.11		
	H623423		2400	01		273.84		
	H623424		2400	01		193.47		
	H623425		2400	01		578.54		
	H634780		2400	01		55.28		
H643951		2400	01		2,469.13			
H643952		2400	01		2,756.54			
H643953		2400	01		359.29			
H643954		2400	01		53.55			
						11,446.54		
N03833B Brodart Automation A Division of Brodart Co. P.O. Box 3488 Williamsport, PA 17705	A36828		0700	05		215.50		
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	06238031		2400	02		16.23		
	86581886		2400	01		97.05		
	86613995		2400	01		21.04		
	86634556		2400	01		36.71		
	86634557		2400	01		12.94		
	86634558		2400	01		36.39		
	86634559		2400	01		47.27		
	86742293		2400	01		16.65		
	86742294		2400	01		16.17		
	86742295		2400	01		20.86		
						321.31		

The claims listed above (totaling \$11,983.35) 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
N03842A Ingram Library Services P.O. Box 502779 St. Louis, MO 63150-2779	86742296		2400	01		17.52		
	86742297		2400	01		77.62		
	86814375		2400	01		17.31		
	86814376		2400	01		19.55		
	86873262		2400	01		15.60		
	86882941		2400	01		16.82		
	86882942		2400	01		24.83		
	86882943		2400	01		17.66		
	86882944		2400	01		119.45		
	86984727		2400	01		16.68		
	86984728		2400	01		15.35		
	86984729		2400	01		28.44		
	86984730		2400	01		90.86		
	86984731		2400	01		15.98		
	86984732		2400	01		30.37		
	86984733		2400	01		32.49		
	86984734		2400	01		16.84		
	87026747		2400	01		13.31		
	87032252		2400	01		37.67		
	87032253		2400	01		70.28		
	87032254		2400	01		125.09		
	87032255		2400	01		67.06		
	87032256		2400	01		18.88		
	87032257		2400	01		18.11		
	87032258		2400	01		13.26		
	87062306		2400	01		15.88		
87062307		2400	01		23.54			
87062308		2400	01		32.78			
87062309		2400	01		15.85			
87062310		2400	01		27.83			
87062311		2400	01		32.48			
87062312		2400	01		148.14			
87081992		2400	01		13.68			
2CM08317		2400	01		-93.96			
					1,153.25			
N03845A Marshall Cavendish PO Box 2001 Tarrytown, NY 10591-9001	R 654629		2400	01		98.94		

The claims listed above (totaling \$1,252.19) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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
N06946B CALTAC Membership Chair, Denise Surber 507 18th Street Paso Robles, CA 93446	2004 Membership Shkoler DeVecchio Dinsmore Escobosa Wood Minter		1600	00		13.00		
			1600	00		13.00		
			1600	00		13.00		
			1600	00		13.00		
			1600	00		13.00		
			1600	00		13.00		
			1600	00		15.00		
						80.00		
N09141 Dick's Lock & Safe 111 W. Chapman Ave. Placentia, CA 92870	88938		1400	00		64.50		
N15508 Cosmoslink Internet Services 3030 Saturn St., Ste. 200 Brea, CA 92821	200401-20		1900	00		15.00		
N19647A Unique Management Services 119 E. Maple St. Jeffersonville, IN 47130	139336		1900	00		145.09		
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	2/1/04-2/29/04		0300	00		588.50		
N20813 Travel in Style 1414 N. Kraemer Blvd. Placentia, CA 92870	0024890		2700	00		810.70		
N21086B Grey House Publishing PO Box 860 185 Millerton Rd Millerton, NY 12546	412303		2400	01		180.50		

The claims listed above (totaling \$1,884.29) 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	Obj/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N27562 RMC Facilities Services, Inc. PO Box 2135 Yorba Linda, CA 92885-1335	24599		1400	00		2,248.00		
N27838 BBC Audiobooks America P.O. Box 1450 Hampton, NH 03843-1450	138447		2400	05		67.42		
N28413 Copy America 3198-C Airport Loop Dr. Costa Mesa, CA 92626	7531 7532 7533 7534		1300	00		50.00 16.67 16.67 16.67		
						100.01		
(need vendor #) A.B. Curtiss 3415 Laredo Lane Escondido, CA 92025	141872		2400	01		81.68		
(need vendor #) EDC Educational Services Usborne Books P.O. Box 21568 Tulsa, OK 74121-1568	1334986 1334986-1		2400	01		776.65 289.00		
						1,065.65		

The claims listed above (totaling \$3,562.76) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/19/04
REPORT NO 4550

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	02/19/04 Pay period # 17 February 6, 2004 February 19, 2004		0100	00		9,300.00		
Account # 2011939659 Route #121000248	FICA		0200	00		700.00		
PLEASE WIRE ON THURSDAY, February 19, 2004								

The claims listed above (totaling \$10,000.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

10,000.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/19/04
REPORT NO 4551

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	03/04/04 Pay period # 18 February 20, 2004 March 4, 2004		0100	00		28,428.98		
Account # 2011939659 Route #121000248	FICA		0200	00		2,174.82		
PLEASE WIRE ON THURSDAY, March 4, 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
SUBJECT: Cash Flow Analysis
DATE: January 19, 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 January 19, 2004.

Placentia Library District
 FY2003-2004 General Fund Cash Flow

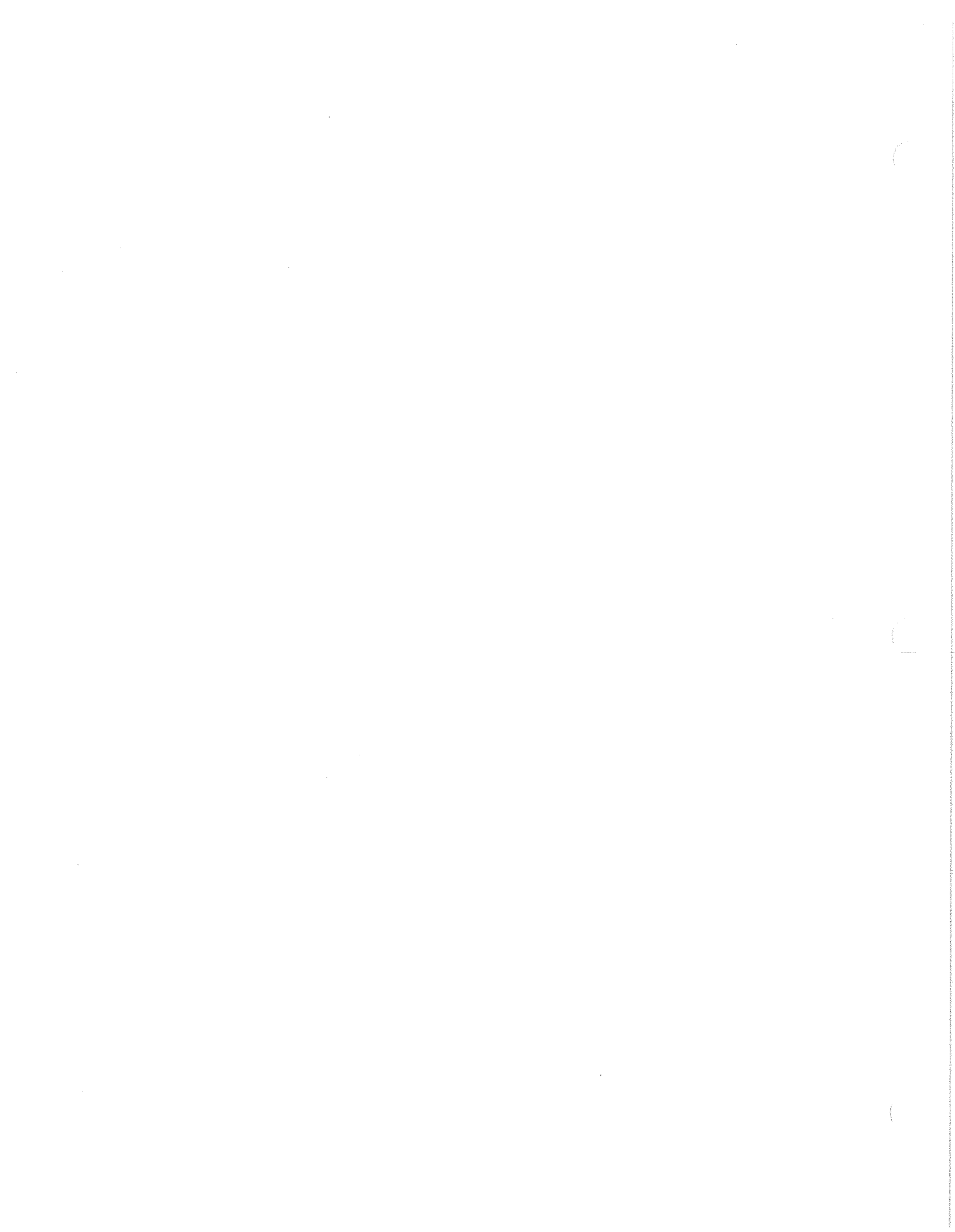
DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/03		Beginning Balance			518,205.57
06/19/03	4463	Payroll to wire Jul 10, 2003		29,765.42	488,440.15
06/19/03	4464	General		910.99	487,529.16
06/30/03	4466	General		11,784.44	475,744.72
06/30/03	4467	General		10,235.12	465,509.60
06/30/03	4468	Payroll 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
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

Placentia Library District
FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
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
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
1/15/2004	11/26/03	Interest, Oct.	272.08	29.62	102,921.45

Placentia Library District
 FY2003-2004 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
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
01/12/04	4544	General by Library Director		3,190.00	495,342.80
01/19/04		General		38,237.61	457,105.19
01/19/04		General		11,983.35	445,121.84
01/19/04		General		1,252.19	443,869.65
01/19/04		General		1,884.29	441,985.36
01/19/04		General		3,562.76	438,422.60
01/19/04		Payroll to wire Feb 19, 2004		10,000.00	428,422.60
01/19/04		Payroll to wire Mar 4, 2004		30,603.80	397,818.80
					397,818.80



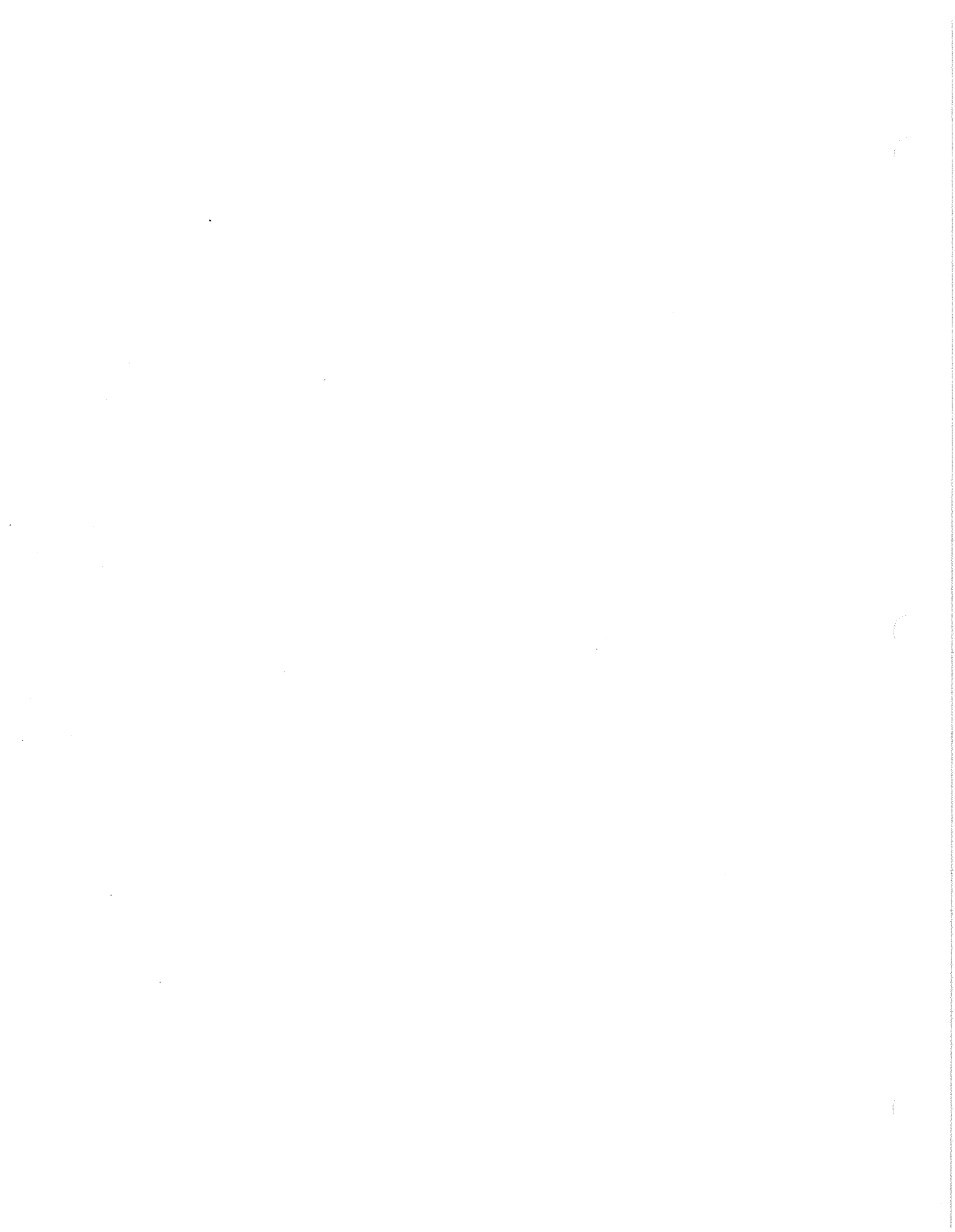
Placentia Library District
Property Tax Apportionments
Fiscal Year 2003-2004

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%

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 January 19, 2004

	Fiscal Year 2003-2004						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
28-Feb-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-Mar-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Apr-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
31-May-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30-Jun-04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

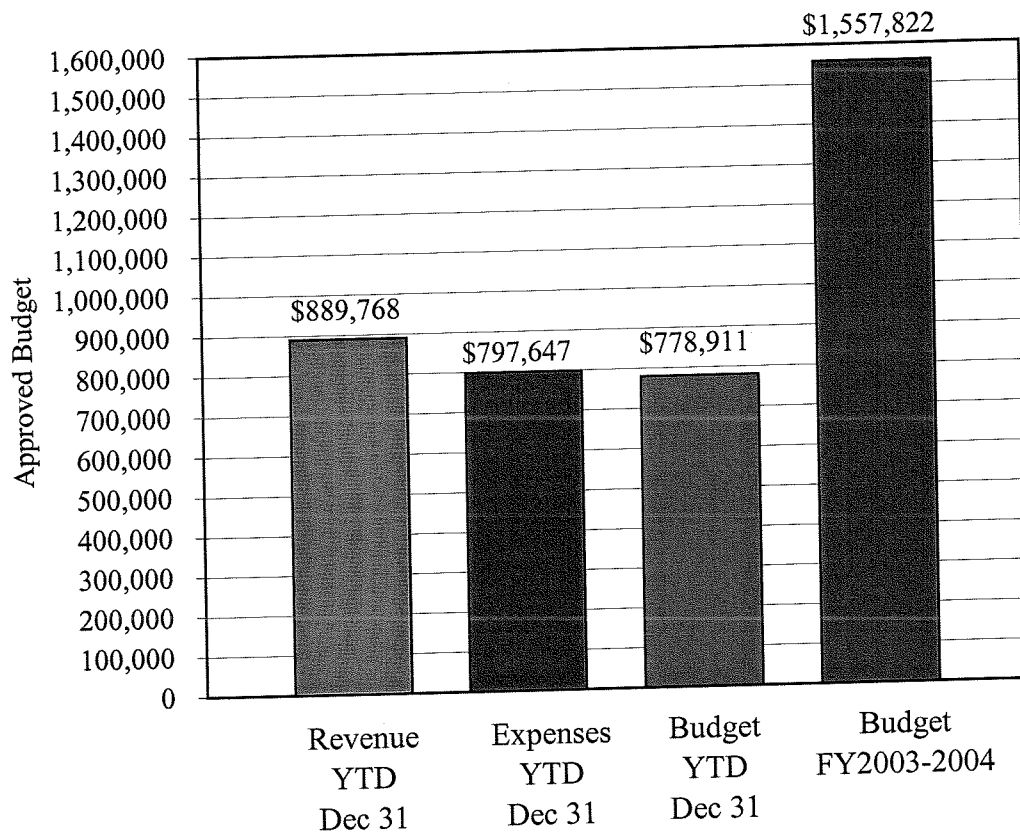
	Fiscal Year 2002-2003						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708			
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-02	116,469.13	9,851.91	83,082.86	400,156.81	9,613.35	619,174.06	219,017.25	
31-Jul-02	116,690.88	9,870.66	158,241.04	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)
January 19, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 DEC 2003	FY2002-2003 DEC 2002	FY2003-2004 % EXP BUD
6210-00	Prop. Taxes - current secured	1,147,522	624,275.16	575,664.98	495,819.72	458,058.04	54.40%
6210-01	Public Utility	22,500	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	(60.93)	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	1,170,022	624,275.16	575,604.05	495,819.72	458,058.04	53.36%
6220	PROP. TAXES - CURRENT UNSECURED	57,500	52,712.49	51,180.37	0.00	0.00	91.67%
6230-00	Prop. Taxes - Prior Secured	13,000	0.00	14,166.49	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	16,611.57	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	14,500	14,296.23	14,824.78	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	27,500	30,907.80	28,991.27	0.00	0.00	112.39%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	750	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,000	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	40,000	21,932.05	8,855.71	4,326.82	3,158.41	54.83%
6280-01	Final supplemental for prior years	0	4,113.68	0.00	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	40,000	26,045.73	8,855.71	4,326.82	3,158.41	65.11%
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	735,508.55	665,994.90	500,146.54	461,216.45	56.36%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
January 19, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 DEC 2003	FY2002-2003 DEC 2002	FY2003-2004 % EXP BUD
6610-00	Interest	8,500	2,014.38	2,515.08	463.27	330.97	23.70%
6610-01	Interest - old bond fund	0	0.00	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	2,014.38	2,515.08	463.27	330.97	23.70%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	1,044.47	2,450.78	1,044.47	2,450.78	6.43%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	10,666.46	8,099.44	4,006.56	3,904.95	106.66%
6970-01	State - CA Foundation Funds	0	0.00	0.00	0.00	0.00	
6970-02	State - CA Literacy Campaign	22,000	51,194.00	0.00	51,194.00	0.00	232.70%
6970-03	State - Family Literacy	10,000	0.00	6,030.00	0.00	0.00	
6970-04	State - ELLI (English Language Intensive) Grant	10,000	0.00	130,680.00	0.00	0.00	
6970-05	State - Project Grants	0	0.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.68	0.00	0.11	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	52,000	61,861.14	144,809.44	55,200.67	3,904.95	118.96%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	30,000	11,054.42	14,754.58	2,465.19	1,851.71	36.85%
7670-01	Local Revenue -- Passport	146,000	69,281.36	51,796.80	12,064.00	6,693.94	47.45%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	9,003.25	11,000.00	0.00	0.00	
	TOTAL LOCAL REVENUE	176,000	89,339.03	77,551.38	14,529.19	8,545.65	50.76%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	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	889,767.57	893,321.58	571,384.14	476,448.80	57.12%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
January 19, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 DEC 2003	FY2002-2003 DEC 2002	FY2003-2004 % EXP BUD
0100	Salaries & Wages	694,508.00	359,889.00	342,859.30	52,534.62	60,859.30	51.82%
0200	Retirement (Social Security & Pension Contribution)	98,130.00	58,555.58	67,583.13	34,892.14	46,046.13	59.67%
	Health & Life Insurance/Blue Shield CA	51,886.00	20,684.12	20,974.92	8,541.74	6,990.12	39.86%
	Long Term Disability/CNA	3,300.00	1,794.46	1,541.12	527.95	498.56	54.38%
	Life Insurance/Fortis & Protective Life	1,405.00	1,498.40	537.45	833.95	236.25	106.65%
	Vision Service Plan/VSP	2,682.00	1,161.84	1,047.54	175.29	208.32	43.32%
	Dental/Ameritas	7,597.00	4,542.40	2,752.00	650.70	543.30	59.79%
0300	Total Employee Insurance	66,870.00	29,681.22	26,853.03	10,729.63	8,476.55	44.39%
0310	Unemployment Insurance	0.00	0.00	394.00	0.00	0.00	
0350	Workers Compensation - General	10,000.00	9,683.00	3,127.00	0.00	394.00	96.83%
	TOTAL SALARIES & EMPLOYEE BENEFITS	869,508.00	457,808.80	440,816.46	98,156.39	115,775.98	52.65%
0700-00	Communications - Telephone	1,750.00	624.86	976.81	293.62	130.39	35.71%
0700-01	Communications - Modem/Fax	7,600.00	4,948.47	3,116.79	676.03	128.19	65.11%
0700-02	Communications - Internet/Database	800.00	0.00	449.97	0.00	0.00	0.00%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700.00	1,293.00	862.00	431.00	0.00	47.89%
0700-07	Communications - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	1,500.00	776.79	760.14	26.94	448.53	51.79%
	Total Communications	14,350.00	7,643.12	6,165.71	1,427.59	707.11	53.26%
0900-00	Food - General Fund	350.00	198.36	68.06	0.00	0.00	
0900-07	Food - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	150.00	102.51	85.21	58.39	85.21	
0090-09	Food - Families for Literacy	0.00	298.27	68.63	0.00	39.94	
	Total Food	500.00	599.14	221.90	58.39	125.15	119.83%
1000-00	Household Expense	4,250.00	1,164.02	2,564.22	0.00	1,081.81	27.39%
1100-00	Insurance - Liability	11,000.00	11,120.12	7,614.40	0.00	0.00	101.09%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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January 19, 2004

OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 DEC 2003	FY2002-2003 DEC 2002	FY2003-2004 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000.00	841.62	932.45	440.02	277.52	28.05%
1300-01	Maintenance of Equipment - General Fund (Computer)	20,000.00	33,530.00	10,308.06	14,780.00	5,000.00	167.65%
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	34,371.62	11,475.14	15,220.02	5,277.52	146.26%
	HVAC	7,500.00	1,314.27	5,689.88	713.77	318.51	17.52%
	Carpet Cleaning	2,750.00	522.72	430.98	0.00	0.00	19.01%
	Groundskeeping, City of Placentia	27,500.00	14,283.61	15,126.60	4,188.69	4,557.88	51.94%
	Plumbing	3,000.00	1,863.59	820.47	1,750.76	380.86	62.12%
	Electrical	1,500.00	1,401.41	1,442.49	1,147.83	1,000.00	93.43%
	Cleaning Service	13,700.00	6,600.00	6,600.00	1,100.00	1,100.00	48.18%
	Locksmith	1,000.00	0.00	1,099.48	0.00	0.00	0.00%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	6,000.00	3,919.28	1,001.19	3,819.28	830.00	65.32%
1400-00	Total Maintenance of Building & Grounds	62,950.00	29,904.88	32,211.09	12,720.33	8,187.25	47.51%
1600-00	Memberships - General Fund	2,200.00	3,207.00	140.00	2,164.00	0.00	145.77%
1600-07	Memberships - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	550.00	100.00	480.00	100.00	0.00	
1600-09	Memberships - Families for Literacy	0.00	0.00	0.00	0.00	0.00	
	Total Memberships	2,750.00	3,307.00	620.00	2,264.00	0.00	120.25%
1700-00	Miscellaneous Expense - General Fund	0.00	4,597.00	1,350.00	0.00	1,350.00	
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	4,597.00	1,350.00	0.00	1,350.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 DEC 2003	FY2002-2003 DEC 2002	FY2003-2004 % EXP BUD
1800-00	Library Supplies	12,000.00	6,359.50	4,495.51	1,840.74	1,977.38	53.00%
	Printing	11,500.00	7,377.44	5,168.61	3,057.93	2,724.82	64.15%
	EZ Copy - copy cards for sale to patrons	0.00	0.00	0.00	0.00	0.00	
	Publications	1,100.00	268.82	647.75	125.82	274.97	24.44%
	Paper	700.00	388.53	184.43	129.77	31.34	55.50%
	Drinking Water Service	350.00	165.00	165.00	27.50	27.50	47.14%
	Other Office Supplies	10,000.00	6,759.82	4,145.63	1,738.80	932.08	67.60%
	Total Office Supply Expense - General Fund	35,650.00	21,319.11	14,806.93	6,920.56	5,968.09	59.80%
1800-07	ELLI Grant Supply Expense	0.00	255.71	901.06	0.00	465.32	
1800-01	Printing	1,500.00	1,141.50	0.00	570.75	0.00	
	Publications	2,500.00	449.92	4,045.59	431.92	1,375.52	
	Paper	0.00	0.00	0.00	0.00	0.00	
	Other Office Supplies	1,500.00	0.00	256.74	0.00	85.00	
	Total Adult Literacy Office Supply Expense	5,500.00	1,591.42	4,302.33	1,002.67	1,460.52	28.93%
1800-09	Supply Expense Families for Literacy	2,500.00	1,456.99	108.54	0.00	54.66	
	Total Office Expense	43,650.00	24,623.23	20,118.86	7,923.23	7,948.59	56.41%
1803-00	Postage Expense - General Fund	4,500.00	1,974.62	2,772.70	570.51	513.65	43.88%
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	37.00	0.00	37.00%
1803-09	Postage Expense - Families for Literacy	150.00	37.00	50.00	0.00	0.00	
	Total Postage Expense	4,750.00	2,048.62	2,872.70	607.51	513.65	43.13%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 DEC 2003	FY2002-2003 DEC 2002	FY2003-2004 % EXP BUD
	Care Resources (Employee Assistance)	420.00	210.00	175.00	35.00	0.00	50.00%
	Pension Contribution & Operating Expenses	7,000.00	4,055.88	3,729.10	0.00	0.00	57.94%
	Anaheim Consortium Automated Library System	34,000.00	646.50	0.00	0.00	0.00	1.90%
	Anaheim Consortium Computer Technical & Consulting Services	0.00	0.00	0.00	0.00	0.00	
	Clipping Service	504.00	294.00	247.71	84.00	42.00	58.33%
	Interest Allocation & Tax Collection Charges by Orange County	8,500.00	7,330.95	7,212.36	6,123.71	6,123.60	86.25%
	Advertising (Including WEB Site)	4,000.00	1,352.50	1,127.52	642.50	30.00	33.81%
	Medical Exams	1,200.00	443.50	706.50	111.00	111.00	36.96%
	Collection Services - Accounts Receivable	2,250.00	1,181.02	1,107.09	348.56	453.65	52.49%
	Audit & Accounting Services	5,250.00	4,845.00	4,385.00	0.00	0.00	92.29%
	Payroll Preparation	3,600.00	1,508.41	1,396.56	283.65	249.35	41.90%
	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	26,358.39	4,602.62	12,981.81	2,155.62	188.27%
1900-00	Total Specialized Services - General Fund	84,224.00	48,226.15	24,689.46	20,610.23	9,165.22	57.26%
1900-01	Specialized Services - Partnerships for Change Grant	0.00	579.86	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	0.00	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	5,000.00	3,860.00	3,059.27	2,080.00	1,026.12	77.20%
1900-09	Specialized Services - Families for Literacy	500.00	1,150.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,500.00	1,692.47	1,640.17	1,239.55	1,145.15	13.54%
	Total Specialized Services	102,224.00	55,508.48	29,388.90	23,929.78	11,336.49	54.30%
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	504.92	313.58	154.09	148.71	

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 DEC 2003	FY2002-2003 DEC 2002	FY2003-2004 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	105,000.00	58,214.38	50,736.64	7,371.08	0.00	55.44%
2300-00	Small Tools/Instruments	0.00	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0.00	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	131,840.00	16,927.95	24,286.05	6,323.92	10,994.14	12.84%
2400-02	Special Department Expense - Video	0.00	2,694.56	0.00	2,107.44	0.00	
2400-03	Special Department Expense - Electronic	0.00	14,172.19	30,649.42	1,500.64	4,415.00	
2400-04	Special Department Expense - Periodicals	0.00	7,507.58	7,660.81	7,017.61	7,005.47	
2400-05	Special Department Expense - Audio	0.00	4,135.15	2,188.99	2,210.72	806.97	
2400-07	Special Department Expense - ELLI Grant	0.00	815.73	1,152.10	0.00	839.19	
2400-08	Special Department Expense - Adult Literacy	2,000.00	1,811.96	4,979.93	1,125.47	3,990.57	90.60%
2400-09	Special Department Expense - Families for Literacy	0.00	2,852.65	757.30	0.00	757.30	
	Total Special Department Expense	133,840.00	50,917.77	71,674.60	20,285.80	28,808.64	38.04%
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	0.00	2,053.95	0.00	560.08	0.00%
2700-01	Transportation/Travel - Meetings, Staff Local	4,500.00	1,673.40	2,845.10	493.70	548.60	37.19%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,500.00	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	750.00	1,020.00	399.00	115.00	132.00	136.00%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0.00	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, ELLI Grant	0.00	22.32	393.68	0.00	163.85	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000.00	0.00	1,025.35	0.00	20.08	0.00%
2700-09	Transportation/Travel - Meetings - Families for Literacy	0.00	52.56	126.49	0.00	40.16	
	Total Transportation/Travel - Meetings	10,250.00	2,768.28	6,843.57	608.70	1,464.77	27.01%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY2003-2004 BUDGETED	FY2003-2004 YTD	FY2002-2003 YTD	FY2003-2004 DEC 2003	FY2002-2003 DEC 2002	FY2003-2004 % EXP BUD
2800-00	Electricity	60,000.00	25,497.87	14,500.67	3,284.05	0.00	42.50%
	Gas	3,500.00	1,639.39	326.10	1,077.02	267.36	46.84%
	Water	3,750.00	1,967.68	2,028.12	337.93	194.52	52.47%
	Total Utilities	67,250.00	29,104.94	16,854.89	4,699.00	461.88	43.28%
	TOTAL SUPPLIES & SERVICES	587,314.00	316,589.76	261,163.90	97,269.52	67,411.57	53.90%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	4,000.00	2,535.84	2,339.80	0.00	2,339.80	63.40%
4000-00	Equipment - General Fund	20,000.00	20,712.89	1,810.15	0.00	0.00	103.56%
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	20,712.89	4,536.16	0.00	0.00	103.56%
4200-00	Structures/Improvements	0.00	0.00	462.25	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	20,000.00	20,712.89	4,998.41	0.00	0.00	103.56%
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	797,647.29	709,318.57	195,425.91	185,527.35	51.20%
	ELLI Grant Summary Object Code 07	0	1,094	2,447	0	1,468	1.95
	CLC Summary Object Code 08	16,300	8,280	17,703	4,430	7,031	
	FFL Grant Summary Object Code 09	3,150	5,847	1,111	0	892	
	TOTAL LITERACY (Excluding Personnel)	19,450	15,221	21,261	4,430	9,391	

01/08/04

Placentia Library District
Balance Sheet
 As of December 31, 2003

	<u>Dec 31, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	609.82
County Exempt - Savings	4,525.06
General Fund - Checking	9,529.22
General Fund - Savings	2,503.77
Literacy Fund - Savings	6,691.92
Payroll Checking - Wells Fargo	29,799.32
Payroll Checking (CDs)	
0028205565	21,402.69
0028205573	21,402.69
Total Payroll Checking (CDs)	<u>42,805.38</u>
Total Checking/Savings	<u>96,464.49</u>
Total Current Assets	<u>96,464.49</u>
TOTAL ASSETS	<u><u>96,464.49</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	35,656.65
Total Capital	69,741.09
Net Income	-8,933.25
Total Equity	<u>96,464.49</u>
TOTAL LIABILITIES & EQUITY	<u><u>96,464.49</u></u>

**Placentia Library District
Profit & Loss by Class
December 2003**

01/08/04

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Interest	1.29	0.00	0.00	0.00	1.29
COE Life Insur Suplmt(EDM)	59.82	0.00	0.00	0.00	59.82
COE Meeting Room Income	165.00	0.00	0.00	0.00	165.00
COE Passport Chk Reimbursement	4,054.60	0.00	0.00	0.00	4,054.60
COE Test Proctoring Income	60.00	0.00	0.00	0.00	60.00
GF Bankcard Deposit	0.00	3,196.99	0.00	0.00	3,196.99
GF Cash Register - Copy/Debit	0.00	214.65	0.00	0.00	214.65
GF Cash Register - Fines	0.00	1,329.14	0.00	0.00	1,329.14
GF Cash Register - Lost Items	0.00	61.00	0.00	0.00	61.00
GF Cash Register - Reserves	0.00	92.50	0.00	0.00	92.50
GF Fed Work Study Reimbursement	0.00	3,193.97	0.00	0.00	3,193.97
GF Interest	0.00	3.77	0.00	0.00	3.77
GF Miscellaneous Income	0.00	17.30	0.00	0.00	17.30
GF Office Expense Reimbursement	0.00	31.10	0.00	0.00	31.10
GF Passport Revenue	0.00	8,136.35	0.00	0.00	8,136.35
GF State Library Grants	0.00	51,194.00	0.00	0.00	51,194.00
GF Transfers from County	0.00	463.06	0.00	0.00	463.06
LIT Book Sales	0.00	0.00	193.95	0.00	193.95
LIT Interest Inc - Savings	0.00	0.00	1.69	0.00	1.69
PA Wire Transfer from County	0.00	0.00	0.00	61,207.60	61,207.60
Total Income	4,340.71	67,933.83	195.64	61,207.60	133,677.78
Expense					
COE Bank fees	11.00	0.00	0.00	0.00	11.00
COE Friend's Director's Fund	286.12	0.00	0.00	0.00	286.12
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	311.04	0.00	0.00	0.00	311.04
COE Passport Expenses	3,550.95	0.00	0.00	0.00	3,550.95
GF Bank Return Check Item/Fees	0.00	4.00	0.00	0.00	4.00
GF Bankcard Service Charge	0.00	213.08	0.00	0.00	213.08
GF Food	0.00	58.39	0.00	0.00	58.39
GF Insurance	0.00	-31.10	0.00	0.00	-31.10
GF Miscellaneous	0.00	72.58	0.00	0.00	72.58
GF Office Expense	0.00	62.50	0.00	0.00	62.50
GF Postage	0.00	63.70	0.00	0.00	63.70
GF Prof & Spec Services	0.00	494.47	0.00	0.00	494.47
GF Transfer to COE	0.00	3,645.19	0.00	0.00	3,645.19
GF Transfer to Foundation	0.00	50.00	0.00	0.00	50.00
GF Transfer to Literacy Savings	0.00	77.58	0.00	0.00	77.58
GF Transfers to County	0.00	74,200.53	0.00	0.00	74,200.53
GF Travel Staff	0.00	45.00	0.00	0.00	45.00
GF Travel Trustees	0.00	105.00	0.00	0.00	105.00
PA Empl 457 Plan Contribution	0.00	0.00	0.00	5,420.42	5,420.42
PA Employee 125 Co-Pay	0.00	0.00	0.00	332.16	332.16
PA Employee Life Insurance	0.00	0.00	0.00	59.82	59.82

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

December 2003

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
PA Payroll Taxes	0.00	0.00	0.00	23,384.63	23,384.63
PA Salaries	0.00	0.00	0.00	61,527.61	61,527.61
Total Expense	4,811.06	79,060.92	0.00	90,724.64	174,596.62
Net Income	-470.35	-11,127.09	195.64	-29,517.04	-40,918.84

Placentia Library District
Profit & Loss by Class
 July through December 2003

01/08/04

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	1,000.00
COE Friends Contributions	1,385.30	0.00	0.00	0.00	1,385.30
COE Interest	5.90	0.00	0.00	0.00	5.90
COE Life Insur Suplmt(EDM)	279.16	0.00	0.00	0.00	279.16
COE Meeting Room Income	3,110.00	0.00	0.00	0.00	3,110.00
COE Miscellaneous Income	0.10	0.00	0.00	0.00	0.10
COE Passport Chck Reimbursement	20,503.80	0.00	0.00	0.00	20,503.80
COE Staff Appreciation Reimb	368.45	0.00	0.00	0.00	368.45
COE Test Proctoring Income	360.00	0.00	0.00	0.00	360.00
GF Bankcard Deposit	0.00	23,131.23	0.00	0.00	23,131.23
GF Cash Register - Childrens	0.00	374.00	0.00	0.00	374.00
GF Cash Register - Copy/Debit	0.00	1,329.85	0.00	0.00	1,329.85
GF Cash Register - Fines	0.00	8,007.10	0.00	0.00	8,007.10
GF Cash Register - Lost Items	0.00	379.51	0.00	0.00	379.51
GF Cash Register - Misc.	0.00	138.23	0.00	0.00	138.23
GF Cash Register - Reserves	0.00	584.60	0.00	0.00	584.60
GF Fed Work Study Reimbursement	0.00	7,441.69	0.00	0.00	7,441.69
GF Interest	0.00	22.35	0.00	0.00	22.35
GF Miscellaneous Income	0.00	222.55	0.00	0.00	222.55
GF Non Government Grant	0.00	9,003.25	0.00	0.00	9,003.25
GF Office Expense Reimbursement	0.00	31.10	0.00	0.00	31.10
GF Passport Revenue	0.00	67,269.06	0.00	0.00	67,269.06
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	51,194.00	0.00	0.00	51,194.00
GF State Library Reimbursements	0.00	10,666.46	0.00	0.00	10,666.46
GF Transfer from Foundation AAB	0.00	869.35	0.00	0.00	869.35
GF Transfers from County	0.00	3,699.05	0.00	0.00	3,699.05
LIT Book Sales	0.00	0.00	801.66	0.00	801.66
LIT Interest Inc - Savings	0.00	0.00	9.72	0.00	9.72
PA Wire Transfer from County	0.00	0.00	0.00	397,011.02	397,011.02
PA Wire Transfer from Paychex	0.00	0.00	0.00	87.33	87.33
Total Income	27,012.71	185,928.74	811.38	397,098.35	610,851.18
Expense					
COE Bank fees	66.00	0.00	0.00	0.00	66.00
COE Childn's Summer Rdrng Prgmn	1,332.19	0.00	0.00	0.00	1,332.19
COE Children's Camp Library	462.10	0.00	0.00	0.00	462.10
COE Friend's Director's Fund	754.59	0.00	0.00	0.00	754.59
COE Library Board Expenses	63.70	0.00	0.00	0.00	63.70
COE Life Insurance payment	651.95	0.00	0.00	0.00	651.95
COE Meeting Room Maintenance	1,088.64	0.00	0.00	0.00	1,088.64
COE Passport Expenses	21,573.80	0.00	0.00	0.00	21,573.80
COE Staff Appreciation	736.90	0.00	0.00	0.00	736.90
GF Advertising Expense	0.00	160.00	0.00	0.00	160.00

Placentia Library District
Profit & Loss by Class
 July through December 2003

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	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
GF Bank Return Check Item/Fees	0.00	16.00	0.00	0.00	16.00
GF Bankcard Service Charge	0.00	1,001.82	0.00	0.00	1,001.82
GF Food	0.00	355.44	0.00	0.00	355.44
GF Insurance	0.00	-31.10	0.00	0.00	-31.10
GF Literacy	0.00	2,581.35	0.00	0.00	2,581.35
GF Memberships	0.00	45.00	0.00	0.00	45.00
GF Miscellaneous	0.00	132.77	0.00	0.00	132.77
GF Office Expense	0.00	974.67	0.00	0.00	974.67
GF Postage	0.00	128.36	0.00	0.00	128.36
GF Prof & Spec Services	0.00	494.47	0.00	0.00	494.47
GF Transfer to COE	0.00	12,699.79	0.00	0.00	12,699.79
GF Transfer to Foundation	0.00	50.00	0.00	0.00	50.00
GF Transfer to GF Savings	0.00	6,997.48	0.00	0.00	6,997.48
GF Transfer to Literacy Savings	0.00	103.44	0.00	0.00	103.44
GF Transfers to County	0.00	160,524.56	0.00	0.00	160,524.56
GF Travel Staff	0.00	388.00	0.00	0.00	388.00
GF Travel Trustees	0.00	355.00	0.00	0.00	355.00
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	16,745.44	16,745.44
PA Employee 125 Co-Pay	0.00	0.00	0.00	3,371.23	3,371.23
PA Employee Life Insurance	0.00	0.00	0.00	279.16	279.16
PA Payroll Taxes	0.00	0.00	0.00	107,121.82	107,121.82
PA Salaries	0.00	0.00	0.00	276,334.86	276,334.86
Total Expense	26,729.87	186,977.05	2,155.00	403,922.51	619,784.43
Net Income	282.84	-1,048.31	-1,343.62	-6,824.16	-8,933.25

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**Placentia Library District
 Reconciliation Detail
 County Exempt - Checking, Period Ending 12/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,047.14
Cleared Transactions						
Checks and Payments - 52 Items						
Check	11/19/2003	4720	Sophia's Restaurant	X	-53.49	-53.49
Check	11/19/2003	4722	Passport Services	X	-55.00	-108.49
Check	11/19/2003	4721	Passport Services	X	-80.00	-188.49
Check	11/20/2003	4724	Passport Services	X	-55.00	-243.49
Check	11/20/2003	4725	Passport Services	X	-40.00	-283.49
Check	11/22/2003	4726	Passport Services	X	-115.00	-398.49
Check	11/22/2003	4727	Passport Services	X	-40.00	-438.49
Check	11/24/2003	4728	Passport Services	X	-40.00	-478.49
Check	11/24/2003	4729	Passport Services	X	-115.00	-593.49
Check	11/25/2003	4732	Passport Services	X	-55.00	-648.49
Check	11/25/2003	4730	Passport Services	X	-55.00	-703.49
Check	11/25/2003	4731	Passport Services	X	-55.00	-758.49
Check	11/26/2003	4737	Passport Services	X	-55.00	-813.49
Check	11/26/2003	4735	Passport Services	X	-115.00	-928.49
Check	11/26/2003	4734	Passport Services	X	-95.00	-1,023.49
Check	11/26/2003	4736	Passport Services	X	-115.00	-1,138.49
Check	11/26/2003	4733	First Class Pizza	X	-37.10	-1,175.59
Check	11/29/2003	4742	Passport Services	X	-80.00	-1,255.59
Check	11/29/2003	4741	Passport Services	X	-55.00	-1,310.59
Check	11/29/2003	4740	Passport Services	X	-55.00	-1,365.59
Check	11/29/2003	4738	San Gabriel Nursery	X	-90.00	-1,455.59
Check	11/30/2003	4739	Target	X	-16.15	-1,471.74
Check	11/30/2003	4743	Joann's Fabrics	X	-7.11	-1,478.85
Check	12/1/2003	4744	Passport Services	X	-80.00	-1,558.85
Check	12/2/2003	4745	Passport Services	X	-200.00	-1,758.85
Check	12/4/2003	4747	Passport Services	X	-55.00	-1,813.85
Check	12/4/2003	4746	Passport Services	X	-55.00	-1,868.85
Check	12/6/2003	4749	Passport Services	X	-55.00	-1,923.85
Check	12/6/2003	4748	Passport Services	X	-100.00	-2,023.85
Check	12/8/2003	4751	Passport Services	X	-115.00	-2,138.85
Check	12/8/2003	4750	Passport Services	X	-40.00	-2,178.85
Check	12/9/2003	4753	Passport Services	X	-115.00	-2,293.85
Check	12/9/2003	4752	Margo's Flowers	X	-50.59	-2,344.44
Check	12/9/2003	4756	Passport Services	X	-128.65	-2,473.09
Check	12/9/2003	4755	Passport Services	X	-55.00	-2,528.09
Check	12/9/2003	4754	Passport Services	X	-115.00	-2,643.09
Check	12/10/2003	4759	Passport Services	X	-115.00	-2,758.09
Check	12/10/2003	4757	Target	X	-37.68	-2,795.77
Check	12/10/2003	4758	Passport Services	X	-55.00	-2,850.77
Check	12/11/2003	4760	Passport Services	X	-227.30	-3,078.07
Check	12/11/2003	4762	Passport Services	X	-110.00	-3,188.07
Check	12/11/2003	4761	Passport Services	X	-55.00	-3,243.07
Check	12/15/2003	4764	Passport Services	X	-80.00	-3,323.07
Check	12/15/2003	4763	Passport Services	X	-115.00	-3,438.07
Check	12/17/2003	4767	Passport Services	X	-115.00	-3,553.07
Check	12/17/2003	4765	Passport Services	X	-95.00	-3,648.07
Check	12/17/2003	4766	Passport Services	X	-100.00	-3,748.07
Check	12/20/2003	4768	Passport Services	X	-55.00	-3,803.07
Check	12/20/2003	4769	Passport Services	X	-220.00	-4,023.07
Check	12/23/2003	4772	Passport Services	X	-55.00	-4,078.07
Check	12/27/2003	4773	Passport Services	X	-110.00	-4,188.07
Check	12/31/2003			X	-11.00	-4,199.07
Total Checks and Payments					-4,199.07	-4,199.07

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**Placentia Library District
Reconciliation Detail
County Exempt - Checking, Period Ending 12/31/2003**

Agenda Item 16
County Exempt Checking
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Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 14 items						
Deposit	12/1/2003			X	55.00	55.00
Deposit	12/1/2003			X	135.00	190.00
Deposit	12/1/2003			X	115.00	305.00
Deposit	12/2/2003			X	280.00	585.00
Deposit	12/2/2003			X	1,923.65	2,508.65
Deposit	12/4/2003			X	110.00	2,618.65
Deposit	12/8/2003			X	155.00	2,773.65
Deposit	12/11/2003			X	298.65	3,072.30
Deposit	12/11/2003			X	170.00	3,242.30
Deposit	12/15/2003			X	227.30	3,469.60
Deposit	12/18/2003			X	100.00	3,569.60
Deposit	12/22/2003			X	220.00	3,789.60
Deposit	12/23/2003			X	115.00	3,904.60
Deposit	12/30/2003			X	95.00	3,999.60
Total Deposits and Credits					3,999.60	3,999.60
Total Cleared Transactions					-199.47	-199.47
Cleared Balance					-199.47	1,847.67
Uncleared Transactions						
Checks and Payments - 12 items						
Check	11/8/2003	4698	Passport Services		-110.00	-110.00
Check	12/21/2003	4770	Passport Services		-400.00	-510.00
Check	12/22/2003	4771	Passport Services		-115.00	-625.00
Check	12/29/2003	4776	Passport Services		-40.00	-665.00
Check	12/29/2003	4775	Passport Services		-55.00	-720.00
Check	12/29/2003	4774	Passport Services		-40.00	-760.00
Check	12/29/2003	4777	Passport Services		-55.00	-815.00
Check	12/30/2003	4782	Passport Services		-55.00	-870.00
Check	12/30/2003	4780	Passport Services		-55.00	-925.00
Check	12/30/2003	4779	Elizabeth D Minter		-11.10	-936.10
Check	12/30/2003	4778	Placentia Library G...		-186.75	-1,122.85
Check	12/30/2003	4781	Passport Services		-115.00	-1,237.85
Total Checks and Payments					-1,237.85	-1,237.85
Deposits and Credits - 1 item						
Deposit	12/29/2003				55.00	55.00
Total Deposits and Credits					55.00	55.00
Total Uncleared Transactions					-1,182.85	-1,182.85
Register Balance as of 12/31/2003					-1,382.32	664.82
New Transactions						
Checks and Payments - 2 items						
Check	1/3/2004	4783	Passport Services		-40.00	-40.00
Check	1/4/2004	4784	Passport Services		-55.00	-95.00
Total Checks and Payments					-95.00	-95.00
Deposits and Credits - 4 items						
Deposit	1/5/2004				55.00	55.00
Deposit	1/5/2004				40.00	95.00
Deposit	1/5/2004				55.00	150.00
Deposit	1/6/2004				1,440.00	1,590.00
Total Deposits and Credits					1,590.00	1,590.00
Total New Transactions					1,495.00	1,495.00
Ending Balance					112.68	2,159.82

*2004
1/6/04*

**Placentia Library District
 Reconciliation Detail
 County Exempt - Savings, Period Ending 12/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						5,146.94
Cleared Transactions						
Checks and Payments - 2 items						
Check	12/2/2003	1513	Greg's Carpet & Up...	X	-155.52	-155.52
Check	12/15/2003	1514	Protective Life Insur...	X	-651.95	-807.47
Total Checks and Payments					-807.47	-807.47
Deposits and Credits - 12 items						
Deposit	12/1/2003			X	40.00	40.00
Deposit	12/4/2003			X	30.00	70.00
Deposit	12/4/2003			X	19.94	89.94
Deposit	12/11/2003			X	35.00	124.94
Deposit	12/11/2003			X	30.00	154.94
Deposit	12/17/2003			X	19.94	174.88
Deposit	12/18/2003			X	30.00	204.88
Deposit	12/22/2003			X	30.00	234.88
Deposit	12/22/2003			X	30.00	264.88
Deposit	12/29/2003			X	55.00	319.88
Deposit	12/30/2003			X	19.94	339.82
Deposit	12/31/2003			X	1.29	341.11
Total Deposits and Credits					341.11	341.11
Total Cleared Transactions					-466.36	-466.36
Cleared Balance					-466.36	4,680.58
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/29/2003	1515	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 12/31/2003					-621.88	4,525.06
Ending Balance					-621.88	4,525.06

*W. Munk
 1/6/04*

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 12/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,820.66
Cleared Transactions						
Checks and Payments - 17 items						
Check	11/18/2003	4781	Ruth Heller	X	-2,000.00	-2,000.00
Check	12/1/2003	4788	Sam's Club	X	-58.39	-2,058.39
Check	12/1/2003	4787	Placentia Library Di...	X	-1,923.65	-3,982.04
Check	12/1/2003		Bank of the West	X	-120.25	-4,102.29
Check	12/1/2003	4789	US Postmaster Pla...	X	-37.00	-4,139.29
Check	12/2/2003		Bank of the West	X	-1.33	-4,140.62
Check	12/5/2003	4790	Placentia Chamber ...	X	-120.00	-4,260.62
Check	12/12/2003		Bank of the West	X	-87.00	-4,347.62
Check	12/15/2003	4792	Placentia Library Fo...	X	-50.00	-4,397.62
Check	12/15/2003	4791	Placentia Library G...	X	-1,721.54	-6,119.16
Check	12/15/2003	4793	Placentia Library Di...	X	-77.58	-6,196.74
Check	12/17/2003	4794	Placentia Chamber ...	X	-30.00	-6,226.74
Check	12/18/2003	4797	Ana Maria Garcia	X	-145.86	-6,372.60
Check	12/18/2003	4795	Roadway Express	X	-62.50	-6,435.10
Check	12/18/2003	4796	Nancy Mory	X	-294.61	-6,729.71
Check	12/20/2003	4798	Steve Marsh	X	-54.00	-6,783.71
Check	12/22/2003		Bank of the West	X	-4.50	-6,788.21
Total Checks and Payments					-6,788.21	-6,788.21
Deposits and Credits - 22 items						
Deposit	12/1/2003			X	87.00	87.00
Deposit	12/3/2003			X	44.60	131.60
Deposit	12/4/2003			X	90.00	221.60
Deposit	12/5/2003			X	4.80	226.40
Deposit	12/5/2003			X	35.00	261.40
Deposit	12/8/2003			X	60.00	321.40
Deposit	12/8/2003			X	149.69	471.09
Deposit	12/9/2003			X	331.00	802.09
Deposit	12/10/2003			X	17.00	819.09
Deposit	12/11/2003			X	463.06	1,282.15
Deposit	12/11/2003			X	7.80	1,289.95
Deposit	12/15/2003			X	316.00	1,605.95
Deposit	12/15/2003			X	167.10	1,773.05
Deposit	12/17/2003			X	157.00	1,930.05
Deposit	12/18/2003			X	187.00	2,117.05
Deposit	12/19/2003			X	159.00	2,276.05
Deposit	12/22/2003			X	522.00	2,798.05
Deposit	12/22/2003			X	147.00	2,945.05
Deposit	12/29/2003			X	172.00	3,117.05
Deposit	12/30/2003			X	237.00	3,354.05
Deposit	12/30/2003			X	72.00	3,426.05
Deposit	12/31/2003			X	234.00	3,660.05
Total Deposits and Credits					3,660.05	3,660.05
Total Cleared Transactions					-3,128.16	-3,128.16
Cleared Balance					-3,128.16	9,692.50
Uncleared Transactions						
Checks and Payments - 3 items						
Check	10/28/2003	4769	Debra Haag		-64.00	-64.00
Check	12/29/2003	4799	Ingram Library Serv...		-72.58	-136.58
Check	12/31/2003	4800	US Postmaster Pla...		-26.70	-163.28
Total Checks and Payments					-163.28	-163.28
Total Uncleared Transactions					-163.28	-163.28
Register Balance as of 12/31/2003					-3,291.44	9,529.22

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**Placentia Library District
Reconciliation Detail
General Fund - Checking, Period Ending 12/31/2003**

Agenda Item 16
General Fund Checking
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Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Checks and Payments - 4 items						
Check	1/4/2004	4801	Placentia Library Di...		-1,440.00	-1,440.00
Check	1/9/2004	4802	American Library A...		-25.00	-1,465.00
Check	1/10/2004	4803	American Library A...		-25.00	-1,490.00
Check	1/11/2004	4804	American Library A...		-25.00	-1,515.00
Total Checks and Payments					-1,515.00	-1,515.00
Total New Transactions					-1,515.00	-1,515.00
Ending Balance					-4,806.44	8,014.22

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1/6/04

Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 12/31/2003

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,403.42
Cleared Transactions						
Checks and Payments - 3 items						
Check	12/1/2003	1223	Orange County Aud...	X	-11,411.29	-11,411.29
Check	12/11/2003		Bank of the West	X	-30.00	-11,441.29
Check	12/11/2003		Bank of the West	X	-4.00	-11,445.29
Total Checks and Payments					-11,445.29	-11,445.29
Deposits and Credits - 34 items						
Deposit	12/1/2003			X	202.80	202.80
Deposit	12/1/2003			X	33.40	236.20
Deposit	12/1/2003			X	409.91	646.11
Deposit	12/1/2003			X	394.00	1,040.11
Deposit	12/1/2003			X	471.20	1,511.31
Deposit	12/2/2003			X	606.25	2,117.56
Deposit	12/4/2003			X	230.90	2,348.46
Deposit	12/4/2003			X	336.66	2,685.12
Deposit	12/8/2003			X	176.55	2,861.67
Deposit	12/8/2003			X	416.00	3,277.67
Deposit	12/8/2003			X	394.00	3,671.67
Deposit	12/9/2003			X	351.30	4,022.97
Deposit	12/11/2003			X	313.75	4,336.72
Deposit	12/11/2003			X	241.43	4,578.15
Deposit	12/15/2003			X	285.60	4,863.75
Deposit	12/15/2003			X	210.00	5,073.75
Deposit	12/15/2003			X	346.85	5,420.60
Deposit	12/16/2003			X	381.20	5,801.80
Deposit	12/17/2003			X	331.05	6,132.85
Deposit	12/17/2003			X	1,721.54	7,854.39
Deposit	12/18/2003			X	207.10	8,061.49
Deposit	12/18/2003			X	15.00	8,076.49
Deposit	12/22/2003			X	91.15	8,167.64
Deposit	12/22/2003			X	362.00	8,529.64
Deposit	12/22/2003			X	112.90	8,642.54
Deposit	12/23/2003			X	307.95	8,950.49
Deposit	12/23/2003			X	31.10	8,981.59
Deposit	12/29/2003			X	204.65	9,186.24
Deposit	12/29/2003			X	3,193.97	12,380.21
Deposit	12/29/2003			X	90.00	12,470.21
Deposit	12/29/2003			X	196.00	12,666.21
Deposit	12/30/2003			X	51,194.00	63,860.21
Deposit	12/30/2003			X	470.90	64,331.11
Deposit	12/31/2003			X	3.77	64,334.88
Total Deposits and Credits					64,334.88	64,334.88
Total Cleared Transactions					52,889.59	52,889.59
Cleared Balance					52,889.59	65,293.01
Uncleared Transactions						
Checks and Payments - 1 item						
Check	12/30/2003	1224	Orange County Aud...		-62,789.24	-62,789.24
Total Checks and Payments					-62,789.24	-62,789.24
Total Uncleared Transactions					-62,789.24	-62,789.24
Register Balance as of 12/31/2003					-9,899.65	2,503.77

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**Placentia Library District
Reconciliation Detail
General Fund - Savings, Period Ending 12/31/2003**

Agenda Item 16
General Fund Savings
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Type	Date	Num	Name	Clr	Amount	Balance
New Transactions						
Deposits and Credits - 6 items						
Deposit	1/5/2004				668.70	668.70
Deposit	1/5/2004				452.00	1,120.70
Deposit	1/5/2004				558.50	1,679.20
Deposit	1/5/2004				186.75	1,865.95
Deposit	1/6/2004				485.90	2,351.85
Deposit	1/6/2004				10,009.15	12,361.00
Total Deposits and Credits					12,361.00	12,361.00
Total New Transactions					12,361.00	12,361.00
Ending Balance					2,461.35	14,864.77

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**Placentia Library District
Reconciliation Detail**
Literacy Fund - Savings, Period Ending 12/31/2003

Agenda Item 16
Literacy Fund Savings
Page 13 of 15

Type	Date	Num	Name	Clr	Amount	Balance
						6,496.28
Beginning Balance						
Cleared Transactions						
Deposits and Credits - 9 items						
Deposit	12/1/2003			X	12.93	12.93
Deposit	12/1/2003			X	25.86	38.79
Deposit	12/4/2003			X	25.86	64.65
Deposit	12/8/2003			X	12.93	77.58
Deposit	12/15/2003			X	12.93	90.51
Deposit	12/16/2003			X	77.58	168.09
Deposit	12/23/2003			X	12.93	181.02
Deposit	12/29/2003			X	12.93	193.95
Deposit	12/31/2003			X	1.69	195.64
Total Deposits and Credits					195.64	195.64
Total Cleared Transactions					195.64	195.64
Cleared Balance					195.64	6,691.92
Register Balance as of 12/31/2003					195.64	6,691.92
Ending Balance					195.64	6,691.92

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Placentia Library District Reconciliation Detail

Payroll Checking - Wells Fargo, Period Ending 12/31/2003

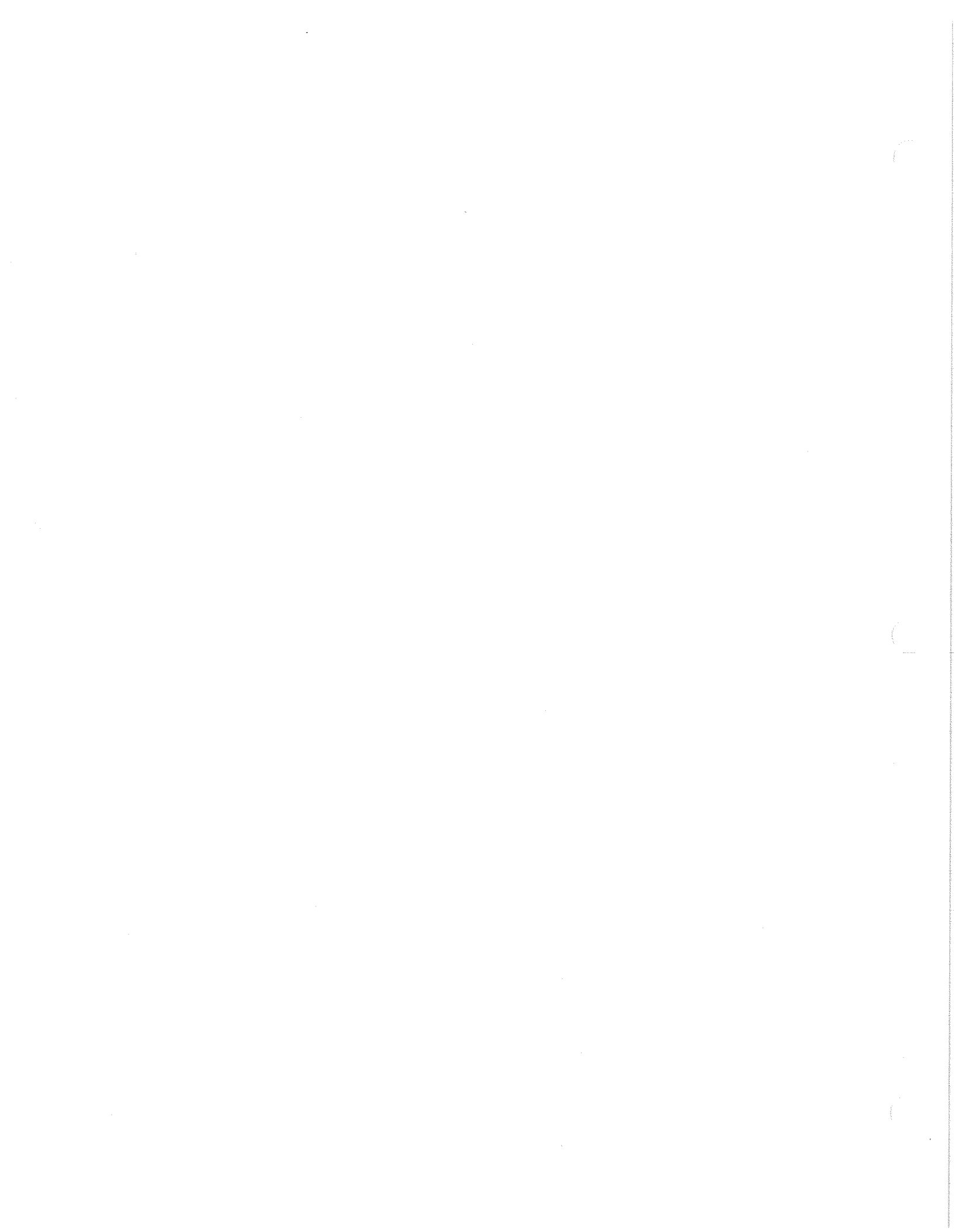
Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						60,583.15
Cleared Transactions						
Checks and Payments - 45 items						
Check	10/8/2003	3609	Shantay losia	X	-48.35	-48.35
Check	11/5/2003	3680	Jennifer Tarrío	X	-33.25	-81.60
Check	11/19/2003	3698	Kristen Proffitt	X	-55.96	-137.56
Check	11/19/2003	3694	Laranne Millonzi	X	-453.25	-590.81
Check	11/19/2003	2019	Jennifer Tarrío	X	-66.50	-657.31
Check	11/19/2003	2018	Shantay losia	X	-280.82	-938.13
Check	11/26/2003	2021	Rebecca Messenger	X	-280.31	-1,218.44
Check	12/2/2003		Paychex	X	-16,750.05	-17,968.49
Check	12/3/2003	3747	Denetra Gipson	X	-193.41	-18,161.90
Check	12/3/2003	3748	Lorraine Gunderson	X	-319.43	-18,481.33
Check	12/3/2003	3749	Amanda Hopkins	X	-84.62	-18,565.95
Check	12/3/2003	3750	Shantay losia	X	-108.80	-18,674.75
Check	12/3/2003	3751	Melissa Porter	X	-120.88	-18,795.63
Check	12/3/2003	3752	Hilda Rivera	X	-162.59	-18,958.22
Check	12/3/2003	3753	Jennifer Tarrío	X	-72.53	-19,030.75
Check	12/3/2003	3754	Orange County Aud...	X	-166.08	-19,196.83
Check	12/3/2003	3755	Placentia Library Di...	X	-19.94	-19,216.77
Check	12/3/2003	3757	Nationwide Retirem...	X	-1,806.82	-21,023.59
Check	12/3/2003	3746	Hubert Chim	X	-181.33	-21,204.92
Check	12/3/2003	3745	Angelica Alatorre	X	-145.06	-21,349.98
Check	12/3/2003	3738	Shawn Robison	X	-204.61	-21,554.59
Check	12/3/2003	3736	Joshua Robbins	X	-136.71	-21,691.30
Check	12/3/2003	3734	Beatrice V. Quintanar	X	-321.67	-22,012.97
Check	12/3/2003	3733	Kristen Proffitt	X	-55.96	-22,068.93
Check	12/3/2003		Paychex	X	-7,934.85	-30,003.78
Check	12/3/2003	3720	Gary Bell	X	-181.07	-30,184.85
Check	12/3/2003	3721	Dorothy J. Cummings	X	-155.63	-30,340.48
Check	12/3/2003	3724	Esther P. Guzman	X	-272.82	-30,613.30
Check	12/3/2003	3725	Joyce G. Hampton	X	-331.10	-30,944.40
Check	12/16/2003		Paychex	X	-17,132.69	-48,077.09
Check	12/17/2003	3789	Hilda Rivera	X	-270.21	-48,347.30
Check	12/17/2003	3788	Melissa Porter	X	-117.87	-48,465.17
Check	12/17/2003	3791	Orange County Aud...	X	-166.08	-48,631.25
Check	12/17/2003	3786	Lorraine Gunderson	X	-358.90	-48,990.15
Check	12/17/2003	3785	Denetra Gipson	X	-96.71	-49,086.86
Check	12/17/2003	3784	Hubert Chim	X	-120.88	-49,207.74
Check	12/17/2003	3783	Angelica Alatorre	X	-241.77	-49,449.51
Check	12/17/2003	3776	Shawn Robison	X	-270.09	-49,719.60
Check	12/17/2003	3792	Placentia Library Di...	X	-19.94	-49,739.54
Check	12/17/2003	3771	Barbara Phillips	X	-276.22	-50,015.76
Check	12/17/2003	3762	Joyce G. Hampton	X	-331.10	-50,346.86
Check	12/17/2003	3793	Nationwide Retirem...	X	-1,806.82	-52,153.68
Check	12/17/2003	3758	Dorothy J. Cummings	X	-54.59	-52,208.27
Check	12/17/2003		Paychex	X	-7,501.41	-59,709.68
Check	12/17/2003	3772	Beatrice V. Quintanar	X	-364.16	-60,073.84
Total Checks and Payments					-60,073.84	-60,073.84
Deposits and Credits - 3 items						
Check	10/31/2003		Wells Fargo Bank	X	0.00	0.00
Deposit	12/12/2003			X	30,603.80	30,603.80
Deposit	12/23/2003			X	30,603.80	61,207.60
Total Deposits and Credits					61,207.60	61,207.60
Total Cleared Transactions					1,133.76	1,133.76
Cleared Balance					1,133.76	61,716.91

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**Placentia Library District
Reconciliation Detail
Payroll Checking - Wells Fargo, Period Ending 12/31/2003**

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 29 items						
Check	11/5/2003	3677	Shantay losia		-48.35	-48.35
Check	12/17/2003	3761	Esther P. Guzman		-272.82	-321.17
Check	12/17/2003	3787	Amanda Hopkins		-48.35	-369.52
Check	12/17/2003	3774	Joshua Robbins		-229.76	-599.28
Check	12/17/2003	3790	Jennifer Tarrio		-54.41	-653.69
Check	12/22/2003	2022	Arlene Mahru		-139.05	-792.74
Check	12/28/2003	2023	Jillian Rakos		-814.73	-1,607.47
Check	12/29/2003		Paychex		-17,348.07	-18,955.54
Check	12/30/2003	3813	Shawn Robison		-202.97	-19,158.51
Check	12/30/2003	3820	Angelica Alatorre		-193.41	-19,351.92
Check	12/30/2003	3821	Hubert Chim		-132.97	-19,484.89
Check	12/30/2003	3822	Denetra Gipson		-78.58	-19,563.47
Check	12/30/2003	3823	Lorraine Gunderson		-192.37	-19,755.84
Check	12/30/2003	3824	Amanda Hopkins		-96.71	-19,852.55
Check	12/30/2003	3825	Shantay losia		-313.17	-20,165.72
Check	12/30/2003	3826	Melissa Porter		-175.29	-20,341.01
Check	12/30/2003	3827	Hilda Rivera		-204.43	-20,545.44
Check	12/30/2003	3828	Jennifer Tarrio		-66.50	-20,611.94
Check	12/30/2003	3829	Placentia Library Di...		-19.94	-20,631.88
Check	12/30/2003	3830	Nationwide Retirem...		-1,806.78	-22,438.66
Check	12/30/2003	3811	Joshua Robbins		-57.70	-22,496.36
Check	12/30/2003	3808	Kristen Proffitt		-167.23	-22,663.59
Check	12/30/2003	3799	Joyce G. Hampton		-331.10	-22,994.69
Check	12/30/2003	3798	Esther P. Guzman		-295.20	-23,289.89
Check	12/30/2003	3795	Dorothy J. Cummings		-54.59	-23,344.48
Check	12/30/2003	3794	Gary Bell		-303.07	-23,647.55
Check	12/30/2003		Paychex		-7,644.70	-31,292.25
Check	12/30/2003		Paychex		-321.67	-31,613.92
Check	12/31/2003	3809	Beatrice V. Quintanar		-303.67	-31,917.59
Total Checks and Payments					-31,917.59	-31,917.59
Total Uncleared Transactions					-31,917.59	-31,917.59
Register Balance as of 12/31/2003					-30,783.83	29,799.32
Ending Balance					-30,783.83	29,799.32

*20mk
1/6/04*



ACQUISITIONS REPORT FOR THE MONTH OF DECEMBER 2003
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	607.99	24	0.00	0	607.99	24	185.85	10	793.84	34
Adult Circulating Non-Fiction	809.65	44	0.00	0	809.65	44	572.89	25	1,382.54	74
Adult Reference	307.45	10	0.00	0	307.45	10	486.90	12	794.35	22
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	1,117.10	54	0.00	0	1,117.10	54	1,059.79	37	2,176.89	96
TOTAL ADULT PRINT MATERIALS	1,725.09	83	0.00	0	1,725.09	83	1,245.64	47	2,970.73	130
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	333.19	6	0.00	0	333.19	6	0.00	0	333.19	6
Total Adult Audio	333.19	6	0.00	0	333.19	6	0.00	0	333.19	6
Adult Video Educational	359.55	9	0.00	0	359.55	9	0.00	0	359.55	9
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	359.55	9	0.00	0	359.55	9	0.00	0	359.55	9
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	692.74	15	0.00	0	692.74	15	0.00	0	692.74	15
TOTAL ADULT MATERIALS	2,417.83	98	0.00	0	2,417.83	98	1,245.64	47	3,663.47	145
Juvenile Fiction	291.34	18	0.00	0	291.34	18	34.00	3	325.34	21
Juvenile Circulating Non-Fiction	4,185.93	172	0.00	0	4,185.93	172	0.00	0	4,185.93	172
Juvenile Reference	146.61	1	0.00	0	146.61	1	0.00	0	146.61	1
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	4,332.54	173	0.00	0	4,332.54	173	0.00	0	4,332.54	173
TOTAL JUVENILE PRINT MATERIALS	4,623.88	191	0.00	0	4,623.88	191	34.00	3	4,657.88	194
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	874.92	22	0.00	0	874.92	22	0.00	0	874.92	22
Total Juvenile Audio	874.92	22	0.00	0	874.92	22	0.00	0	874.92	22
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	874.92	22	0.00	0	874.92	22	0.00	0	874.92	22
TOTAL JUVENILE MATERIALS	5,498.80	213	0.00	0	5,498.80	213	34.00	3	5,532.80	216
Total Fiction	899.33	42	0.00	0	899.33	42	219.85	13	1,119.18	55
Total Non-Fiction	5,449.64	232	0.00	0	5,449.64	232	1,059.79	37	6,509.43	269
Total Audio	1,208.11	28	0.00	0	1,208.11	28	0.00	0	1,208.11	28
Total Video	359.55	9	0.00	0	359.55	9	0.00	0	359.55	9
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	7,916.63	311	0.00	0	7,916.63	311	1,279.64	50	9,196.27	361

OUTSTANDING ORDERS AS OF DECEMBER 31, 2003

General Fund	TOTAL
Amount	Amount
\$19,859.49	\$23,069.15
Adopt-A-Book	
Amount	
\$3,209.66	

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

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	2,571.41	157	135	5,165.70	342	310	7,737.11	499	445	1,016.83	48	48	8,753.94	547	493
Adult Circulating Non-Fiction	2,663.24	151	141	7,102.89	326	314	9,766.13	477	455	3,530.78	154	148	13,296.91	631	603
Adult Reference	8,803.54	41	24	2,267.05	33	29	11,070.59	74	53	1,014.65	27	23	12,085.24	101	76
Adult Print Continuations	308.59	10	10	0.00	0	0	308.59	10	10	0.00	0	0	308.59	10	10
Adult Electronic Continuations	13,773.19	9	9	0.00	0	0	13,773.19	9	9	0.00	0	0	13,773.19	9	9
Total Adult Non-Fiction	25,548.56	211	184	9,369.94	359	343	34,918.50	570	527	4,545.43	181	171	39,463.93	751	698
TOTAL ADULT PRINT MATERIALS	28,119.97	368	368	14,535.64	701	653	42,655.61	1,069	972	5,562.26	229	219	48,217.87	1,298	1,191
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	3,030.02	45	45	2,733.72	49	42	5,767.74	94	87	24.95	1	1	5,788.69	95	88
Total Adult Audio	3,030.02	45	45	2,733.72	49	42	5,767.74	94	87	24.95	1	1	5,788.69	95	88
Adult Video Educational	2,077.31	43	33	1,692.16	118	65	3,769.47	161	98	185.00	13	13	3,954.47	174	111
Adult Video Entertainment	0.00	0	0	553.90	39	23	553.90	39	23	755.00	40	40	1,308.90	79	63
Total Adult Video	2,077.31	43	33	2,246.06	157	88	4,323.37	200	121	940.00	53	53	5,263.37	253	174
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	5,107.33	88	78	4,979.78	206	130	10,087.11	294	208	964.95	54	54	11,052.06	348	262
TOTAL ADULT MATERIALS	33,227.30	456	446	19,515.42	907	783	52,742.72	1,363	1,180	6,527.21	283	273	59,269.93	1,646	1,453
Juvenile Fiction	1,518.49	92	89	299.37	18	18	1,817.86	110	107	602.37	61	60	2,420.23	171	167
Juvenile Circulating Non-Fiction	4,997.66	218	216	338.43	20	20	5,336.09	238	236	213.67	17	13	5,549.76	255	249
Juvenile Reference	156.61	2	2	239.16	4	4	395.77	6	6	0.00	0	0	395.77	6	6
Juvenile Print Continuations	278.05	2	1	285.87	2	2	563.92	4	3	0.00	0	0	563.92	4	3
Juvenile Electronic Continuations	399.00	1	1	0.00	0	0	399.00	1	1	0.00	0	0	399.00	1	1
Total Juvenile Non-Fiction	5,831.32	223	220	863.46	26	26	6,694.78	249	246	213.67	17	13	6,908.45	266	259
TOTAL JUVENILE PRINT MATERIALS	7,349.81	315	309	1,162.83	44	44	8,512.64	359	353	816.04	78	73	9,328.68	437	426
Juvenile Audio/Music	0.00	0	0	15.00	1	1	15.00	1	1	0.00	0	0	15.00	1	1
Juvenile Audio Books	1,105.13	27	27	1,417.57	36	33	2,522.70	63	60	0.00	0	0	2,522.70	63	60
Total Juvenile Audio	1,105.13	27	27	1,432.57	37	34	2,537.70	64	61	0.00	0	0	2,537.70	64	61
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	655.00	50	49	694.33	51	50
Total Juvenile Video	0.00	0	0	39.33	1	1	39.33	1	1	1,232.00	92	90	1,271.33	93	91
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	1,105.13	27	27	1,471.90	38	35	2,577.03	65	62	1,232.00	92	90	3,809.93	157	152
TOTAL JUVENILE MATERIALS	8,454.94	342	336	2,634.73	82	79	11,089.67	424	415	2,048.04	170	163	13,137.71	594	578
Total Fiction	4,089.90	249	224	5,465.07	360	328	9,554.97	609	552	1,619.20	109	108	11,174.17	718	660
Total Non-Fiction	31,379.88	434	404	10,233.40	385	369	41,613.28	819	773	4,759.10	198	184	46,372.38	1,017	957
Total Audio	4,135.15	72	72	4,166.29	86	76	8,301.44	158	148	24.95	1	1	8,326.39	159	149
Total Video	2,077.31	43	33	2,285.39	158	89	4,362.70	201	122	2,172.00	145	143	6,534.70	346	265
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	41,682.24	798	733	22,150.15	989	862	63,832.39	1,787	1,595	8,575.25	453	436	72,407.64	2,240	2,031

Summary of Current Status of Unique Management Accounts
January 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	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0.00	0
TOTAL YTD	90	0	25	4736.78	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 01/01/2004 5:42 PM TC

SUMMARY STATUS REPORT

PAGE: 128

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 12/31/2003

Accounts Submitted	:	902	Dollars Submitted	:	82,508.83	Dollars Received	:	27,399.59
Bankruptcies	:	3	Dollars in Bankruptcy	:	319.65	Material Returned	:	12,414.65
Incorrect Addresses	:	111	Dollars in Skips	:	6,696.01	Dollars Waived	:	2,514.88
Patron Disputes/Suspends	:	2	Dollars in Dispute	:	78.75	Total Activated	:	54,744.13
Accounts in Process	:	786	Dollars in Process	:	73,208.28	% of Dollars Activated	:	74.78%
# of Accounts Activated	:	568						
Accounts Activated	:	72.26%						

TO: Library Board of Directors
FROM: Elizabeth Minter, Library Director *EM*
DATE: January 19, 2004
SUBJECT: GIFT REPORT

The following gifts were received from December 1, 2003 through December 31, 2003.

ADOPT A BOOK DONATIONS

Dawn Winter	Margaret Coston
Lana Brown	Mary Busam
Barbara Sipe	Mary Strazdas
Mary Louise Pommier	Shirley Bloom
Claire Myers	

TOTAL ADOPT A BOOK DONATIONS: \$280.00

BOOK ENDOWMENT FUND

Deborah Schwartz	Nancy Schmoltdt
Ralph Goff	Elizabeth & Fred Minter

TOTAL BOOK ENDOWMENT FUND \$400.00

GENERAL FUND DONATIONS

TOTAL GENERAL FUND DONATIONS: \$0.00

TOTAL ALL DONATIONS \$680.00

Prepared By: Donna Siloti

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: **Building Maintenance Report for December 2003**
DATE: January 19, 2004

HVAC: No service calls in December

Plumbing: No service calls in December

Electrical: No service calls in December

Exterminator: 12/12/03 – Routine Service

General Contractor: 12/05/03 – RegROUT and replace loose floor tiles in Lobby. Replace missing and damaged ceiling tiles

Carpet Cleaners: 12/26/03 – Clean Meeting Room carpet

Prepared by: Donna Siloti



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Personnel Report for December 2003
DATE: January 19, 2004

RESIGNATIONS:

None

APPOINTMENTS:

Caroline Gurkweitz – Children’s Librarian
Barbara Phillips – Part time Reference Librarian

OPEN POSITIONS:

None

WORKERS’ COMPENSATION LEAVE:

None

Prepared by: Donna Siloti

TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator *LM*

SUBJECT: Volunteer Report for Month of December 2003

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY03/04 December	FY03/04 YTD	Starting	Cumulative
Andrade, Linda	10.00	44.50	Sep-95	802.00
Backes, Theresa	3.00	35.50	Jun-98	375.25
Bart, Lillian	10.00	62.00	May-01	330.75
Bass, Donna	0.00	0.00	Jul-02	2.00
Blansett, Nadine	18.00	87.00	Mar-03	108.50
Boelman, Marge	4.00	14.25	Apr-01	160.00
Botha, Jill	1.00	18.00	Nov-01	62.00
Clugston, Patricia	6.00	46.25	Jun-98	479.00
Cravotta, Leo	0.00	0.00	May-99	46.50
Davis, Sandy	8.00	48.00	Jul-03	48.00
Dell, Lyla	16.00	163.25	Aug-98	105.25
Fioroni, Pete	0.00	34.00	Mar-97	304.25
Fitzgerald, Joan	9.00	45.75	Oct-93	2,171.75
Frazee, Kathy	0.00	2.00	Jul-02	7.00
Godwin, Nita	10.00	43.25	Feb-96	338.25
Haagen, John	5.50	29.50	Jan-00	96.50
Hathaway, Eugenia	6.00	8.00	Nov-03	8.00
Hemmerling, Barbara	4.25	56.50	Sep-95	662.50
Henderson, Jan	0.00	3.00	Oct-03	3.00
Himes, Camille	0.00	5.00	Jul-03	5.00
Horrocks, Marjorie	0.00	8.00	Oct-95	274.00
Hunsinger, Debbie	0.00	6.00	Jul-02	55.00
Irot, Pat	39.50	266.00	Feb-96	3,104.00
Jertberg, Pat	12.00	89.50	Apr-98	995.25
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lone-Tollefson, Nancy	12.00	102.50	Jan. 03	173.00
Lord, Audrey	0.00	0.00	Jul-00	385.75
Mehta, Neela	0.00	0.00	Jun-02	109.25
Mignot, Shirley	0.00	0.00	Sep-95	472.00
Myers, Claire	7.50	55.50	Oct-95	1,269.75
Olson, Bob	4.00	16.00	Sep-95	482.00
Pence, Thomas	4.00	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, Eleanor	27.00	157.00	May-02	460.50
Reid, Barbara	0.00	0.00	Jul-02	7.50
Rodriguez, Carmen	6.00	40.00	Feb-00	236.00
Salem, Rose	6.00	38.00	Oct-00	265.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Gerry	6.00	44.00	Aug-02	124.00
Schlichter, Allan	0.00	0.00	Oct-93	882.50
Schwartzkopf, Jan	0.00	0.00	Mar-01	40.75
Schmidt, Marie	19.50	104.50	Apr-98	557.75
Scott, Linda	0.00	15.25	Jul-03	15.25
Segovia, Inez	14.00	61.50	Jun-03	49.50
Shaw, Dixie	1.00	6.00	May-94	218.50
Silverman, Pat	4.00	52.00	Jul-03	52.00
Stoller, Frances	2.00	10.00	May-96	148.00
Thum, Margo	8.00	12.00	Nov-03	12.00
Tollefson, Jerry	0.00	20.00	Jul-03	20.00
Walker, Jim	0.00	1.50	Nov-03	1.50
Walcek, John	4.00	4.00	Dec-04	4.00
Walker, Virginia	0.00	7.50	Mar-99	140.75
Wymer, Betty	15.75	74.50	Jan-96	994.75

TOTAL 303.00 1972.00 18,231.00

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY03/04			FY03/04	
	December	YTD		December	YTD
Arzu, Robert	2.00	27.50	Liu, Denise	0.00	38.50
Benites, Brenda	5.50	40.00	Maru, Vik	3.00	9.00
Bishtawi, Stephen	0.00	12.00	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	4.50	6.50
Cha, Helen	0.00	9.50	William Ortiz	6.00	8.00
Chau, David	0.00	24.25	Park, Jung	8.00	48.50
Chun, Andrea	2.00	21.75	Pond, Cassie	0.00	19.50
Chun, Sophia	0.00	13.75	Rodriguez, Daniel	0.00	26.50
Eng, Jonathan	0.00	22.00	Rodriguez, Rene	0.00	9.75
Eng, Lawrence	0.00	41.25	Rosete, Jeremy	1.00	12.00
Ford, Chris	2.75	32.25	Shah, Soham	0.00	22.75
Francis, John	3.00	3.00	Tan, Hannah	2.00	19.00
Fukunaga, Alysa	0.00	12.50	Thomas, Tiffany	0.00	17.00
Guerra, Philip	16.75	28.75	Tjoarman, Arlene	0.00	25.50
Jaini, Durga	0.00	5.25	Tran, Michael	0.00	110.50
Javier, Vonn	0.00	6.25	Valencia, Adrianna	0.00	10.50
Jiye, Angela	0.00	10.50	Waterson, Elizabeth	0.00	11.50
Kou, Albert	0.00	1.00			
Lamberson, Annie	0.00	14.25			
Lee, Edward	0.00	20.00			
Lemos, Vanessa	0.00	40.00			
			TOTAL	24.50	420.50
TOTAL	32.00	412.00			

TOTAL Library Volunteer Hours 359.50
TOTAL Literacy Volunteer Hours 853.00
TOTAL VOLUNTEERS HOURS 1212.50

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	850.00
January	387.25	356.50	425.00		797.00	586.00	504.00	
February	376.75	359.75	492.00		617.00	600.00	534.00	
March	377.25	399.00	340.00		622.50	600.00	767.00	
April	457.25	299.75	533.25		656.00	600.00	502.00	
May	393.00	371.50	355.50		1,204.50	588.00	500.00	
June	<u>580.75</u>	<u>454.00</u>	<u>554.75</u>		<u>1,050.50</u>	<u>639.00</u>	<u>3368.00</u>	
	4905.00	7191.10	5256.75		8,712.00	7777.50	9380.00	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY03/04 December	FY03/04 YTD	Cumulative		FY03/04 December	FY03/04 YTD	Cumulative
Ablir, Victoria	-	30.00	39.00	Gonzalez, Emmanuel	-	24.00	48.00
Acevedo, Marta	12.00	78.00	114.00	Gonzalez, Luis	-	24.00	36.00
A La Torre, Angelica	6.00	18.00	18.00	Gonzalez, Natasha	-	18.00	81.00
Aguirre, Alyssa	4.00	4.00	4.00	Goodman, Dale	-	36.00	3,441.00
Azizan, Sarah	4.00	4.00	4.00	Guerrero, Christine	6.00	36.00	48.00
Bayne, Linda	-	30.00	160.00	Guerrero, Lavone	6.00	36.00	54.00
Bazell, Laura	-	30.00	90.00	Gunderson, Lorraine	12.00	36.00	36.00
Becerril, Esther	-	24.00	42.00	Hamacher, Holly	6.00	36.00	48.00
Becil, Emily	-	18.00	72.00	Hatch, Bill	6.00	36.00	105.00
Belekjian, Maria	6.00	54.00	72.00	Hatch, Katie	2.00	13.00	13.00
Bello, Dominic	12.00	30.00	30.00	Hawkins, Christina	6.00	36.00	54.00
Bernardino, Maria	6.00	36.00	60.00	Healey, Kathleen	6.00	36.00	256.00
Bhatt, Banj	4.00	4.00	4.00	Heer, Kim	6.00	36.00	253.00
Bonasuro, Amber	-	30.00	96.00	Henao, Stephanie	6.00	22.00	22.00
Bowen, Laura	-	24.00	30.00	Hernandes, Melissa	4.00	20.00	20.00
Brackett, Jim	6.00	36.00	117.00	Hilleweart, Heather	6.00	36.00	48.00
Brzovic, Kathy	6.00	36.00	54.00	Hopkins, Amanda	6.00	128.00	28.00
Bui, Tiffany	-	18.00	36.00	Hou, Xlao-Fei	6.00	30.00	30.00
Bull, Sophie	-	18.00	96.00	Howell, Anne	6.00	36.00	54.00
Busam, Mary	-	30.00	63.00	Hu, Lisa	-	24.00	82.00
Cadambi, Aruna	7.00	7.00	7.00	Humple, Phyllis	4.00	24.00	154.00
Callaway, Sean	6.00	6.00	6.00	Hugar, Jessica	-	30.00	87.00
Casdorph, Tracy	-	24.00	36.00	Hutain, Jenny	5.00	7.00	7.00
Castillo, Alicia	4.00	4.00	4.00	Hutton, Katherine (Kate)	6.00	36.00	264.00
Cha, Sally	6.00	36.00	54.00	Imbler, Wolf	-	24.00	42.00
Chandrasekaram, Vinolie	6.00	36.00	64.00	Inta, Lisa	6.00	36.00	42.00
Chen, April	6.00	36.00	141.00	Iosia, Shantay	6.00	18.00	18.00
Chen, Wen	6.00	36.00	48.00	Jenkins, Adam	3.00	11.00	11.00
Chim, Hubert	6.00	18.00	120.00	Jeon, Ashley	3.00	5.00	5.00
Choi, Eugene	6.00	6.00	6.00	Jara, Sandra	12.00	48.00	48.00
Choi, Jason	-	24.00	78.00	Jung, Daniel	12.00	30.00	30.00
Chopna, Reema	-	24.00	42.00	Kamat, Rujvi	4.00	6.00	6.00
Coffee, Nancy	6.00	36.00	373.00	Kao, Elaine	3.00	3.00	3.00
Cotter, Capri	12.00	30.00	30.00	Kelly, Jerry	-	24.00	105.00
Covey, Debra	-	18.00	66.00	Khamphanh, Molly	6.00	36.00	54.00
Cuceloglu, Haken	-	18.00	36.00	Kilpatrick, Amy	-	24.00	39.00
Curtis, Daniel	-	24.00	192.00	Kishida, Rita	-	18.00	72.00
DeFrietas, Genie	12.00	30.00	30.00	Komreich, Seth	2.00	2.00	2.00
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	6.00	36.00	217.00
DeFrietas, Genie	12.00	24.00	24.00	Le, Daniel	-	24.00	30.00
Donofrio, Susan	6.00	30.00	99.00	Lee, Wilma	-	18.00	72.00
Dorris, Rosita	-	18.00	36.00	Leslie, Sandra	6.00	36.00	266.00
Draper, Krispa	6.00	36.00	114.00	Licano, Katie	-	18.00	66.00
Dudrey, Kristin	4.00	18.00	18.00	Livezey, June	6.00	66.00	212.00
Dudka, Julia	5.00	23.00	23.00	Loon, Chris	-	24.00	30.00
Duran, Paul	18.00	42.00	42.00	Lopez, Maria	-	30.00	84.00
Eckels, Krys	6.00	36.00	54.00	Luckett, Emily	-	24.00	36.00
Economou, Christina	6.00	36.00	48.00	Maguire, Joanne	-	-	54.00
Elmore, Sylvia	-	30.00	84.00	Malkowicz, Edward	12.00	72.00	244.00
Espinosa, Jaclyn	-	18.00	30.00	Marquez, Jeff	3.00	13.00	13.00
Farno, Fariba	-	30.00	102.00	Margarit, Georgiana	-	-	18.00
Finley, Virginia	6.00	36.00	66.00	Martiaro, Diane	12.00	90.00	552.00
Fitsimons-Diaz, Chelsea	6.00	36.00	81.00	Massaro, Lauren	6.00	36.00	54.00
Franco, Hilda	12.00	42.00	96.00	McBain, Frances	6.00	36.00	48.00
Fuentes, Carlos	6.00	36.00	42.00	McBentz, Kathy	6.00	36.00	134.00
Gallagher, Kenni	-	18.00	68.00	McGrath, Patricia	6.00	36.00	48.00
Gast, Polly	6.00	36.00	1,709.00	McLeod, Shivon	6.00	36.00	42.00
Gillespie, Justin	-	24.00	36.00	Medland, Karen	-	-	146.00
Gimby, Walter	6.00	10.00	10.00	Mehta, Ami	2.00	2.00	2.00
Gipson, Deinetra	6.00	18.00	18.00	Miller, Michelle	5.00	15.00	15.00
Glines, Alexi	-	24.00	36.00	Min, Nara	4.00	4.00	4.00
Glines, Ellen	-	24.00	36.00	Meza, Jack	-	-	116.00
Gomez, Juanita	6.00	36.00	148.00	Mohr, Kelsey	6.00	24.00	99.00
Gonzalez, Rosemarie	12.00	30.00	30.00	Monreal, Greg	-	24.00	36.00

REGULAR	FY03/04 December	FY03/04 YTD	Cumulative	REGULAR	FY03/04 December	FY03/04 YTD	Cumulative
Montoya, Tania	8.00	20.00	20.00	Truong, Will	-	18.00	81.00
Mostatabi, Roxana	-	24.00	42.00	Uribe, Yajaira	-	30.00	60.00
Murray, Edward	-	-	230.00	Valle, Ana	-	30.00	55.00
Nava, Marcella	12.00	36.00	30.00	Vasani, Sheena	-	30.00	42.00
Navarro, Nicole	6.00	36.00	54.00	Vasquez, Johanna	-	30.00	57.00
Negrete, Adriana	1.00	1.00	1.00	Veltre, Robin	4.00	16.00	16.00
Nguyen, Martin	6.00	6.00	6.00	Villegas, Matt	2.00	10.00	10.00
Nguyen, Tyler	6.00	20.00	20.00	Vu, Anna	3.00	9.00	9.00
Okamura, Lynn	-	18.00	75.00	Vu, Elizabeth	-	6.00	108.00
Osoria, Jonathan	4.00	12.00	12.00	Vukovick, Kathy	6.00	36.00	180.00
Paez, Vicki	6.00	36.00	72.00	Weimer, MacKenzie	2.00	7.00	7.00
Patel, Deepa	6.00	36.00	202.00	Wright, Sydney	3.00	3.00	3.00
Patel, Vani	6.00	36.00	54.00				
Patino, Ashley	-	18.00	36.00				
Patino, Nicole	-	18.00	42.00				
Pelto, Ernest	6.00	36.00	158.00	Total	853.00	5,345.00	18,890.00
Peyre, Isa	6.00	36.00	78.00				
Pineda, Guadalupe	-	18.00	66.00				
Porter, Melissa	12.00	24.00	24.00				
Precht, Jeanette	6.00	36.00	123.00				
Rangel, Jacky	7.00	30.00	30.00				
Renno, Carolyn	2.00	9.00	9.00				
Ring, Diane	4.00	28.00	88.00				
Rivera, Felleny	10.00	16.00	16.00				
Rivera, Hilda	12.00	36.00	36.00				
Rodriguez, Claudia	-	30.00	42.00				
Rodriguez, David	-	24.00	72.00				
Rodriguez, Kenia	7.00	70.00	120.00				
Rodriguez, Maria	-	30.00	42.00				
Sabo, Melissa	2.00	6.00	6.00				
Sanders, Asia	12.00	24.00	24.00				
Sandoval, Lizbeth	6.00	18.00	79.00				
Vasquez, Johanna	-	30.00	57.00				
Vu, Elizabeth	-	6.00	108.00				
Vukovick, Kathy	6.00	36.00	180.00				
Saulifer, Gregory	12.00	30.00	30.00				
Schaal, Linda	6.00	36.00	177.00				
Sgobba, Jackie	12.00	60.00	90.00				
Shah, Jay	-	24.00	72.00				
Shah, Soham	15.00	39.00	45.00				
Shah, Sweny	6.00	36.00	126.00				
Shan, Kheyati	3.00	19.00	19.00				
Skimizu, Ken	12.00	66.00	373.00				
Sosa, Mathew	-	18.00	38.00				
Speakman, Sarah	6.00	20.00	65.00				
Studer, Michelle	12.00	24.00	24.00				
Stutts, Lisa	6.00	13.00	13.00				
Stutzman, Mark	6.00	36.00	54.00				
Tarrios, Jennifer	6.00	18.00	18.00				
Teeter, Robert	-	18.00	78.00				
Thatcher, Kaitlyn	-	-	26.00				
Thieu, Dominique	-	12.00	12.00				
Thomas, Peggy	6.00	36.00	83.00				
Tierney, Ryan	12.00	24.00	24.00				
Todker, Vanita	4.00	4.00	4.00				
Tomlin, Jennifer	6.00	36.00	61.00				
Tran, Victor	-	24.00	36.00				
Tranquill, Jill	-	30.00	48.00				
Trotter, Cynthia	6.00	36.00	111.00				
Truong, Christine	6.00	36.00	105.00				

Placentia Library District
Circulation Report
January 1, 2004

	FY03-04 YTD	FY02-03 YTD	% Change FY03 TO FY04	FY03-04 December	FY02-03 December
1st Time Checkouts	70,218	71,370	-1.61%	9,226	9,441
Phone Renewals	10,631	8,944	18.86%	1,941	1,616
In-Building Renewals	2,981	2,159	38.07%	573	320
TOTAL RENEWALS	13,612	11,103	22.60%	2,514	1,936
TOTAL CHECKOUTS	83,830	82,473	1.65%	11,740	11,377
On-Time Checkins	74,730	77,543	-3.63%	11,261	11,650
Late Checkins	5,941	7,588	-21.71%	1,195	1,417
TOTAL CHECKINS	80,671	85,131	-5.24%	12,456	13,067
Hold Placed	1,185	2,925	-59.49%	321	125
Hold Cancelled	49	363	-86.50%	3	8
Hold Filled	1,990	2,539	-21.62%	276	98
Patrons Registered	2,066	2,764	-25.25%	178	695
Titles Added	2,722	3,283	-17.09%	279	650
Volumes Added	2,813	4,477	-37.17%	285	910
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	35,923	37,901	-5.22%	5,439	4,744
Juvenile Print	37,663	40,938	-8.00%	4,579	5,394
Total Print	73,586	78,839	-6.66%	10,018	10,138
Audio	4,064	4,780	-14.98%	85	563
Visual	6,624	7,111	-6.85%	1,099	721
Total Audio Visual	10,688	11,891	-10.12%	1,184	1,284
TOTAL CIRCULATION	84,274	90,730	-7.12%	11,202	11,422
Placentia Circulation	53,218	45,483	17.01%	7,255	6,899
%Placentia Circulation	63.15%	50.13%		64.77%	60.40%
Anaheim/Yorba Linda Circulation	13,689	9,988	37.05%	1,925	2,112
%Anaheim/Yorba Linda Circulation	16%	11.01%		17%	18%
TYPES OF ACTIVE BORROWERS					
Adult	58,264	53,473	8.96%	8,780	7,472
Young Adult	1,572	2,745	-42.73%	267	279
Juvenile	17,269	19,202	-10.07%	2,185	2,829
New Borrower	6,423	5,452	17.81%	624	677
Non Resident	0	1,231	N/A	0	0
Other (staff)	1,584	1,502	5.46%	205	190
TOTAL ACTIVE BORROWERS	85,112	83,605	1.80%	12,061	11,447
TOTAL REGISTERED BORROWERS	111,593	99,508	12.14%	19,091	14,281
ATTENDANCE	210,005	225,567	-6.90%	39,896	38,725
Adult Reference-In Building	5,095	5,298	-3.83%	844	661
Adult Reference-Telephone	886	834	6.24%	120	127
Children's Reference-In Building	2,739	5,023	-45.47%	478	380
Children's Reference-Telephone	148	2,247	-93.41%	18	27
Total Adult Reference	5,981	6,132	-2.46%	964	788
Total Children's Reference	2,887	7,270	-60.29%	496	407
Total in Building Reference	7,834	10,321	-24.10%	1,322	1,041
Total Telephone Reference	1,034	3,081	-66.44%	138	154
TOTAL REFERENCE	8,868	13,402	-33.83%	1,460	1,195

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								0.00
Feb-04								0.00
Mar-04								0.00
Apr-04								0.00
May-04								0.00
Jun-04								0.00
TOTAL		23,918.71	8,709.66	3,728.34	2,105.17	0.00	36.05	38,497.93
AVG		3,986.45	1,451.61	621.39	350.86		6.01	6,416.32

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		1,301.53	650.77
Jun-03	1,127.53	174.00		1,301.53	650.77
TOTAL	14,198.22	2,088.00	2.48	16,288.70	8,144.35
AVG	1,183.19	174.00	0.21	1,357.39	678.70

TOTAL DOLLARS SPENT

FY2003-2004	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-03	1,035.04	174.00	0.00	1,209.04	604.52
Aug-03	1,035.04	174.00	0.00	1,209.04	604.52
Sep-03	1,035.04	174.00	0.00	1,209.04	604.52
Oct-03	1,035.04	174.00	0.00	1,209.04	604.52
Nov-03	1,035.04	174.00	0.00	1,209.04	604.52
Dec-03	1,207.48	204.00	0.00	1,411.48	705.74
Jan-04				0.00	0.00
Feb-04				0.00	0.00
Mar-04				0.00	0.00
Apr-04				0.00	0.00
May-04				0.00	0.00
Jun-04				0.00	0.00
TOTAL	6,382.68	1,074.00	0.00	7,456.68	3,728.34
AVG	1,063.78	179.00	0.00	1,242.78	621.39

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						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	1,708.32	1,503.00	363.36	0.00	2,808.00	6,382.68
AVG	284.72	250.50	60.56	0.00	468.00	1,063.78

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

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2003-2004	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-03	8.00	8.00	2.00	0.00	16.00	34.00
Aug-03	8.00	8.00	2.00	0.00	16.00	34.00
Sep-03	8.00	8.00	2.00	0.00	16.00	34.00
Oct-03	8.00	8.00	2.00	0.00	16.00	34.00
Nov-03	8.00	8.00	2.00	0.00	16.00	34.00
Dec-03	8.00	10.00	2.00	0.00	20.00	40.00
Jan-04						0.00
Feb-04						0.00
Mar-04						0.00
Apr-04						0.00
May-04						0.00
Jun-04						0.00
TOTAL	48.00	50.00	12.00	0.00	100.00	210.00
AVG	8.00	8.33	2.00	0.00	16.67	35.00

To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: CSDA Legislative Update - GOVERNOR'S BUDGET PROPOSES DEEP CUTS TO LOCAL GOVERNMENT



Governor Proposes \$1.34 Billion Sock to Local Government in Budget Proposal

Governor Schwarzenegger today released his first budget proposal, which includes a \$1.34 billion dollar hit to special districts, counties, cities and redevelopment agencies. The billion-dollar blow comes in the form of an expansion of the Education Revenue Augmentation Fund, or ERAF.

The Leave Our Community Assets Local Coalition (LOCAL) founded by CSDA, the League of California Cities and the California State Association of Counties (CSAC) issued a release stating that the shift "is neither equitable nor fair and represents a disproportionate hit to cities, counties, and special districts... The Governor is essentially proposing to shift the state's deficit to local governments on an on-going basis to the tune of \$1.3 billion starting in 2004-05. That \$1.3 billion is on top of the approximate \$5 billion in property tax taken from local governments every year to fulfill the state's obligation to schools and represents a 25% increase."

Additionally, subsequent budget document clarities: "Currently most hospital and fire special districts are exempt from paying into the ERAF. Those exempt entities would also be exempt from the increased payments of this proposal." There is no mention of multi-county special districts. The document also states: "By requiring these payments (\$1.34 billion) to be made through the ERAF, this proposal will share the city and county burden with special districts that currently are required to pay into ERAF as well as redevelopment agencies." Under the Governor's proposal, special districts' 'share' of ERAF will jump from approximately \$400 million this fiscal year to over \$500 million next fiscal year

Other budget items also affect special districts. The Governor's budget includes Public Library Fund grants funded at last year's level (\$15.8 million); Williamson Act subventions funded at \$39.7 million; and COPS funded at \$100 million. He also proposes eliminating booking fee subventions and the underlying program that allows counties to charge for the service.

CSDA will continue to scour the hundreds of pages of the Governor's budget proposal, and we will be sure to update member districts as more of the document's impacts become clear.

State Set to Conduct Giant Audit of Special Districts

Several months ago, Assemblymember Rebecca Cohn formally requested that the Bureau of State Audits audit "Independent Special Water Districts". The audits will focus not only on districts' finances, but also their governance, among other things, and will apparently begin as early as next Tuesday. The Bureau is starting to choose which districts will be audited. We were notified today that among them is the Leucadia County Water District. Was your district one of the other districts chosen? If so, please let us know. You can either call us toll free at 877.924.CSDA (2732) or email gneill@csda.net.

On an lighter note...

CSDA would like to extend a heartfelt 'Thank you!' to the many, many districts who answered the call to contribute to help pay the cost associated with formulating, drafting and securing sponsors for a statewide ballot initiative. The response has been outstanding, with districts giving what they can, and in doing so showing both their commitment to those they serve and their dedication to the role of local

government in California.

Outstanding New Ethics Publication Now Available

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

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

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From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>,
...snip... "palger" <palger@mcls.org>
Subject: FW: [CALIX:1770] News From the Capitol

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

>From: owner-calix@listproc.sjsu.edu
>[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of snegreen@cla-net.org
>Sent: Saturday, January 10, 2004 10:01 AM
>To: calix@listproc.sjsu.edu
>Subject: [CALIX:1770] News From the Capitol
>
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>
>January 9, 2004
>
>TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
>
>FROM: Mike Dillon, CLA Lobbyist
> Christina Dillon, CLA Lobbyist
>
>RE: NEWS FROM THE CAPITOL
>
>GOVERNOR SCHWARZENEGGER RELEASES BUDGET - PUBLIC LIBRARY FOUNDATION
>AND
>TRANSACTION BASED REIMBURSEMENT PROGRAMS ARE PROTECTED
>
>Shortly after 11 a.m. this morning, Governor Arnold Schwarzenegger
>released his January Budget in a large auditorium at the Secretary of
>State's Office, rather than the cramped quarters of the press room at
>the
>State Capitol. The Governor, in his opening remarks, noted that his
>Budget proposal would address a \$14 billion deficit in the 2004-05
>Budget,
>and called the targeted reductions "very difficult decisions that I did
>not take lightly." He stressed that the "Budget makes us live within
>our
>means. I will not spend more money than the state takes in." The
>Governor added that he would achieve this goal without raising taxes,
>rather he would be looking at ways to make the government "smarter and
>more effective." We are pleased to report that despite major cuts
>totaling \$6 billion in areas such as health and welfare, transportation,
>corrections, and K-12 education (due to a compromise proposal reached
>between education leaders and the Governor), CLA's two most vulnerable
>programs were preserved - the Public Library Foundation and the
>Transaction Based Reimbursement program.
>
>The Governor did not increase either the PLF or TBR baseline, but rather

>held them at their 2003-04 levels. Thanks to the Governor, the PLF
>baseline would remain at \$15.8 million, and the TBR would remain at
>\$12.1
>million if untouched by the legislature during this upcoming year of
>Budget debates. As you may have read in our alert to the field
>yesterday,
>we were prepared for the so-called "shock and awe" Budget, and
>consequently prepared for the worst. Thankfully, lobbying efforts,
>assistance from Senator Jim Nielsen - the former architect of the PLF
>and
>member of the Governor's Transition Team - and perhaps new "friends" in
>the Department of Finance, made the difference. Now the work will begin
>to preserve the baseline for these two programs to spare them from
>additional cuts during the year, or modifications after the Governor's
>May
>Revision.

>

>

>Also of note, the Governor is maintaining "up to \$128.4 million for the
>California Cultural and Historical Endowment to encourage libraries and
>non-profits to develop and collect items of historical and cultural
>significance for the state." Lastly, he is maintaining "\$5.3 million
>for
>the California English Acquisition and Literacy Program. The California
>Literacy Campaign provides one-on-one tutoring of illiterate adults and
>the recruitment and training of tutors."
>Our interpretation, confirmed by Cameron Robertson of the State Library,
>is that the State Library budget was left largely intact. However, the
>State Library continues to have some concerns about across-the-board
>general government cuts that may affect their department.

>

>\$1.3 BILLION ERAF SHIFT

>

>The Governor's Budget Summary notes, "During the State Budget crisis in
>1992-93 and 1993-94, a series of measures were enacted requiring local
>governments to shift a portion of the property taxes that they receive
>to
>the Education Revenue Augmentation Fund (ERAF) that was created in each
>county for allocation to school districts and community colleges." By
>shifting property taxes from local government to schools, the State
>freed
>up General Fund monies that were used to fund state programs and balance
>the Budget."

>

>"In 2003-04, local governments' vehicle license fee revenues were
>reduced
>by \$1.3 billion due to lag time necessary to implement higher fees when
>the offset was eliminated on June 20, 2003. Legislation enacted at the
>time (Chapter No. 231-Statutes of 2003) provided that this 'gap' in
>funding would be repaid to local governments in 2006-07."

>

>In one of this year's budget surprises, the Governor is proposing "to
>continue this gap level of reduction (\$1.3 billion) to local governments
>in the form of an increased ERAF shift beginning in 2004-05. Local
>governments would shift approximately \$1.3 billion of property tax
>revenues to the ERAF in order to decrease the State's General Fund
>Proposition 98 obligation." The Governor's Budget Summary notes that,
>"Details of the shift proposal will be forthcoming, but will adhere to
>the
>structure and methodology of the two prior shifts" (e.g. 1992-93 and
>1993-94).

>
>The bottom line: It appears to us that the Governor's Budget will
>provide
>\$2.65 billion for VLF reimbursement in the 2003-04 fiscal year, and
>\$4.06
>billion in 2004-05. However, as we read the Budget, the \$4.06 billion
>next year would be offset by the \$1.3 billion ERAF reduction, which will
>become a permanent reduction. Additionally, we have been informed that
>the \$1.3 billion ERAF shift will be in the same proportion as it was in
>the 1992-93 shift. Specifically, counties will lose \$914 million,
>cities
>\$188 million, special districts \$98 million, and redevelopment agencies
>\$135 million. We will provide you with more details on the ERAF shift
>as
>it becomes available.

>
>-----calix-+
>Views expressed on CALIX are the opinion of the sender and do not
>necessarily reflect the position of the California Library Association.

>
>How to get off CALIX: Subscribers are strongly encouraged to keep
>abreast of CLA and California library news via this mailing list.
>To sign off from the list, send email to listproc@listproc.sjsu.edu with
>the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body
>of the message. Make sure your subject line is blank and nothing other
>than the command is in the body of the message.

>-----calix--

From: "Jeri Takeda" <jtakeda@mcls.org>
 To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
 Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>,
 ...snip... "palger" <palger@mcls.org>
 Subject: FW: [CALIX:1764] NEWS FROM THE CAPITOL

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

From: owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] **On Behalf Of** Susan Negreen
Sent: Thursday, January 08, 2004 11:45 AM
To: CLA Listserve- CALIX
Subject: [CALIX:1764] NEWS FROM THE CAPITOL

January 8, 2004

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
 FROM: Mike Dillon, CLA Lobbyist; Christina Dillon, CLA Lobbyist
 RE: NEWS FROM THE CAPITOL

I. PREPARING FOR A "SHOCK AND AWE" BUDGET TO BE RELEASED FRIDAY

Tuesday night, Governor Arnold Schwarzenegger held his much anticipated State of the State address in the Assembly Chambers, with legislators, constitutional officers, and a massive media pool looking on in interest. In our collective memory we can never remember such excitement over the annual gubernatorial speech. The North Lawn of the Capitol was blanketed with media tents, as more than 250 media credentials, including media from five foreign countries, were issued to those looking to cover the Governor's speech.

As you have probably read in your local papers, the Governor pledged to embark upon "a new spirit" in the Capitol, with a "new common cause." He stressed the need for California voters to approve a \$15 billion debt recovery bond that the legislature approved in late 2003, to "avoid economic chaos." Governor Schwarzenegger stressed that his Budget proposal to be released on Friday will highlight cuts, instead of taxes, as "we can't tax our way out of this problem. A tax increase would be the final nail in the coffin." This desire to find massive cuts in the state Budget seems to correspond to information we received on Monday from a noted political reporter. He told us that he had heard the cuts were going to be so extensive that people "should be prepared for shock and awe" when the detailed plan is released.

After the Governor's speech on Tuesday, several Democrats voiced their concern over the Governor's unwillingness to increase taxes, and potentially jeopardize programs with deep cuts. This year's Budget should prove to be no less dramatic and nail-biting than last year's. We will be putting out an alert to the field on Friday afternoon when we have had a chance to review the Governor's Budget in detail.

II. SENATOR ALPERT WILL INTRODUCE NEW LIBRARY BOND BILL IN 2004

Senator Dede Alpert, the Chair of the powerful Senate Appropriations Committee, and member of the Proposition 14 Library Construction and Renovation Bond Board, has declared her intent to introduce a new library construction and renovation bond for the upcoming year. You may recall that Senator Alpert, a tireless champion for libraries, carried SB 40 last year, on behalf of CLA. The bill would have provided funding for library construction, but was stalled in the middle of the session, when State

Treasurer Angelides asked all bond authors to place their measures on hold until the state's tremendous Budget deficit could be addressed. The Senator then placed her measure on her own Senate Appropriations "suspense file" indefinitely.

In December, Senator Alpert announced that she would be proceeding with her SB 40 in 2004, as the need for more library construction grants is mounting daily. However, faced with legislative deadlines for the 2003-04 session, Senator Alpert would have to hurriedly move her SB 40 off of the "Suspense File" to the Senate Floor, and out of its so-called "house of origin (the Senate) by the end of this month. Noting that there are numerous competing bond measures also sitting on the Appropriations "Suspense File," Senator Alpert has chosen to introduce a brand new library bond measure for 2004. This will give CLA more time to work with the author, the new Administration, and secure bi-partisan support for our measure. We will alert you when the bill is officially introduced, and outline the pertinent details of the measure.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeals Case
DATE: January 19, 2004

BACKGROUND:

The California Appeals Court hearing on the Two Percent Assessment Appeals Case was held on January 7, 2003. The coverage from the Los Angeles Times is Attachment A. There was no indication during the hearing of how the Court will rule. Regardless of how the Appeals Court rules the decision is certain to be appealed to the California Supreme Court. A final determination is likely to be months away.

A preview article appeared in the Los Angeles Times Business Section on December 29, 2003. Attachment B.

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

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

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

RECOMMENDATION:

Receive & File

NewsBank InfoWeb

NewsBank Full-Text Newspapers

Estimated printed pages: 2

Los Angeles Times

January 8, 2004

Edition: Home Edition

Section: California

Page: B-6

Index Terms:

CALIFORNIA

PROPERTY ASSESSMENT

TAXES

ORANGE COUNTY

The Region

Prop. 13 Appeal Arguments Made; Ruling Due Soon

Taxpayers could get refunds totaling \$10 billion if an Orange County suit prevails. At issue is value 'recapture' after a market slump.

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

Article Text:

Orange County officials and tax activists squared off before a state appellate panel Wednesday in a battle over a commonly used method for assessing property values in California -- a case that could lead to an estimated \$10 billion in tax refunds statewide.

A three-judge panel listened to more than 90 minutes of arguments before taking the matter under submission. The court must issue a ruling within 60 days.

The case began when Robert Pool, a tax attorney, **appealed** Orange County's increase in the **assessment** of his Seal Beach home by 4% in 1999. Pool argued that the increase was illegal under the state's landmark 1978 tax initiative, Proposition 13. After a county **assessment appeals** board agreed, the county took Pool to court.

In December 2001, Superior Court Judge John M. Watson agreed with Pool, finding that the county -- and by extension all counties in California -- routinely violated a provision of Proposition 13 that limits **assessment** increases to 2% a year. The next year, Watson granted the case class-action status.

Attorneys for Orange County Assessor Webster J. Guillory **appealed** the ruling, arguing that assessors, as they have been doing, may increase valuations by more than 2% to "recapture" tax amounts they were not able to collect when property values were flat or declining.

The Superior Court case was the first court test for the issue in the initiative's 25-year history. A

NewsBank Full-Text Newspapers: Document Display

companion ballot initiative, Proposition 8, also passed in 1978 and refined Proposition 13 to allow property values to be reduced in a declining market.

Both sides expect the matter to ultimately be brought to the state Supreme Court.

Watchers of the case didn't get many clues Wednesday to how the appellate panel might be leaning. The justices listened quietly to arguments -- on one side from attorneys representing Guillory, Orange County Treasurer-Tax Collector John M.W. Moorlach and the state Finance Department; and on the other side from attorneys Pool and David Gangloff.

At one point, Gangloff contended that Proposition 13, which was added to the state Constitution, was so plain in setting a 2% cap on **assessment** increases that "even a 10-year-old" could understand it.

After the hearing, Gangloff said he was unsure how the argument was received. "It's hard to tell what they're thinking," he said.

Attorney Robert Luskin, representing Guillory, said the language of Proposition 13 was ambiguous and that it was the job of the Legislature to interpret it. The state Board of Equalization initially issued a ruling in 1978 that squares with Judge Watson's later interpretation, in agreement with the plaintiff, but a legislative task force disagreed, acting to allow the "recapturing" that now goes on.

Luskin repeated arguments made before Watson that the natural consequence of declining **assessments** when the real estate market falls is that counties may recapture all that lost value when the market recovers. The method was proper, he said, as long as the **assessments** do not cumulatively increase more than 2% a year from the base-year value.

"It's clear the legislative enactment was faithful to the law," he said.

State officials say that, if Watson's ruling ultimately is upheld, it could force counties to refund \$10 billion statewide, including interest. That wouldn't be automatic; taxpayers eligible for refunds would need to apply.

Caption:

GRAPHIC: (OC) Two views on property tax

CREDIT: Los Angeles Times

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Record Number: 000001675

Article Bookmark(OpenURL Compliant):[The Region Prop. 13 Appeal Arguments Made; Ruling Due Soon](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=0FFF8B452C598C74&svc_dat=InfoWeb:aggregated3&req_dat=0DD3136CACEC4DEA) Taxpayers could get refunds totaling \$10 billion if an Orange County suit prevails. At issue is value 'recapture' after a market slump. (Los Angeles Times, January 8, 2004)
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=0FFF8B452C598C74&svc_dat=InfoWeb:aggregated3&req_dat=0DD3136CACEC4DEA

BUSINESS

Monday, December 29, 2003

MICHAEL
HILTZIK
GOLDEN STATE

Localities Keep Eye on Property Tax Ruling

One thing on which most Californians can probably agree is that there isn't much give remaining in the state's system of public revenues. The sales tax rate in some counties approaches the level of a church tithe, our top income tax rate of 9.3% supposedly forces all our wealthy businesspersons to flee to Idaho, and people who question our property tax structure are hustled into the village square and clapped in the stocks. Don't even talk to me about the car tax.

So it will be interesting to see how our leaders in Sacramento respond if an Orange County appeals court decides to hack \$10 billion more out of the budgets of counties, cities and school districts.

Next week the court is scheduled to hear an appeal from a trial judge's ruling that assessors in Orange County — and by extension all 58 California counties — have been up to something unconstitutional in the way they've been judging property values. The case at hand, a class action covering taxpayers in Orange County, was brought by Robert Pool, a Seal Beach homeowner and lawyer who discovered in 1998 that the county had raised the assessed value on his home by 4% over the year before — twice the maximum inflation permitted by Proposition 13.

At the heart of the Pool case is a practice known as "recapture," which comes into play when a property has been reassessed downward. Taxpayers customarily apply for these reassessments when their properties unexpectedly decline in value, as after a fire or natural disaster. When the structures are repaired or rebuilt, the assessments are restored to their original value, or more — the original baseline assessment is "recaptured," so to speak.

The collapse of the California property market in the early 1990s added another blight to the list. Homes, especially in Southern California, declined in value by half or more while a business recession cleared tenants out of skyscrapers and other commercial buildings. Thousands of property owners stranded with inflated assessed values applied for reductions based on market prices, encouraged by politicians such as former Los Angeles County Assessor Kenneth P. Hahn, who appeared on local television to urge homeowners to apply for reductions.

Assessors treated the market collapse the same way as any other disaster: as temporary. They awarded homeowners lower valuations because of the market slump, but they kept an eye on a figurative trend line starting with each property's base value as defined by Proposition 13 — either its 1975 assessed value or, if sold after 1978, the sale price — and inflated it by the permissible 2% a year.

[See Hiltzik, Page C2]

[Hiltzik, from Page C1]

When they judged that market prices had recovered enough to cross that trend line, they reassessed the property owner at the higher value.

Their argument is that while Proposition 13 limited annual increases in valuation to 2%, they're permitted to bring their assessments up to the trend line whenever they believe market prices have recovered, the way an assessment can be restored on a fire-damaged home once it has been rebuilt. That might mean that a property owner sees a reduction or no increases for several years, followed by a big jump — the assessors' position is that the valuation would still be within the permissible trend.

That's what happened to Pool. The assessed valuation of his Seal Beach house remained flat the year after he bought it in 1995. For 1997-98, however, the county assessor judged that the home had appreciated enough to absorb two years' inflation, and hit him with a 4% increase.

Pool challenged the reassessment and won a refund of about \$100. Things might have ended there, with assessors all over the state following their merry instincts, if Orange County had not decided to sue its own assessment appeals board, and Pool as well, over the issue.

As a dumb move, this might go down in state history next to the day that someone in the Gray Davis administration said, "Let's raise the car tax — no one ever even notices that!"

Will Recapture Stand?

Even though he's a property tax attorney by trade, Pool says he had no intention of making a further issue of the reassessment. "The county had a chance to let this die on the vine," he told me. "But when they sued my wife and me, I decided I might as well make it interesting." He won class certification covering all Orange County property owners in his situation. In April, Santa Ana Superior Court Judge John M. Watson ruled recapture a violation of Proposition 13.

Lobbyists for local government are plainly uneasy about the appellate hearing. "We see this as a real time bomb," says Steve Szalay, executive director of the California State Assn. of Counties.

State tax authorities estimate that \$10 billion in already-collected property taxes might have to be refunded if Watson's ruling survives the appeals court and a further appeal to the state Supreme Court, all of which could take more than a year.

As has become customary with such disasters, the biggest hit would be suffered by local school boards, which receive 53 cents of every dollar collected in property tax statewide. (The actual percentage varies by county.)

The fiscal carnage produced by such a result would make the three-act comedy produced in Sacramento by Gov. Arnold Schwarzenegger's \$4-billion rollback of the car tax look like a three-minute blackout sketch.

Its only bright side would be that it would further underscore the absurdity of the state rev-

enue system, in which taxes are collected at various governmental levels having no relationship to the levels at which they're spent, and most of the state government's spending is aimed at shoring up revenues lost to anti-tax fashions of the day. As readers might recall, during the recall campaign the financial wizard Warren E. Buffett was about to point out the shortcomings of these policies as they apply to the property tax, but his political sponsor, then-candidate Schwarzenegger, stuffed a sock in his mouth.

Szalay says attorneys for the local governments are confident that the appeals judges will uphold recapture, as state courts have done in numerous prior challenges, most of which were dismissed before trial. The municipalities' position, as embodied in a joint friend-of-the-court brief filed by the county association and the League of California Cities, is that it's unreasonable to assume that Proposition 13 or its cousin, 1978's Proposition 8, require a taxable value to be based permanently on the lowest value a property reaches during ownership.

Recapture is well-established in state law and produces "reasonable results," they say: "Taxpayers get a 'break' during those periods when events cause the value of their property to drop below the value at acquisition." Any other interpretation would allow a homeowner in a fire or earthquake zone to pocket a long-term windfall from a temporary disaster by rebuilding a shack as a palace and paying a fraction of the fair tax burden.

But that confidence reminds me of the Monty Python bit where the grim reaper interrupts a high-toned dinner party. ("It's a Mr. Death or somebody, he's come about the reaping." "Well, ask him in.") If cities, counties and school districts were corporations, they'd be required to set aside a sizable portion of their liability as reserves. But they're not, and nobody has that much cash to sequester in a reserve account anyway. "Assessors are doing their assessments, while the boards are spending money," says Pat Leary, a tax and revenue policy expert at the association of counties.

The assessors say their policies have been backed by decades of interpretation by the state Board of Equalization and the Department of Finance, but there's no guarantee that the courts won't find that those agencies have habitually misapplied an ambiguous law.

For now, there isn't anything the local and state governments can do but wait for the next ruling. They may have briefly considered writing a more precise policy into the revenue laws, but no one's eager to bring tax policy before a restive California electorate at the moment.

"If you were going to clarify the law, you'd have to go back to the voters," Leary says, "and why would you do that, unless you had to?"

Golden State appears every Monday and Thursday. Michael Hiltzik can be reached at golden.state@latimes.com.

Agenda Item 27

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator *JK*

DATE: January 13, 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 the Library where qualified FWS students work part-time at the Library, primarily tutoring children. PLLS presently has eight FWS staff.
- 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.
- Starbucks and PLLS formed a partnership in FY 2002-03 by writing and receiving a grant for \$10,000 to provide materials and services to children. We plan to continue that partnership in FY 2003-04.
- *EVEN START* collaboration with Ruby Drive Elementary School during FY 2003-04 has begun.
- *Two months ago, PLLS contacted Troy Tech, a specialized program at Troy High School, to be listed as a community partner in their intern program. Juniors at Troy Tech have a 150 hour intern requirement. Although we have not had any interns from Troy Tech to date, PLLS is now listed as an eligible agency.
- *PLLS is also listed as a participating agency for interns with Valencia High School's Val Tech, but since Val Tech started this school year, there won't be any potential interns until school year 2004-05.

To: Elizabeth Minter, Library Director

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

Date: January 13, 2004

Subject: Status Report on Active Grant Applications

Open/Received Grants

Source	Amount Requested	Date Requested	ELLI	Spanish Literacy	FFL	Children's	AMT Received
Disney	\$5,000	6/30/03	\$5,000				
Bank of America	\$25,000	3/31/03	\$25,000				
Wells Fargo	\$2,000	5/7/03		\$2,000			
Wells Fargo	\$2,000	6/26/03			\$2,000		\$1,000
Target	\$5,000	6/25/03			\$5,000		\$2,000
Mervyn's	\$2,500	7/7/03			\$2,500		\$1,000
Mighty Ducks	\$10,000	4/16/03	\$10,000				\$10,000
Mazda	\$25,000	5/27/03	\$25,000				
Sprint	\$25,000	5/27/03	\$25,000				
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 29

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: January 13, 2004

SUBJECT: Poet Laureate Report.

The Program Committee met with Meredith Laskow, Poet Laureate, Placentia Library District, on December 9 to discuss Poet Laureate programs for the remainder of the fiscal year.

We decided to look into the feasibility of offering senior citizens the opportunity to read their favorite poems in late January and early February at their respective facilities.

NOTICE

MARK YOUR CALENDAR!

Independent Special Districts of Orange County

QUARTERLY MEETING

Luncheon Meeting

Thursday, January 29, 2004

11:30 a.m.

MWDOC Headquarters

10500 Ellis Avenue, Fountain Valley

(Ellis & Ward)

SPEAKER:

**The Honorable James Silva
Vice Chairman, Board of Supervisors
Supervisor, Second District**

Luncheon Charge: \$12.00

\$15.00 without a reservation

RSVP DEADLINE: Friday, January 23, 2004

**It is imperative that reservations be made by the deadline,
Otherwise the cost is \$15.00. NO EXCEPTIONS!**

Joan Finnegan at 949-548-3690

Make checks payable to ISDOC

Mail check to:

Joan Finnegan

258 Sherwood Street

Costa Mesa, CA 92627



MANDATED COST CLAIMS RECEIPT

AGENCY PLACENTIA LIBRARY DISTRICT
AGENCY ID 1730040

<u>Chapter</u>	<u>Mandate</u>	<u>Fiscal Year</u>	<u>Amount</u>
486/75	Mandate Reimbursement Process	2002/2003	\$2,479
641/86	Open Meetings Act/Brown Act Reform	2002/2003	\$8,414
641/86	Open Meetings Act/Brown Act Reform	2003/2004 estimate	\$7,000

Total of Claims Submitted \$17,893

State Controller's Office acknowledges the receipt of the above mandated cost claims submitted by Shields Consulting Group, Inc.

Received by

Date

State Controller's Office

Mandated Cost Manual

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 MANDATED REIMBURSEMENT PROCESS	For State Controller Use Only (19) Program Number 00041 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program <h1 style="margin: 0;">041</h1>
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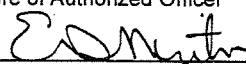
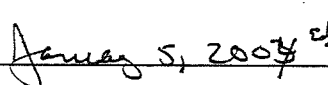
(01) Claimant Identification Number			Reimbursement Claim Data	
1730040				
(02) Claimant Name			(22) MRP-1, (03)(a)	
PLACENTIA LIBRARY DISTRICT				
County of Location			(23) MRP-1, (03)(b)	
ORANGE			6	
Street Address or P.O. Box			(24) MRP-1, (03)(c)	
411 E. CHAPMAN AVENUE				
City			(25) MRP-1, (04)(1)(f)	
PLACENTIA				
State			(26) MRP-1, (04)(2)(f)	
CA				
Zip Code			(27) MRP-1, (04)(3)(f)	
92670				
Type of Claim	Estimated Claim	Reimbursement Claim	(28) MRP-1, (06)	2479
	(03) Estimated	(09) Reimbursement <input checked="" type="checkbox"/>	(29) MRP-1, (07)	
	(04) Combined	(10) Combined		
	(05) Amended	(11) Amended		
Fiscal Year of Cost	(06)	(12) 2002/2003	(30) MRP-1, (09)	
Total Claimed Amount	(07)	(13) \$2,479	(31) MRP-1, (10)	
Less: 10% Late Penalty, not to exceed \$1,000		(14)	(32)	
Less: Prior Claim Payment Received		(15)	(33)	
Net Claimed Amount		(16) \$2,479	(34)	
Due From State	(08)	(17) \$2,479	(35)	
Due to State		(18)	(36)	

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Authorized Officer  <hr/> ELIZABETH D. MINTER Type or Print Name	Date  <hr/> LIBRARY DIRECTOR Title
--	--

(38) Name of Contact Person For Claim Steve Shields, Shields Consulting Group, Inc.	Telephone Number (916) 454-7310 E-Mail Address steve@shieldscg.com
--	---

State Controller's Office

Mandated Cost Summary

Program 041	MANDATED COSTS MANDATE REIMBURSEMENT PROCESS CLAIM SUMMARY	FORM MRP-1
-----------------------	--	---------------

(01) Claimant PLACENTIA LIBRARY DISTRICT	(02) Type of Claim Reimbursement X Estimated	Fiscal Year 2002/2003
---	--	------------------------------

Claim Statistics

(03) Chapter/Statute, Name, and Number of Mandates	(a) Test Claims	(b) Reimbursement / Incorrect Reduction Claims	(c) Training
486/75 MANDATE REIMBURSEMENT PROCESS		2	
641/86 OPEN MEETINGS ACT/BROWN ACT REFORM		3	
641/86 OPEN MEETINGS ACT II		1	
Total Number of Claims Filed		6	

Direct Costs by Department	Object Accounts					
(04) Reimbursable Components	(a)	(b)	(c)	(d)	(e)	(f)
Test Claims						
X Reimbursement Claims	Salaries	Benefits	Services & Supplies	Travel & Training	Fixed Assets	Total
Incorrect Reduction Claims						
GENERAL ADMINISTRATION			\$2,479			\$2,479
(05) Total Direct Costs			\$2,479			\$2,479

Indirect Costs by Department

(06) Indirect Cost Rates	Department Rate	Distribution Base	Total
(07) Total Indirect Costs			
(08) Total Direct and Indirect Costs	[Line (05)(f) + line (07)]		\$2,479

Cost Reduction

(09) Less: Offsetting Savings	
(10) Less: Other Reimbursements	
(11) Total Claimed Amount	[Line (08) - (line (09) + line (10))]
	\$2,479

AGENCY PLACENTIA LIBRARY DISTRICT

FISCAL YEAR 2002/2003
MANDATE REIMBURSEMENT PROCESS CLAIM
CHAPTERS 486/75 AND 1459/84

The Parameters and Guidelines for this program provide that if a local agency contracts with an independent contractor for the preparation and submission of reimbursement claims, the costs reimbursable by the state for that purpose shall not exceed the lesser of (1) 10 percent of the amount of the claims prepared and submitted by the independent contractor, or (2) the actual costs that would necessarily have been incurred for the purpose if performed by employees of the local agency.

The Parameters and Guidelines for this program further provide that the maximum amount of reimbursement provided for an independent contractor may be exceeded if the local agency establishes, by appropriate documentation, that the preparation and submission of these claims could not have been accomplished without incurring the additional costs claimed by the local agency. An estimate of actual costs that would necessarily have been incurred if performed by employees of the local agency shall accompany the claim. This cost estimate is to be certified by the governing body or its designee.

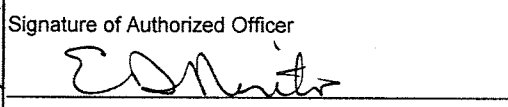
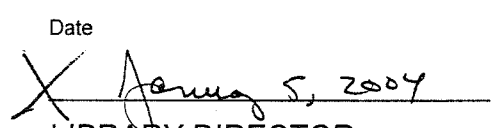
The Agency's governing board or its designee determined that the cost of having its mandated cost claims completed by Shields Consulting Group, Inc. would be less than the if the Agency staff would have performed the same work. The Agency has determined that the contractor's expertise and lack of available staff time make contracting with Shields Consulting Group, Inc. the most cost effective manner to file for its mandated cost reimbursement.

Cost Estimate/Analysis	Hours	Rate	
Shields Consulting Group, Inc.	27.00		\$2,479
Agency Staff	81.00	\$54	\$4,374

Invoices and a list of claims prepared and submitted by Shields Consulting Group, Inc. on Agency's behalf follow.

State Controller's Office

Mand

CLAIM FOR PAYMENT			For State Controller Use Only (19) Program Number 00219 (20) Date Filed ___/___/___ (21) LRS Input ___/___/___	Program 219
Pursuant to Government Code Section 17561				
OPEN MEETINGS ACT/BROWN ACT REFORM (LOCAL AGENCIES)				
(01) Claimant Identification Number 1730040			Reimbursement Claim Data	
(02) Claimant Name PLACENTIA LIBRARY DISTRICT			(22) BAR-1, (04)	13
County of Location ORANGE			(23) BAR-1, (05)(f)	
Street Address or P.O. Box 411 E. CHAPMAN AVENUE			(24) BAR-1, (06)	7746
City PLACENTIA			(25) BAR-1, (07)	10
State CA				
Zip Code 92670				
Type of Claim	Estimated Claim	Reimbursement Claim	(26) BAR-1, (08)	668
	(03) Estimated X	(09) Reimbursement X	(27) BAR-1, (10)	
	(04) Combined	(10) Combined	(28) BAR-1, (12)	
	(05) Amended	(11) Amended	(29) BAR-1, (13)	
Fiscal Year of Cost	(06) 2003/2004	(12) 2002/2003	(30)	
Total Claimed Amount	(07) \$7,000	(13) \$8,414	(31)	
Less: 10% Late Penalty, not to exceed \$1,000		(14)	(32)	
Less: Prior Claim Payment Received		(15)	(33)	
Net Claimed Amount		(16) \$8,414	(34)	
Due From State	(08) \$7,000	(17) \$8,414	(35)	
Due to State		(18)	(36)	
(37) CERTIFICATION OF CLAIM				
In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file mandated cost claims with the State of California for this program, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1098, inclusive.				
I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein, and such costs are for a new program or increased level of services of an existing program. All offsetting savings and reimbursements set forth in the Parameters and Guidelines are identified, and all costs claimed are supported by source documentation currently maintained by the claimant.				
The amounts for this Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs set forth on the attached statements. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.				
Signature of Authorized Officer 			Date 	
ELIZABETH D. MINTER			LIBRARY DIRECTOR	
Type or Print Name			Title	
(38) Name of Contact Person For Claim Steve Shields, Shields Consulting Group, Inc.			Telephone Number (916) 454-7310 E-Mail Address steve@shieldscg.com	

State Controller's Office		MANDATED COSTS					Mandate
Program 219	OPEN MEETINGS ACT/BROWN ACT REFORM (LOCAL AGENCIES) CLAIM SUMMARY					FORM BAR-1	
(01) Claimant PLACENTIA LIBRARY DISTRICT			(02) Type of Claim Reimbursement X Estimated		Fiscal Year 2002/2003		
(03) Department		General Administration					
Claim Statistics							
(04) Number of regular meetings for which a brief agenda was prepared and posted						13	
Direct Costs: Actual Time Option			Object Accounts				
(05) Reimbursable Component	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Fixed Assets	(e) Travel and Training	(f) Total Direct Costs	
Preparation of Brief Agenda and Posting							
Direct Costs: Standard-Time Option							
(06) Standard-Time Reimbursement Option					[From form BAR-2S, line (05)(f)]	\$7,746	
Indirect Costs: Actual Time Option and/or Standard-Time Option							
(07) Indirect Cost Rate						10.00%	
(08) Total Indirect Costs						Method 2 \$668	
(09) Total Direct and Indirect Costs						[Line (05)(f) + line (06) + line (08)] \$8,414	
Direct and Indirect Costs: Flat-Rate Option							
(10) Flat-Rate Reimbursement Option					[From form BAR-2F, line (05)(d)]		
(11) Total Direct and Indirect Costs of All Options						[Line (09) + line (10)] \$8,414	
Cost Reduction							
(12) Less: Offsetting Savings							
(13) Less: Other Reimbursements							
(14) Total Claimed Amount						[Line (11) - {(line (12) + line (13))}] \$8,414	

State Controller's Office

Manr

Program 219	MANDATED COSTS OPEN MEETINGS ACT/BROWN ACT REFORM (LOCAL AGENCIES) COMPONENT/ACTIVITY COST DETAIL				FORM BAR-2S
(01) Claimant PLACENTIA LIBRARY DISTRICT			(02) Fiscal Year 2002/2003		
(03) Department	General Administration				
(04) Standard-Time Reimbursement Option: Complete columns (a) through (f).					
(a) Date	(b) Meeting Type or Name	(c) Number of Agenda Items	(d) Minutes Per Agenda Item	(e) Blended Hourly Rate	(f) Total
08/01/02	Governing Board	30	20	\$54.68	\$547
08/28/02	Governing Board	43	20	\$54.68	\$784
09/18/02	Governing Board	31	20	\$54.68	\$565
09/30/02	Governing Board	1	20	\$54.68	\$18
10/16/02	Governing Board	29	20	\$54.68	\$529
11/27/02	Governing Board	33	20	\$54.68	\$601
12/18/02	Governing Board	31	20	\$54.68	\$565
01/21/03	Governing Board	35	20	\$54.68	\$638
02/24/03	Governing Board	41	20	\$54.68	\$747
03/24/03	Governing Board	34	20	\$54.68	\$620
04/21/03	Governing Board	37	20	\$54.68	\$674
05/12/03	Governing Board	36	20	\$54.68	\$656
06/30/03	Governing Board	44	20	\$54.68	\$802
(05) Total X Subtotal					Page 1 of 1 \$7,746



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: January 19, 2004

BACKGROUND

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

The news about the potential ERAF shift is particularly dire. The loss to Placentia Library District would be approximately \$275,000. The Governor's recommendation is that this shift be permanent.

Since the Library Board required the Library Director's resignation from the CSDA Legislative Committee several years ago, the District no longer has direct access to the development of the Association's strategy regarding legislation. There is no longer any library district representative on the CSDA Legislative Committee so there is no guarantee that CSDA will take library concerns into consideration when they are setting priorities for its lobbyist (Ralph Heim).

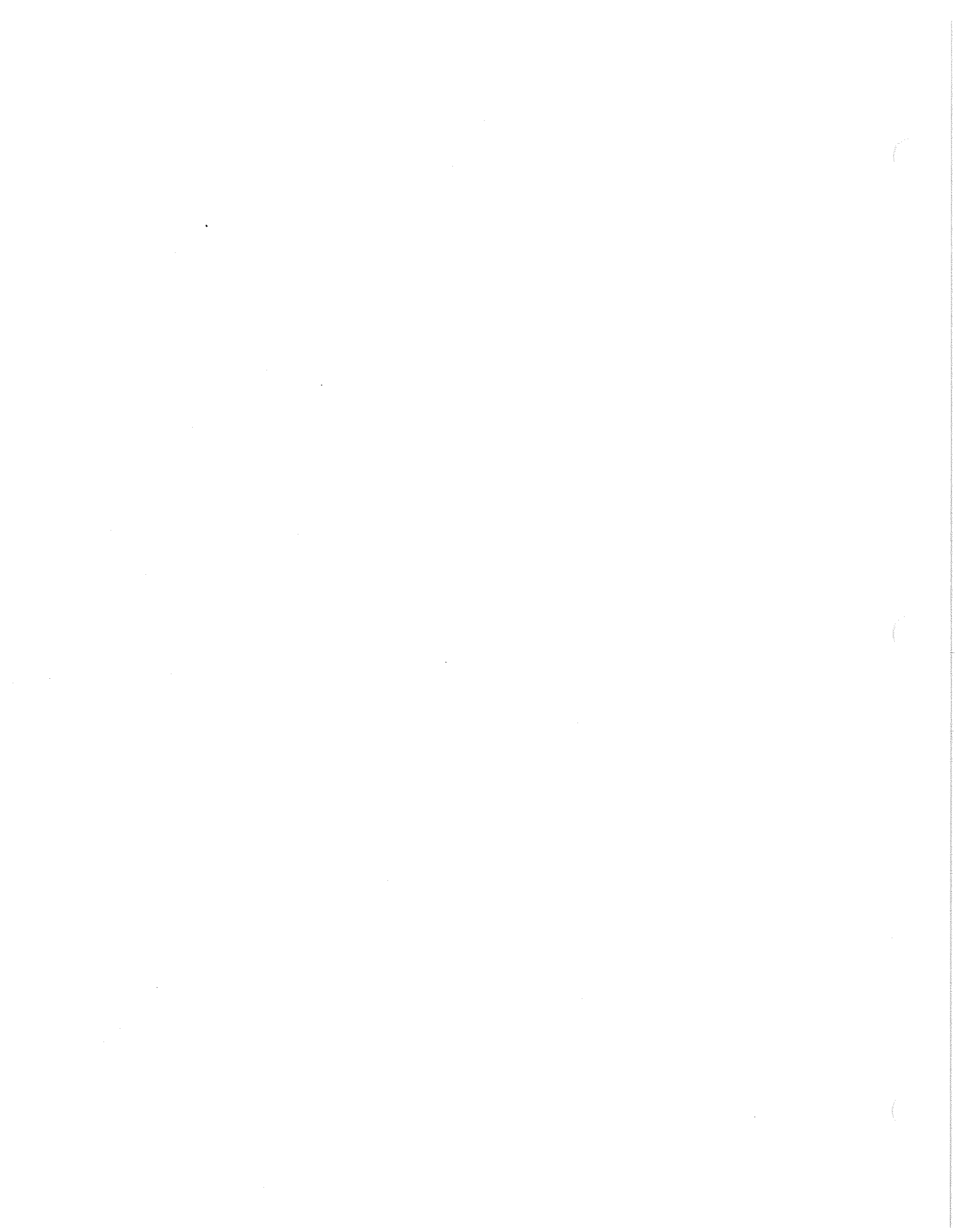
It is really critical that the Board now develop a plan to defend its funding – define the District's message and present that message to the appropriate individuals. It is a dangerous time to depend entirely on others to represent the District's needs. The last time the District was in such a position the California Library Association sponsored legislation developed and requested by the county dependent districts that would have placed all library district funding (including independent special districts like Placentia and Buena Park) in a fund allocated by the county board of supervisors. Fortunately our District lobbyist at that time (Mike Belote, California Advocates) was able to attend and speak at the hearing on our behalf and the legislation died in the Assembly Local Government Committee.

One tactic is to focus on requesting that the ERAF shift have a cap of a specific percentage. Since we are already at 50.41% (a number that each Trustee needs to be able to quote at all times) any percentage under 50% would benefit us and any percentage under 35% would leave us in a substantially better position than we are now. The trick is to present, sell and promote the idea of the cap.

California Library Association is sponsoring a "Day in the District" on both Friday, January 23 and Friday January 30. If anyone is interested in participating the Administrative Assistant will help you get the information for Assemblywoman Daucher and Senator Margett. (Attachment A)

RECOMMENDATION

Action to be determined by the Library Board of Trustees.



From: "Jeri Takeda" <jtakeda@mcls.org>
To: "'MCLS/SLS/SSCLS/Associate Member Directors'" <mclshq@mcls.org>
Cc: "Susan McGlamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>,
...snip... "palger" <palger@mcls.org>
Subject: FW: [CALIX:1707] DAY IN THE DISTRICT, 2004

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

From: owner-calix@listproc.sjsu.edu [mailto:owner-calix@listproc.sjsu.edu] **On Behalf Of** Susan Negreen
Sent: Wednesday, December 17, 2003 2:38 PM
To: CLA Listserve- CALIX
Subject: [CALIX:1707] DAY IN THE DISTRICT, 2004

DAY IN THE DISTRICT, 2004

The annual California Library Association and the California School Library Association Library Day in the District will be held in January 2004 on two dates: Friday, January 23, and Friday, January 30. Appointments can be made on either day, giving us a better chance of fitting into legislators' schedules.

Day in the District is an opportunity for you to visit your state legislators and congressional representatives in their legislative district offices. Trustees, commissioners, board members, Friends, parents, students, and other supporters and colleagues are also invited to attend.

Information regarding appointment times and places will be posted on the CLA and CSLA websites as appointments are confirmed.

Appointments will be made by the CLA & CSLA Legislative Network Contacts. If you are a Legislative Network Contact you will receive information shortly on how to post the appointments to the Day in the District website.

So, save the dates, and plan to participate in Day in the District 2004.

Nancy Mahr nancym@colapl.org
Tom Trice ttrice@sonoma.lib.ca.us
John McGinnis mcginnis@cerritos.edu

Library Legislation Day

**In the Legislative District Office
Friday, January 23 or 30, 2004***

House District: A72

Legislator: Daucher, Lynn

***Appointment Date:**

Appointment Time:

District Office Address: 210 W Birch St #202
(Unless otherwise indicated in the **Brea, 92821**
Notes field.)

Notes:

Appointment Contact:

**Notify the Contact
Coordinator by email if you
would like to attend this
meeting.**

**Click here: [Email](#) to let the Contact Coordinator
know you will attend the meeting. PLEASE put
both your name and your legislator's name in the
message of the email.**

**You will see your name listed below the day after
you send your email.**

The following people plan to attend this meeting.

**To sign up to attend this meeting
click the [Email](#) button above.**

**To view the list of legislators and view additional meetings
press the [Back](#) button in your browser.**

Library Legislation Day

**In the Legislative District Office
Friday, January 23 or 30, 2004***

House District: S29

Legislator: Margett, Bob

***Appointment Date:**

Appointment Time:

**District Office Address: 23355 E. Golden Springs Drive
(Unless otherwise indicated in the Notes field.) Diamond Bar, 91765**

Notes:

Appointment Contact: Chute, Bea

**Notify the Contact
Coordinator by email if you
would like to attend this
meeting.**

**Click here: [Email](#) to let the Contact Coordinator
know you will attend the meeting. PLEASE put
both your name and your legislator's name in the
message of the email.**

**You will see your name listed below the day after
you send your email.**

The following people plan to attend this meeting.

**To sign up to attend this meeting
click the Email button above.**

**To view the list of legislators and view additional meetings
press the Back button in your browser.**



In

Agenda Item 32
Attachment B
Page 1 of 1

To: eminter@placentiallibrary.org
From: gneill@csda.net
Subject: CSDA Weekly Legislative Update for January 16, 2004



Political Notes

Many members have called us since the announcement in last week's Legislative Update that the Governor is seeking an extra \$1.34 billion from local governments in the form of additional ERAF shifts. Naturally, everyone wants to know how much money his or her district will lose under the proposal. Unfortunately, at this point we just do not know, we can only speculate. The proposed budget states few things about the ERAF shift conclusively, instead using the generalization "**Details of the shift proposal will be forthcoming, but will adhere to the structure and methodology of the two prior shifts.**" Will the multi-county exemption be lifted? There is no indication either way, although documents obtained from the Senate Local Government Committee *do* state that the hospital and fire special districts that have been exempted from ERAF *increases* in the past will also be exempted from this increase. (Last week's Legislative Update reported incorrectly that many hospital and fire special districts are completely exempt from ERAF, which is not true. In general, they were only exempted from the ERAF increase that was passed in 93-94). We will, of course, pass on any details we discover.

Polls taken by the Public Policy Institute of California and the Field Poll indicate the Governor's proposed \$15 billion bond would lose if the election were held today. Since the campaign really has not started in earnest, these numbers will no doubt change in the coming weeks. According to the PPIC poll, only 35% of voters support; 44% oppose; with 22% undecided. The Field Poll showed 33% support; 40% opposed; and, 27% undecided. When asked about the Governor's proposed \$1.3 billion ERAF shift, **60% of those polled were opposed.**

Press reports from yesterday indicate that Assembly Members John Campbell and Darrell Steinberg are working with former Assembly Speakers Curt Pringle and Bob Hertzberg "on an initiative that would protect property taxes for local governments." More details to follow as we obtain additional information.

Outstanding New Ethics Publication Now Available

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

CSDA Legislative Updates Available by Email

Would you rather receive CSDA's Legislative Updates by email than by fax? Would your Board members, staff or legal counsel like to get them too? All district Directors, management and other staff are eligible to receive these updates by email. To sign up, or for more information, please contact Geoffrey Neill at gneill@csda.net or toll free at 877.924.CSDA (2732).

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Review of Meeting Room Fee Waiver for the Placentia Chinese American Association

DATE: January 19, 2004

BACKGROUND:

At its meeting on July 21, 2003 the Library Board granted a waiver of Meeting Room fees to the Placentia Chinese American Association for six months. The Board stated that it would review the fees again at the end of this period.

A representative of the Association has been invited to be present at the Library Board meeting to report on the activities of the Association during this period.

RECOMMENDATION:

Determine whether to continue the waiver of Meeting Room fees for the Placentia Chinese American Association.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Travel Authorizations
DATE: January 19, 2004

BACKGROUND

California Association of Library Trustees and Commissioners (CALTAC) Visibility, Advocacy and 21st Century Library Service Workshop

The annual CALTAC workshop will be held on Saturday, March 27, 2004 at the Fullerton Library. The cost for trustees is \$15.00 plus mileage. The pre-registration (reduced rate) deadline is January 31. The flyer is Attachment A.

Public Library Association Biennial Conference

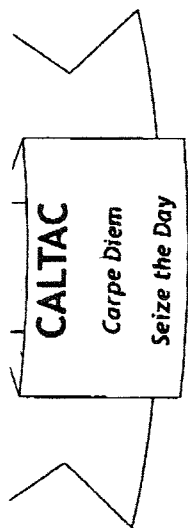
At its meeting on October 20, 2003 the Library Board approved Conference participation for Children's Librarian Jillian Rakos. The Conference is being held in Seattle from February 24 through February 28, 2004. The Library Director is recommending that this approval be transferred to Children's Librarian Caroline Gurkweitz with the same terms and conditions.

Human Interaction Laboratory

At its meeting on December 22, 2003 the Library Board requested that this item be continued to its the January meeting. The December agenda item is Attachment A.

RECOMMENDATION

1. Determine who will attend the CALTAC workshop on March 27, 2004 in Fullerton and authorize payment of registration and mileage from the General Fund.
2. Authorize Children's Librarian Caroline Gurkweitz to attend the Public Library Association Biennial Conference in Seattle, February 24 through 28 in place of Jillian Rakos with expenses to be paid from the Santiago Library System staff training account.
3. Determine if and when the Board would like the Library Director to take this course and authorize \$2,200 for tuition plus travel and housing costs to be paid from the General Fund.



Visibility, Advocacy and

21st Century Library Service

.....
Dr. Martin Luther King, Jr. Library, San José
 Saturday, March 13, 2004

.....
Fullerton Public Library, Fullerton
 Saturday, March 27, 2004

Share the Vision: California's cutting-edge librarians share their thoughts on "best practices" in visionary 21st-Century services and programs. These services and programs are making libraries more visible, user-friendly, and relevant to all parts of the community.

Find Your Voice: Library representatives will discuss how to develop a plan and provide tips and techniques on getting your message out. Elected officials will relate which message is most convincing and compelling to them.

Take Action: Go home with an action plan. A facilitated session will help you identify the next steps to "seize the day" for your community.

- A program designed especially for:
- ◊ Trustees ◊ Commissioners ◊ SAB Members ◊ Librarians ◊ Friends ◊ City Council Members ◊ County Supervisors ◊ All Library Supporters ◊

.....
California Association of Library Trustees and Commissioners

Southern Workshop
Saturday, March 27, 2004

Fullerton Public Library
 353 W. Commonwealth, Fullerton

Directions

Los Angeles and North: Take 5 South, merge onto 91 East. Exit on S. Harbor (Fullerton) and travel North 1.19 miles. Turn left onto W. Commonwealth Blvd. Continue .25 miles to Highland Avenue (police station on corner). Turn right and go one block to parking.

From the East: Take 15 to the 91 freeway and follow the instructions above

From the South: Proceed on 5 North to 57 North. Take the 57 North towards Pomona. Exit 57 North at CA-91 W towards Los Angeles. Take the Lemon Street exit or Harbor exit and travel north to Commonwealth. Turn left onto W. Commonwealth Blvd. Continue to Highland Avenue (police station on corner). Turn right and go one block to parking.

From the West: Take the Pasadena Freeway to 57th South and follow the instructions above

Parking: There is a parking lot on the corner of Amerige and Highland. The library is one block west of Highland. There is also a parking lot on the Amerige side of the library.

Visit the library online at www.ci.fullerton.ca.us/library

Hosted by
 The Friends of the
 Fullerton Public Library

Registration Form for Southern Workshop
Fullerton Public Library, Fullerton March 27, 2004

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Email: _____
 Are you a CALTAC Member? Yes No
 Do you wish to share your email address? Yes No
 with other workshop attendees?

Make checks payable to CALTAC and mail to:

Ginger Britt
 2838 Birch Place.
 Fullerton, CA 92835

* Cost for members and non-members who register after January 31, 2004.

CALTAC Members	\$15.00
Non-members	\$18.00
Late Registration *	\$20.00
TOTAL	\$



Post-it® Fax Note 7671

Date 12-29-04	Pages 2
To MRS. BRIT	From MRS. BRIT
CC: MRS. DIRECTION	CO: MRS. DIRECTION
Phone #	Phone #
Fax #	Fax #

Send 3 people from your library and the fourth person is FREE!
 See attached form for Membership Application. Application and dues may be mailed with this registration form.



2004 Workshops in Library Leadership

Program	
9:00 Registration & Coffee	
9:30 Introduction & Welcome Karen Dyer—CALTAC President	
9:45 Starrship Library - The Next Generation Dr. Kevin Starr—State Librarian	
10:30 Share the Vision Jane Light, San José Public Library Linda Crowe, BALIS & SVLS	
South Waynn Pearson, Cerritos Public Library Barbara Custen, MCLS	
11:00 Networking & Refreshments	
11:30 Find Your Voice North Anne Marie Gold, Sacramento Public Library Diana Paque, State Library Alan Smith, commissioner Elected official	
South Margaret Donnellan Todd, LA County Library Brian Reynolds, San Luis Obispo Library Sheila Field, trustee Elected official	
12:30 Take Action	
1:00 Adjournment	
2:30 Tour of the San José MLK library (optional)	

For further information, contact:

North Pat Taviss, ptaviss@pacbell.net, 650.333.7812

**Northern Workshop
Saturday, March 13, 2004**

Dr. Martin Luther King, Jr. Library, San José

A collaboration between the City of San José
and San José State University
150 E. San Fernando Street
(corner of 4th and E. San Fernando)

Directions

Highway 101 (South or North): Take Highway 101 to the Highway 280 North interchange. Take Highway 280 North and follow the instructions below.

Highway 280 (South or North): From Highway 280, transfer to Highway 87 northbound and take the Santa Clara St./Downtown exit. Turn right on W. Santa Clara St. and continue east to S. Fourth St. Turn right onto S. Fourth St. and enter the Fourth St. Garage on the left.

From South San José: Take Highway 87 North to the Santa Clara St./Downtown exit. Turn right on W. Santa Clara St. and continue east to S. Fourth St. Turn right onto S. Fourth St. and enter the Fourth St. Garage on the left.

From North San José: Take Highway 87 South to the Park St./San Carlos St. exit. Turn left onto Park St., left onto Almaden Blvd., then right onto W. Santa Clara St. Continue east to S. Fourth St. Turn right onto S. Fourth St. and enter the Fourth St. Garage on the left.

Public Transportation: There are many bus routes that provide access to the library. For details, contact Valley Transportation Authority (County Transit) at (408) 321-2300., or visit the library website at www.sjlibrary.org.

Hosted by
The Friends and Foundation of the
San José Public Library

Registration Form for Northern Workshop

Dr. Martin Luther King, Jr. Library, San Jose March 13, 2004

Name: _____ Library or System: _____
 Address: _____ Role: _____
 City, State, Zip: _____ Are you a CALTAC Member? Yes No
 Phone: _____ Fax: _____ Do you wish to share your email address with other workshop attendees? Yes No
 Email: _____ I plan to attend the optional Library tour. Yes No

Registration Fee

CALTAC Members	\$15.00	_____
Non-members	\$18.00	_____
Late Registration *	\$20.00	_____
TOTAL	\$	_____



* Cost for members and non-members who register after January 31, 2004.

Make checks payable to CALTAC and mail to:

Alan Smith
4823 Boxer Blvd.
Concord, CA 94521

Send 3 people from your library and the fourth person is FREE!
See attached form for Membership Application. Application and dues may be mailed with this registration form.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director ²⁰⁷

SUBJECT: **Travel Authorization for the Library Director to participate in the Library Board-recommended Human Interaction Laboratory.**

DATE: December 22, 2004

BACKGROUND

In the proposed Management Performance Planning and Review for the Library Director dated October 29, 2003 the Library Board requires that the Library Director attend a NTL Institute course entitle Human Interaction Laboratory: Transforming Interpersonal Relations either December 6-11, 2003 or February 7-12, 2004 in Costa Mesa.

This course runs twelve hours per day for six days and encourages (but does not require) participants to stay at the course facility. Commuting would add an additional 1.5 hours per day.

The December dates are past and the February dates include three days, February 10-12, that the Library Director requested for vacation on October 11, 2003 (prior to receiving the directive). The Library Director has a speaking engagement the evening of February 11. The cost of the course is \$2,200 plus travel and any housing. The next date in Costa Mesa is May 1-6 and the Library Director requested vacation for May 2-10 on October 19, 2003 (prior to receiving the directive) and has non-refundable cruise tickets. The class is not offered again in Costa Mesa until December 4-10, 2004.

An alternative option is taking the course in Naples, FL January 10-16, 2004. These dates are clear for the Library Director but travel arrangements would need to be made immediately.

The course description and training schedules for Costa Mesa and Naples are Attachment A.

RECOMMENDATION

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



TO: Library Board of Trustees
FROM: Donna Siloti, Administrative Assistant *ds*
DATE: January 19, 2004
SUBJECT: **Reinvestment of Certificates of Deposit**

BACKGROUND:

Over ten years ago, Certificates of Deposit were established for backup emergency funds to be used primarily in the event of a payroll shortfall. The Certificates of Deposit are currently held at California National Bank and have a maturity date of January 27. The District has seven days from that date to make alternate decisions for the investment of these funds. The CDs currently earn interest at the rate of 1.980% annually.

Account numbers and values of the Certificates of Deposit are as follows:

0028205565	\$21,402.69
0028205573	\$21,402.69
Total	\$42,805.38

A number of local Banks and Savings and Loans were contacted to get their current rates for 1-year CDs. The best rate quoted was 1.735% at California National Bank for their Freedom Certificate of Deposit that allows for two penalty free withdrawals.

**COMPARISON OF INTEREST RATES ON 1-YEAR CERTIFICATES OF DEPOSIT
AS OF JANUARY 13, 2004**

Financial Institution	Interest Rate	Penalty for Early Withdrawal
Bank of America 160 E. Yorba Linda Blvd. Placentia (714) 533-4470	1.14%	All interest
Bank of the West 3021 Yorba Linda Blvd. Fullerton (714) 524-5100	0.85%	3 months interest
California National Bank 201 E. Yorba Linda Blvd. Placentia (866) 373-7838	1.735%	Two penalty-free withdrawals, then prorated
Citibank 1300 N. Kraemer Placentia (800) 756-7047	1.24%	3 months interest
Downey Savings and Loan 2481 E. Chapman Fullerton (714) 879-5210	1.00%	Prorated
Fullerton Community Bank 2400 E. Chapman Fullerton (714) 447-6260	1.15%	3 months interest
US Bank 1643 E. Imperial Hwy Brea (714) 990-2531	0.90%	3 months interest
Union Bank 3200 E. Yorba Linda Blvd. Fullerton (714) 572-1125	0.90%	3 months interest
Washington Mutual 3334 Yorba Linda Blvd. Fullerton (714) 993-1201	1.14%	3 months interest
Wells Fargo 111 E. Yorba Linda Blvd. Placentia (714) 996-5500	0.90%	All interest
World Savings 2929 E. Imperial Hwy Brea (714) 572-1858	1.11%	6 months interest

RECOMMENDATION:

1. Determine where to invest the Certificates of Deposit.

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: January 13, 2004

SUBJECT: Program Committee Report for the month of December

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

CHILDREN'S SERVICES

Wed. PM Story Times	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
Camp Library	0	0
Class tours	0	0
Comm Center Storytimes	0	0
Head Start Storytimes	0	0
Springtime Party	0	0
In-N-out Program	0	0
TOTAL FOR OCTOBER	<u>0</u>	<u>000</u>
YTD TOTAL	<u>77</u>	<u>1,823</u>

LITERACY SERVICES

Dec 2003-04 FY 2003-04 YTD

Total Tutors	151	222
Total Students	201	277
Total Hours	2,227	10,946

For more detailed literacy statistics, see Agenda Item 39, pages 2 of 3 and 3 of 3.

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: December 22, 2003 *CM*

Subject: December Activities in the Children's Department

Programming- There was no programming for December.

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
Music Times 3 - 4 year olds	0	0
Music Times 5 - 6 year olds	0	0
Camp Library	0	0
TOTALS	0	0



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: January 13, 2004

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

Tutor Training. The Literacy Coordinator conducted one regular workshop in December and ten (10) tutors were trained. All new tutors are presently matched or are being matched. The next tutor training is scheduled for February 1, 2004.

Families for Literacy (FFL) Program Status. FFL now serves over 50 family students who are either active or on the waiting list. There was no family program in December. We plan to develop future FFL programs in conjunction with our *EVEN START* partners from Ruby Drive Elementary.

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

Reach Out and Read. PLLS continued its partnership in December with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize two of our volunteers, Diane Martlaro and Petey Peterson, who are back again to read to the kids.

English Language and Literacy Intensive (ELLI) Program Update. ELLI is active again but so far only at Ruby Drive Elementary School. At Ruby Drive, we have eight staff working with Kindergarten Extended Day classes and third grade emerging English classes. So far, we have received more than 170 permission slips for students in these classes.

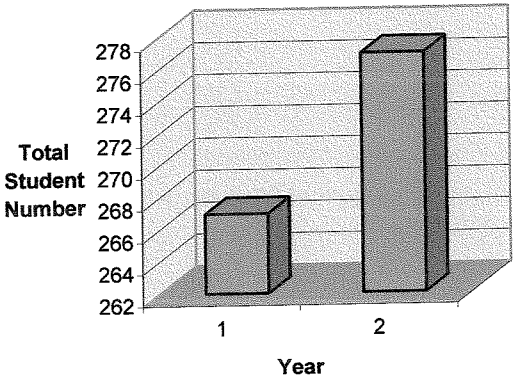
Literacy statistics. See Agenda Item 39, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

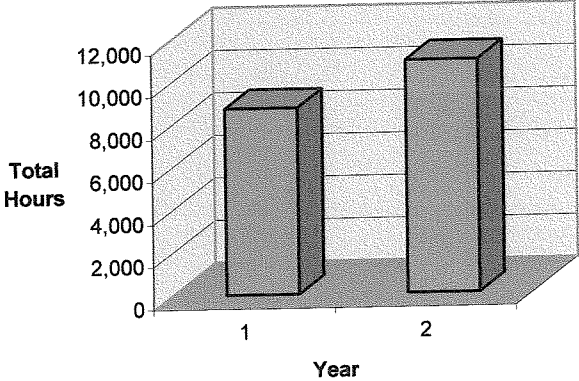
Report of Growth and Progress

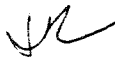
	Dec 02-03	Dec 03-04	YTD 2002	YTD 2003
Tutors				
Adult	98	82	128	143
Teen	72	69	84	79
Hours Instruction	1,208	2,227	8,263	10,946
Other Volunteer Hours	48	48	512	442
Total Hours	1,256	2,275	8,775	11,388
Training Workshops				
Workshops Held	4	2	13	11
Tutors Trained	13	10	97	99
Students				
With Adult Tutors	130	103	165	176
With Teen Tutors	80	99	97	101
In Groups	4	0	8	0
Total Active Students	210	201	268	277
Families for Literacy				
Family Students	25	49	25	73
Family Tutors	15	25	15	26
Hours of Instruction	65	210	269	734
ELLI Program				
K-6th Grade Students	341	176	341	176
Tutors for K-6th Grade	9	9	12	12
Hours of Instruction	220	288	269	864
Total Tutors	170	151	212	222
Total Students	210	201	267	277
Total Instruction Hours	1,208	2,227	8,775	10,946

Change In Total Students



Increase in Instruction Hours



To: Elizabeth Minter, Library Director
 From: Jim Roberts, Public Services Manager 
 Date: January 13, 2004

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

In December, the Placentia Library District had 40,681 "hits" on the Web Site, an average of 1,315 a day. The following are our year to date statistics:

Pages Visited	July 03	August 03	Sept 03	Oct 03	Nov 03	Dec 03
Borrowers	185	122	132	188	136	135
Friends	82	63	56	98	76	30
District	81	76	108	135	75	104
Kids	191	144	154	206	169	165
Foundation	68	58	300	193	72	30
History Room	150	125	147	155	91	170
Literacy/CLC Logo	68	69	113	208	130	112
Passports	530	498	505	488	273	471
Total Views Most Hits	1,355	1,085	1,515	1,671	1,022	1,217

Total Most Hits YTD 7,865



TO: Elizabeth Minter, Library Director

FROM: Laranne Millonzi, Development Director and Volunteer Coordinator *LM*

DATE: January 19, 2004

SUBJECT: Publicity materials produced for December 2003

Information on the Placentia Library cable channel #53, updated November 30, 2003:

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

General Newspaper articles published:

1. Canyon Beat and Silverado Branch Library
2. State Blamed for Placentia Shortfall
3. Placentia Recreation Response
4. Government Offices and Christmas Holiday Closures
5. New Year's Day Hours and Closures
6. \$15,000 Donated to the Orange Public Library

Library Newspaper articles published:

1. Library's History Room Open
2. Minter's Recipe Give Biscuits a Sweet Touch (2)
3. Minter's Scottish Recipe Gives Biscuits a Sweet Touch(2)
4. Bargain Prices Set for Used Book Sale

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out
2. Friends membership thank you letters are sent out with membership cards
3. Second Sunday Book Sale Flyer
4. Author's Luncheon Waiter Invitations
5. Author's Luncheon Maitre'D Invitation
6. Friends Annual Meeting Speaker Invitations
7. The Placentia Quarterly

Minter's recipe give biscuits a sweet touch

By Patrick Vuong
Placentia News-Times

When Elizabeth Minter was growing up as a wee lass in Pennsylvania, there was always one sure sign that something special was about to happen: her Scottish mother's empire biscuits.

"That's how you knew a holiday or a special occasion was coming," Minter said. "When they show up it meant there was a party."

Now a longtime Placentia resident, Minter keeps the family tradition cooking by baking the jam-filled, icing-topped goodies during Christmas for relatives and a select number of friends, some

as far away as her home state of Pennsylvania.

Minter's family also baked the biscuits - that's cookies to North Americans - for other seasons as well, such as Thanksgiving Day dinner and Easter.

JAM-FILLED HEARTS

The empire biscuits, named so when Britain still had imperialistic aspirations, are also called Belgium biscuits, Minter said.

Not unlike an Oreo, a Minter empire biscuit is made up of a jam or lemon curd filling sandwiched by two cookie discs. Minter cuts out the center of the icing-glazed top disc to reveal the sweet jam center.

Minter, who's the executive director of the Placentia Library, likes to add a personal touch, shaping the treats into hearts and flowers with a cookie cutter.

While she enjoys giving them out and eating them, Minter said the baking process is tedious, sometimes taking up to half a day.

"It's really easy to make," she said. "It's just time-consuming." Whether it's a labor of love or a love of labor, Minter continues the family tradition with pride and fond memories.

LINK TO THE PAST

Minter, who's also president of the Rotary Club of Placentia,

realized the cookies had a greater significance to her family when she attended the University of Glasgow for her junior year. She noticed that two of her aunts had the same empire biscuit recipe her mother, Isabella Domman, used.

Originating from Lanarkshire, Scotland, the family recipe was passed down from Donnan's mother, and in turn Donnan handed it to Minter. The Placentian still keeps her mother's post-World War II recipe box with Domman's original guidelines written on an index card.

Aside from family celebrations, Minter said the biscuits were also a hit with soldiers overseas.

"I knew a nurse in Vietnam

Please see **RECIPE Page 5**

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Placentia News
Weekly DEC 11 2003

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BRIEFLY

Round Table to host holiday events

The Nights of the Placentia Round Table are planning a special holiday outing Wednesday Dec. 17 at Roger's Gardens followed by dinner at Fashion Island.

There will also be a gift exchange of holiday ornaments. All those interested in attending will meet at the clubhouse at 6 p.m. for carpooling.

The group meets the second Wednesday of each month at 7 p.m. in the clubhouse.

Information: call Chairwoman Nancy Cooksey, (714) 442-1639

Library's History Room open

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

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

Information: (714) 996-8390.

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Brea Progress
Weekly DEC 11 2003

Elizabeth Minter's Empire Biscuits

Ingredients:

4 oz. sugar
8 oz. butter
1 or 2 eggs
1/2 c. sweet rice flour
2 1/2 c. sifted white flour
2 tsp. baking powder
Raspberry jam or lemon curd (see recipe below)

Method:

Cream butter and sugar then add beaten egg and mix well. Gradually add flour mixed with baking powder. Beat mixture for roughly 10 minutes until it pulls away clean from bowl. Roll balls, about 2-3 inches in diameter, to about 1/8 inch thickness between waxed paper dusted with flour. Cut with cookie cutter, leaving and place on baking tray.

Bake 15 minutes in 400-degree oven, turn tray and bake for additional 12 minutes. Should be slightly brown when done. Cool completely then make sandwiches with lemon curd or jam.

Then ice with spreadable mixture of sifted sugar and water, sprinkling color sugar in the center

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The Register
Daily DEC 17 2003

PLACENTIA ³³² Recreation response:

Parks and Recreation Commission President Linda Bartelt said city park projects have been delayed because of the state budget crisis, but disagreed with resigned Commissioner Ted Shetler's contention that money has been diverted from parks for other projects. No facilities are falling into disrepair, she said.

- Heather

(714) 70-

placentianewstimes@ocregister.com



Elizabeth Minter shows off her empire biscuits (above), or "cookies" according to us Yankees, could only mean the holidays or a festive time is near.

State blamed for Placentia shortfall

Head of the authority managing the railroad project says 'we will sue' if necessary to get promised funding.

BY ANN PEPPER
THE ORANGE COUNTY REGISTER

PLACENTIA • A couple of hours of charts, graphs and PowerPoint presentations on the city's multimillion-dollar effort to lower railroad tracks beneath street level left residents with plenty of numbers spinning in their heads - but unsure they'd learned anything.

Some said they had to go home and pore over the charts they'd picked up at the study session to try to understand

drained reserves, diverted funds from other projects and pushed the city into borrowing millions of dollars.

Chris Becker, who heads OnTrac, the joint-powers authority managing the project, blamed Sacramento for the city's shaky financial picture.

"We are not to blame" for the current funding shortfalls, Becker said. "If you want to point the finger, point at Sacramento. They cut off the funding."

"If it comes to it, we will sue Sacramento to get the funding we were promised."

Green said the city should have had a backup plan in case grant funding fell through.

Becker said Placentia had

MORE ONLINE
To see where project funding is coming from, how it has been spent, assets on hand and available cash for future needs, go to ocregister.com.

no inkling of the imminent state budget crisis in 2002 when it began spending city money in expectation that it would receive the promised state grants.

In jeopardy are \$15.1 million in grants the city had been awarded for the project, Becker said.

Loss of the money and other possible state cuts, including \$2 million in vehicle-license fees, could put city finances at

risk in the coming year.

Still, he said, the project's commercial importance to the nation means Placentia has a good chance of winning the \$225 million in federal grants needed to move its railroad project forward.

"Without a doubt, the city has made a huge commitment to the project," Becker said. "But we're in good shape at this point."

Becker estimated OnTrac would receive a minimum \$150 million in federal funds.

Finance Director Steve Brisco presented a report showing Placentia and OnTrac have plunged \$32.8 million in grants and city money into the project.

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Minter's Scottish recipe gives biscuits a sweet touch

By Patrick Vuong
Yorba Linda Star

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Minter's family also baked the biscuits - that's cookies to North Americans - for other seasons as well, such as Thanksgiving Day dinner and Easter.

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LINK TO THE PAST

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Originating from Lanarkshire, Scotland, the family recipe was passed down from Donnan's mother, and in turn Donnan handed it to Minter. The Placentian still keeps her mother's post-World War II recipe box with Donnan's original guidelines written on an index card.

Aside from family celebrations, Minter said the biscuits were also a hit with soldiers overseas.

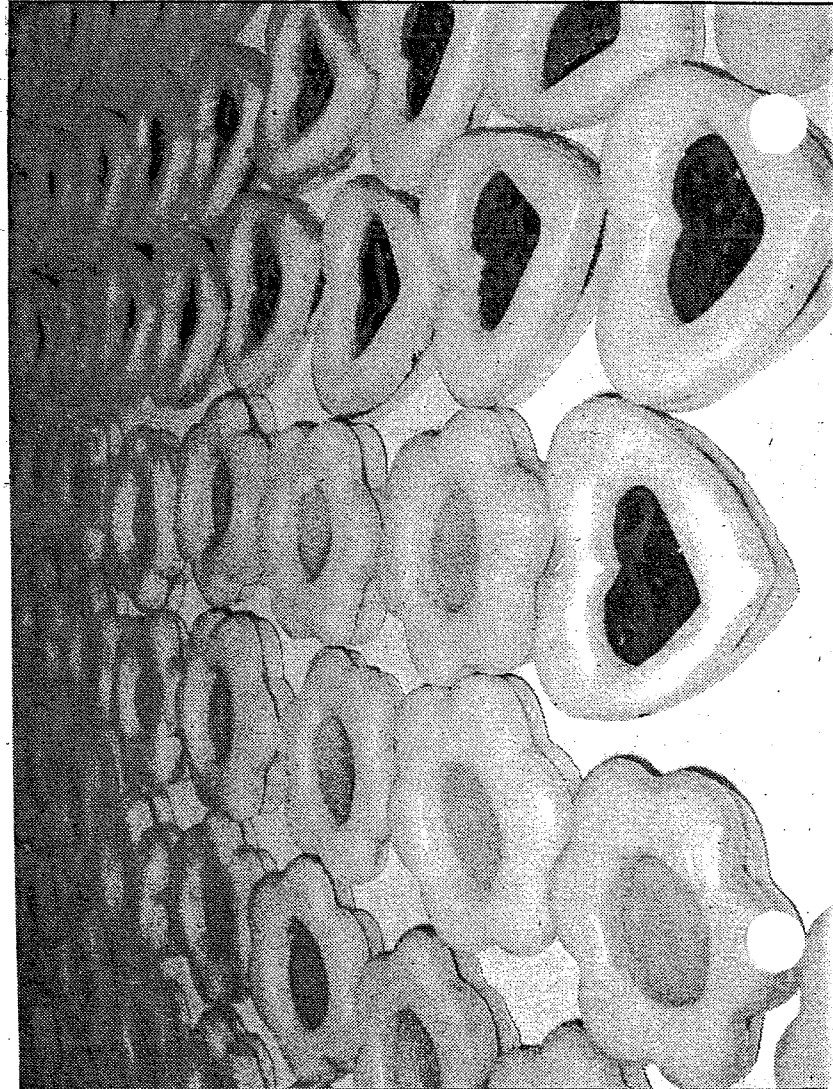
"I knew a nurse in Vietnam (during the war) and I'd send it to him," Minter said, "and he passed them out in the (hospital) ward."

New Year's Day hours and closures

New Year's Day is Thursday.

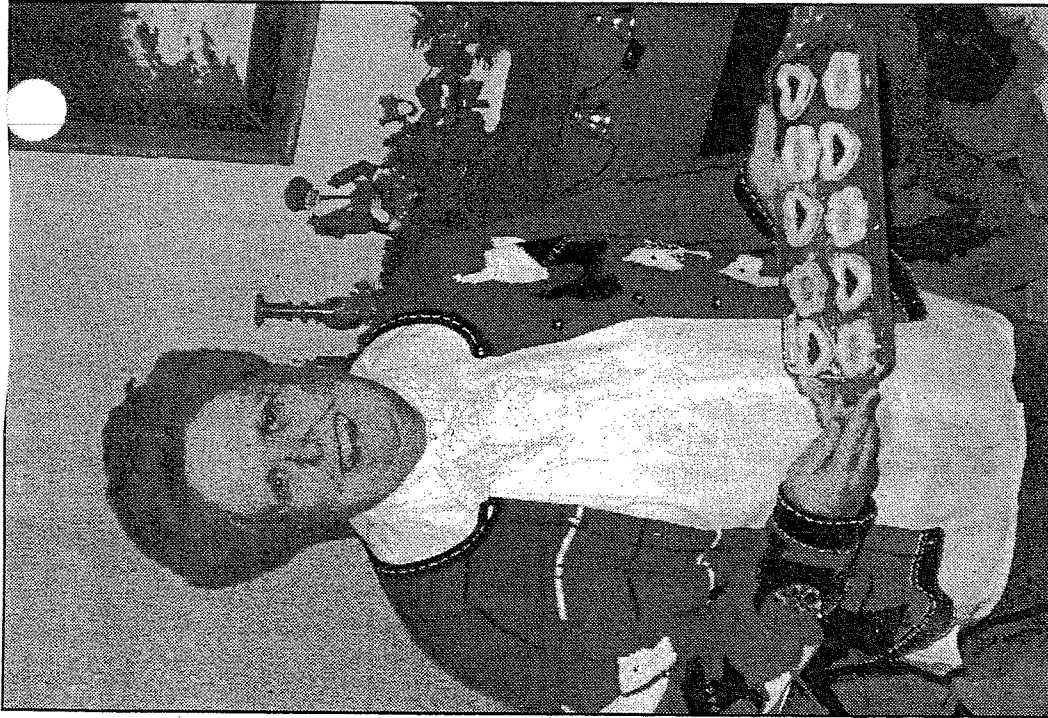
Government offices

- Federal, state and county offices, county libraries city libraries and city halls will be closed.
- City libraries in Fullerton and Orange will be closed today and Thursday.
- Newport Beach City Hall will close at noon today and all day Thursday.
- Brea City Hall will be closed today and Thursday.
- Rancho Santa Margarita City Hall will be closed Thursday and Friday.



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Yorba Linda Star
Weekly DEC 11 2003



EMPIRE BUILDERS:
Rows of Elizabeth Minter's empire biscuits (above), or "cookies" according to us Yankees, could only mean the holidays or a festive time is near. Minter (right), president of the Rotary Club and director of the Placentia library, uses two cookie discs that sandwich jam or lemon curd filling with a glaze of icing. The recipe is a Scottish tradition passed down to her through the generations.

PATRICK VUONG/
Yorba Linda Star

**Elizabeth Minter's
Empire Biscuits**



Ingredients:
4 oz. sugar
8 oz. butter
1 or 2 eggs
1/2 c. sweet rice flour
2 1/2 c. sifted white flour
2 tsp. baking powder

Method: Cream butter and sugar. Add beaten egg and mix well. Gradually add flour mixed with baking powder. Beat for roughly 10 minutes until it pulls away from bowl.
Roll balls, about 2-3 inches across, to about 1/8 inch thickness between waxed paper dusted with flour. Cut with cookie cutter and place on baking tray. Bake 15 minutes at 400 degrees, turn tray and bake for 12 minutes. Should be slightly brown. Cool completely. Make sandwiches with lemon curd or jam (see recipe below). Ice with spreadable mix of sifted sugar and water, sprinkling color sugar in the center.

**Elizabeth Minter's
Empire Biscuits
(Lemon Curd filling)**

Ingredients:
1/2 c. butter
2 tsp. grated lemon rind
1-1/2 c. sugar
3 whole eggs
3 egg yolks

Method:
Melt butter in 2-quart microwave bowl then add juice, rind and sugar before stirring until sugar is dissolved. Beat egg yolks and whole eggs and stir into mixture. Using (less than half power), cook in microwave for 30 minutes, stopping and stirring every five minutes. It should be thick when ready.
Cool and refrigerate. Keep covered in the refrigerator for a week or two.

HOLIDAY COOKING

The Yorba Linda Star continues this week its annual paeen to holiday cooking, a series of features on the dishes that hold special meaning to North County families.
We'd love to showcase your recipes as well.
Send us a note about what makes your recipe special to your family, along with the ingredients and preparation instructions. If you can, e-mail a photo of the cook with the finished product.
We'll run selected items in these pages, and publish the rest on our Web site, www.ocregister.com/yorbalingda.
E-mail to yorbalingdastar@ocregister.com, mail to 1771 S. Lewis St., Anaheim, CA, 92805, or fax us at (714) 704-3714.

Minter's recipe give biscuits a sweet touch

Family holiday cookie recipe has been passed down from Scotland to local family

By PATRICK VUONG
Fullerton News Tribune

When Elizabeth Minter was growing up as a wee lass in Pennsylvania, there was always one sure sign that something special was about to happen: her Scottish mother's empire biscuits.

"That's how you knew a holiday or a special occasion was coming," Minter said. "When they show up it meant there was a party."

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Minter's family also baked the biscuits — that's cookies to North Americans — for other seasons as well, such as Thanksgiving Day dinner and Easter.

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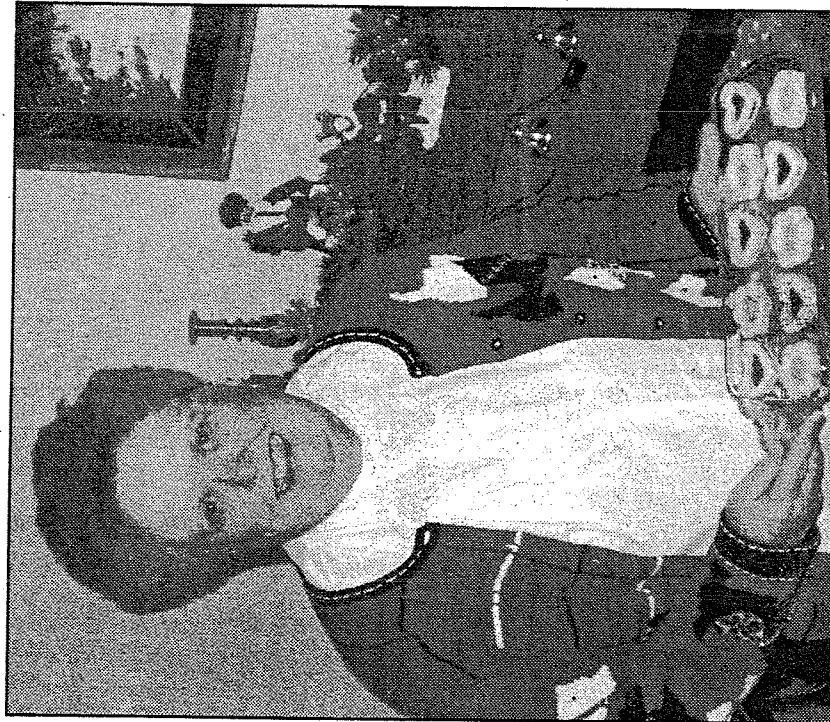
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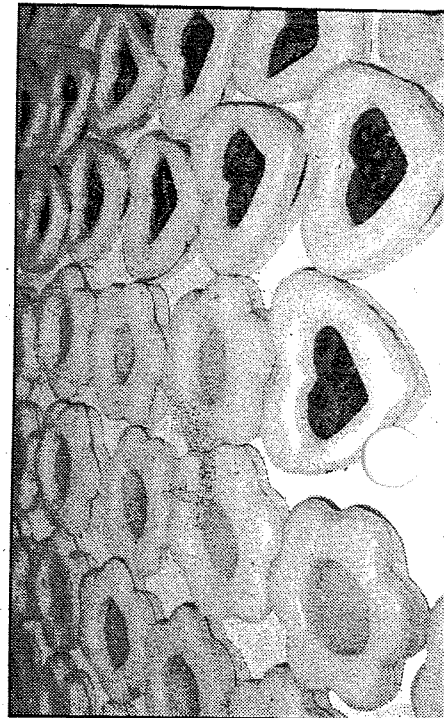
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"It's an ethnic and heritage link," Minter said.



EMPIRE BUILDERS: Rows of Elizabeth Minter's empire biscuits (below), or "cookies" according to us Yankees, could only mean the holidays or a festive time is near. Minter (above), is president of the Placentia Rotary Club and director of the Placentia library.



Elizabeth Minter's Empire Biscuits

Ingredients:
4 oz. sugar
8 oz. butter
1 or 2 eggs
1/2 c. sweet rice flour
2 1/2 c. sifted white flour
2 tsp. baking powder
Raspberry jam or lemon curd (see recipe below)

Method:
Cream butter and sugar then add beaten egg and mix well. Gradually add flour mixed with baking powder. Beat mixture for roughly 10 minutes until it pulls away clean from bowl. Roll balls, about 2-3 inches in diameter, to about 1/8 inch thickness between waxed paper dusted with flour. Cut with cookie cutter, leaving and place on baking tray.

Bake 15 minutes in 400-degree oven, turn tray and bake for additional 12 minutes. Should be slightly brown when done. Cool completely then make sandwiches with lemon curd or jam.

Then ice with spreadable mixture of sifted sugar and water, sprinkling color sugar in the center.

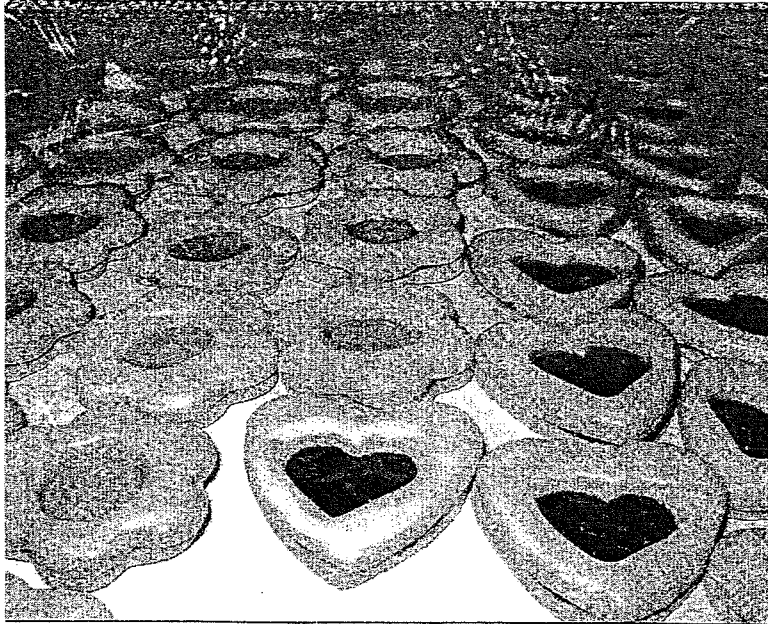
Lemon Curd

Ingredients:
1/2 c. butter
2 tsp. grated lemon rind
1 1/2 c. sugar
3 whole eggs
3 egg yolks

Method:

Melt butter in 2-quart microwave bowl then add juice, rind and sugar before stirring until sugar is dissolved. Beat egg yolks and whole eggs and stir into mixture. Using (less than half power), cook in microwave for 30 minutes, stopping and stirring every five minutes. It should be thick when ready.

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PATRICK VUONG/
Placentia News-Times



HOLIDAY COOKING

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Minter's Scottish recipe gives biscuits a sweet touch

Family holiday cookie recipe passed down from Scotland to town.

By Patrick Vuong
Placentia News-Times

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Originating from Lanarkshire, Scotland, the family recipe was passed down from Don-

Please see **RECIPE Page 8**

PLACENTIA'S HOLIDAY COOKBOOK

Elizabeth Minter's Empire Biscuits
Ingredient:
4 oz. sugar
6 oz. butter
1 1/2 egg
1/2 c. sweet rice flour
2 1/2 c. sifted white flour
2 tsp. baking powder

Method: Cream butter and sugar. Add beaten eggs and mix well. Gradually add flour mixed with baking powder. Beat for roughly 10 minutes until it pulls away clean from bowl. Roll balls, about 2-3 inches across, to about 1/8 inch thickness, between waxed paper dusted with flour. Cut with cookie cutter and place on baking tray. Bake 15 minutes at 400 degrees. Turn tray and bake for 12 minutes. Slightly brown, cool completely. Make sandwich with lemon curd or jam. See recipe below. Ice with spreadable mix of sifted sugar and water, sprinkling color sugar in the center.

Elizabeth Minter's Empire Biscuits (Lemon Curd Filling)

Ingredient:
1/2 c. butter
2 tsp. grated lemon rind
1/2 c. sugar
1 whole egg
3 egg yolks

Method:
Melt butter in 2-quart microwave bowl, then add juice rind and sugar before stirring until sugar is dissolved. Beat egg yolks and whole egg and stir into mixture. Using less-than-half power, cook in microwave for 30 minutes, stopping and stirring every five minutes. It should be thick when ready. Cool and refrigerate. Keep covered in the refrigerator for a week or two.

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Placentia News
Weekly DEC 1 1 2003

RECIPE

FROM 3

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CHRISTMAS HOLIDAY CLOSURES

332 GOVERNMENT OFFICES

Habra City Hall will be closed Thursday through Jan. 4.

Federal, state and county offices, county libraries, city libraries, and city halls will be closed Thursday. City libraries in Newport Beach and Orange will be closed starting at noon today and all day Thursday; libraries in Yorba Linda will be closed today through Sunday, in Anaheim, today through Jan 1. City halls in Cypress, Laguna Hills, Laguna Woods, Newport Beach, San Clemente, San Juan Capistrano, Santa Ana, Seal Beach, Stanton, Tustin and Yorba Linda will be closed today and Thursday. Fountain Valley, Fullerton, Laguna Woods and Rancho Santa Margarita city halls will be closed Thursday and Friday. Irvine City Hall is closed through Friday; La

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly DEC 1 1 2003

332 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, whose display in the lobby changes every month. Bidding sheets are in the library's book store.

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

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

pacific clippings

post office box 11789
santa ana, calif. 92711

Foothill Sentry
Monthly

DEC - 9 2003

\$15,000 donated to the Orange Public Library

332
The Orange City Council voted to accept into the city's revenue budget and to appropriate a \$15,000 donation from the Friends of the Orange Public Library.

In July of 2003, Orange Public Library began the new fiscal year of 2003-04 with a book budget of \$131,124, an amount reduced by \$168,710 from its baseline allocation due to the fiscal crisis and economic downturn.

The \$15,000 contribution increases to \$42,138 the amount of support that the Friends have provided during calendar year 2003.

Donations to Orange Public Library for purchase of additional books, DVDs, videos, music CDs, computer hardware and software, and other items are always welcome.

SAFETY COMMITTEE MEETING
DECEMBER 23, 2003
MINUTES

- I. Call to Order: 11:22 A.M.
- II. Members Attending: Caroline Gurkweitz
Katie Matas
Donna Siloti
- Members Absent: Esther Guzman
- III. Old Business
1. SDRMA holiday safety prevention materials were distributed at the Wednesday, November 19, 2003 staff meeting.
 2. The Placentia Library District Disaster Plan was reviewed at the November 19, 2003 staff meeting.
- IV. New Business
1. Caroline Gurkweitz is the new Safety Officer.
 2. Two ceiling tiles fell and were repaired.

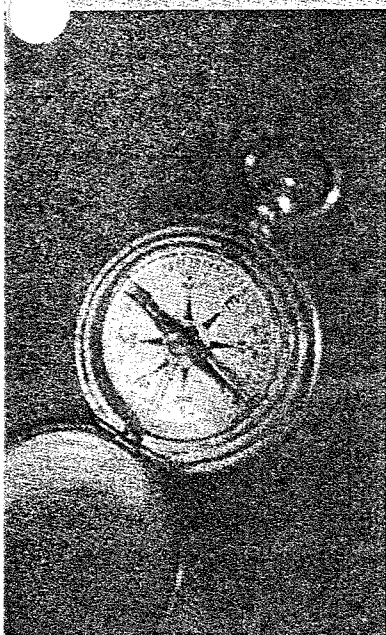
The next meeting will be January 21, 2004 at 11:30 A.M.

Respectfully submitted,



Katie Matas





Training for New (and Not So New) Trustees

Has there ever been an official personality profile done of the typical trustee? From my unscientific observation, I'd say "active, involved and committed" would apply to the super majority. Whether retired or employed, trustee "types" are consistently busy people.

I work for the North Suburban Library System (NSLS), a multi-type library system in Illinois. What boggles my mind, is that in addition to serving on the NSLS board, our trustees currently serve on the board, or are a staff member, of one of our member libraries. Many of these people work full time, and many contribute time to other worthy causes. My mother often reminded me that "actions speak louder than words." The actions of these trustees speak loud and clear for their love of libraries.

So how do we give back to the givers? For starters, NSLS, with the support of neighboring DuPage Library System, created **TrusteE-Training**. Found at www.nsls.info/ce/trustees, this online tutorial is intended to help new, and not so new, trustees to be better prepared to fulfill the duties and responsibilities of being a library trustee, and be better informed on the many complicated issues facing libraries today.

TrusteE-Training is a compact tool, built to fit into the busy life of a library trustee. The training is made up of four interactive instructional modules. Each module should take about 15 minutes to complete, but can be done in any order and at your own pace. Each section provides minimal introductory materials and a chance to reinforce or review what you have learned through exercises or a quiz. You get immediate feedback from your responses that let you know better if you are "getting it."

ALTA's President's Reception

The ALTA President's Reception for 2004, will be held on Friday, January 9, 2004, at Casa Guadalajara in San Diego, from 7:30 to 10 P.M. The ticket price for the event is \$50, and space is limited, so please make your reservations through ALA's Customer Service as soon as possible. The address is: 111 W. Harbor Drive, San Diego, CA 92101-7822, and driving directions and a map are published on the ALTA Web site, www.ala.org/alta; then select Midwinter Meeting.

PUBLIC LIBRARY ASSOCIATION CONFERENCE IN SEATTLE

Thousands of librarians and trustees will explore the diverse roles public libraries play during the Public Library Association's (PLA) Tenth National Conference, February 24-28.

ALTA will have space in the Exhibit Hall at the PLA Conference in Seattle. Shirley and I and, we hope, David Goldsmith will be there to meet and greet. Trustees planning to attend might like to stop by our space to say hello and register for an ALTA drawing. Find out more about the conference at www.pla.org.

Conference programs range from "Books 'R Us—The Library as an Anchor 'Store' in the Mall of the Future" to "If I Can Read, I Can Do Anything: Reading on the Rez" to "Swing Dancing Through the Stacks and Other Nontraditional Library Programs for Teens." More than 100 sessions and interactive workshops will focus on innovative programs, services and technologies in public libraries, professional development and best practices.

—Dale Ross, ALTA Immediate Past President

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Shirley Bruursema

Fall ALTA Activities, Making Plans for San Diego: President's Message

Hello to the ALTA Family:

I trust you are having a beautiful fall, as we are here in Michigan.

Last weekend the ALTA Executive Committee was in Chicago along with all of the ALA Division Executive Boards. We had a very good meeting on Friday with all the Boards and ALA Leadership working on Strategic Planning for ALA with many ideas, thoughts, and information gleaned, and reviewed by ten roundtables. It was amazing how similar all were.

On Saturday the ALTA Executive Board spent a full day with Kerry and Gretchen reviewing 2003 conference and preparing for the year ahead. I think we have a great Midwinter Meeting coming up in San Diego. We are doing a couple of things different. We are going to have more committees meeting at one time in a large room; so there is the ability to move between committees, where necessary. This will be done on two different days, except, of course, where some committees are closed. We also have an excellent President's Reception Planned on Friday evening with dinner and live music for Friday evening, keeping cost as low as possible. Hope you all consider going! (See separate article on the reception.) Due to some cancellations in Toronto that would normally raise funds for ALTA, we are also hoping for a good turn out, to help with our budget. We also addressed scheduling for meetings and

workshops in Orlando. We are doing a Trustee Advocacy Training session in San Diego. Goals were presented by Kerry and Gretchen for the next year. Overall we had a great workshop

In my previous article I mentioned writing more about CIPA; however, there is so much material, facts and information, it would take more space than is allowed. Please log on to www.ala.org. There are pages on CIPA to print off for you to read and study.

Please get your reservations in for San Diego. There is a big discount for early registration. Committees function best with full attendance. Forms for registering are online along with forms in the October issue of *American Libraries*. The Awards committee still needs more nominations for the different awards that ALTA awards each June. Check the last issue or the ALTA Web site for the variety of Awards.

Many thanks to the Regional Vice Presidents who are visiting their state conferences. Also, a big "Thank you" to Anne Sterling for volunteering to be our new VOICE Editor starting with the next issue in the Spring. We can never thank Sharon Saulmon enough for all her years of dedication to making the VOICE an outstanding newsletter for trustees and advocates. From each of us, Sharon, a big "Thank you." You will be missed. And we wish you well in your new position.

—Shirley Bruursema, President

P.S. We still need one more Regional Vice President for Region XII, which is Alaska, Idaho, Montana, Oregon and Washington. Please consider!

Super Senior Fair

The Fair was held in Toronto as the ALTA President's Program for then-President Dale Ross. We had a variety of services targeting super seniors highlighted.

Dana Morrow of the Metropolitan Library System in Oklahoma City/County explained the rotating collections in nursing homes and senior centers with special shelving designed for wheelchair accessibility. Other services include Books By Mail and programming for this important age group.

The Washington Talking Book & Braille Library was highlighted by Maryte Racys. Books and magazines are available on talking books. Braille and large print books are also accessible. Collections are loaned to senior centers and long-term care facilities throughout Washington. The Evergreen Radio Reading Service provides information of immediacy, such as newspapers, grocery ads, shopping news and magazines.

Lisa van der Laag from Generations on Line, a nonprofit organization, explained the easy-to-use software for seniors to utilize the Internet. Although 15% of all Americans are over 65, yet only 4% of all Internet users are over 65. The mission of Generations on Line is to promote this technology to enhance the quality of life of older people. Generations on Line is both a service for access and product for learning. They provide specially programmed self-training software to senior centers, libraries, retirement homes and

other locations where older people congregate.

The Toronto Reference Library, represented by Susan Back, described the Home Library Service, available for Toronto residents who are homebound for three months or longer due to age, illness or disability. A variety of library materials, including books, paperbacks, large print books and talking books, are selected and delivered free of charge. Deposit collections and other library services are available at some Toronto hospitals. Other services for people with disabilities include magnifiers, book stands, page turners, reading lamps, assistive listening systems, descriptive and closed captioned videos, library catalogues with enlarged print, and photocopies that enlarge are also available.

Designing library Web sites for senior-accessibility was highlighted by Sharon Saulmon.

- Be consistent with the layout.
- Use large buttons for easy navigation.
- Avoid scrolling text.
- Have left justification.

For additional information see the National Library of Medicine publication called "Making Your Web Site Senior Friendly" at www.nlm.nih.gov/pubs/checklist.pdf.

Participants had great fun in hearing different, creative ways to serve the specific needs of our super seniors.

—Sharon Saulmon

ALTA at a Glance

Editor:

Sharon A. Saulmon

President:

Shirley A. Bruursema

Executive Director:

Kerry Ward

Editorial Assistant and Newsletter Contributor:

Gretchen Kalwinski

Design/Production:

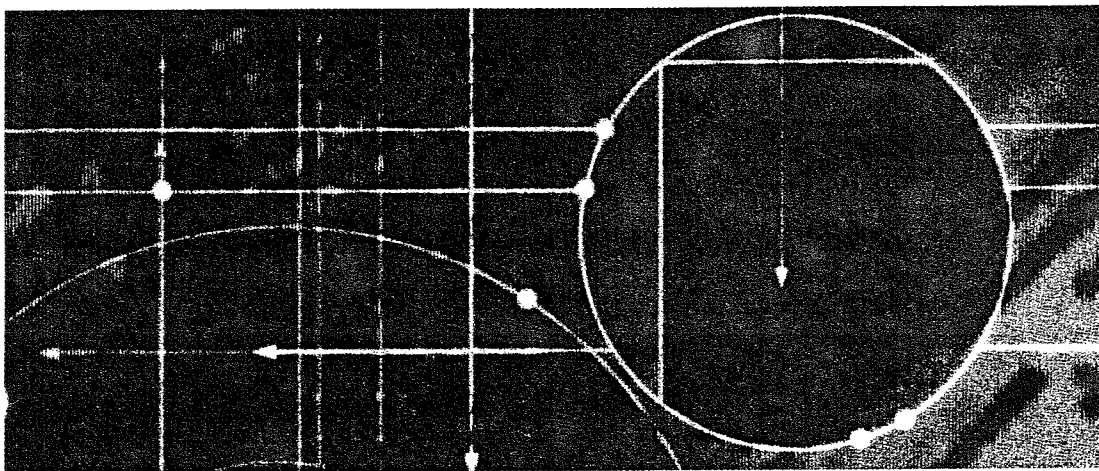
ALA Production Services

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.



2004 Midwinter Meeting

San Diego, January 9–12, 2004

FRIDAY, JANUARY 9, 2004

10–11 A.M.

Regional Vice-President
Leadership Training (Breakout 1,
#273249)

10–11 A.M.

Council Administrator &
Committee Chair Leadership
Training (Breakout 2, #273257))

11:30 A.M.–1 P.M.

Executive Committee Meeting (no
meeting #, off-site lunch meeting)

11:30 A.M.–12:30 P.M.

Awards Committee Meeting
CLOSED (#272739)

2–4 P.M.

All Committee Meeting (#272993)
—Committees: Membership, SOS,
Action Development, Advocacy,
Local Arrangements, Legislation,
Intellectual Freedom

5:30–7:30 P.M.

ALA Exhibits All Conference
Reception—NO CONFLICT Time

7:30–10 P.M.

President's Reception @ Casa
Guadalajara (#273238), \$50/pp.

SATURDAY, JANUARY 10, 2004

8–9 A.M.

President's Program Committee
Meeting (#272740)

9:30 A.M.–12:30 P.M.

Board of Directors Meeting
(#272741)

2–4 P.M.

All Committee Meeting
(#272819): Education of Trustees,
Intellectual Freedom, Membership,
Publications

4–6 P.M.

Jury on Trustee Citations
(#272821) CLOSED

4–6 P.M.

Trustee Leadership Seminars
Committee (#272823)

SUNDAY, JANUARY 11, 2004

9–11 A.M.

"Save America's Libraries:
Training for Trustees & Library
Advocates" (#273018)

11 A.M.–12:30 P.M.

ALA Exhibit—NO CONFLICT time

12:30–1:30 P.M.

Advocacy Assembly (#273195)
Sponsored by Chapter Relations,
co-sponsored by ALTA and the
Public Information Office.

2–4 P.M.

Nominating Committee Meeting
(#272824) CLOSED

2–4 P.M.

Conference Program & Evaluation
Committee Meeting (#272825)

4–6 P.M.

Exhibits Viewing

MONDAY, JANUARY 12, 2004

8–10 A.M.

Board of Directors Meeting
(#273258)

10–11 A.M.

Executive Committee Meeting
(also #273258)

5–6 P.M.

ALA Presidential Candidates
Forum—NO CONFLICT time

*No meetings may be scheduled on
the following Date and Time:*

Friday, Jan. 9, 2004, 5:30–7:30
P.M. (Exhibits All Conference
Reception).

Sunday, Jan. 11, 2004, 11–12:30
P.M. (Exhibit—NO CONFLICT
time).

Monday, Jan. 12, 2004, 5–6 P.M.
(Presidential Candidates Forum).

For locations on the Midwinter
meetings, check ALTA's Web
site—www.ala.org/alta.



Trustees on Parade

All of us have sat along a parade route and watched children scoop up candy and promotional give-aways. However, when the Trustees of the Indian Trails Public Library District (ITPLD) march by, it's the parents who jump out of their seats and rush to the curb.

What's all the excitement about? Everyone loves a really useful "freebie," and that's just what our trustees are distributing! Library trustees participate in three summer parades and wear forest green polo shirts with "Trustee" embroidered underneath the library's logo. Four years ago, Library Director Tamiye Meehan came up with the idea of using "Library Savings Coupons" as a promotional tool at community events; and they've been a hit ever since. "They see us, and they know what to expect," stated Don Roalkvam (ITPLD Trustee and ALTA Board Member).

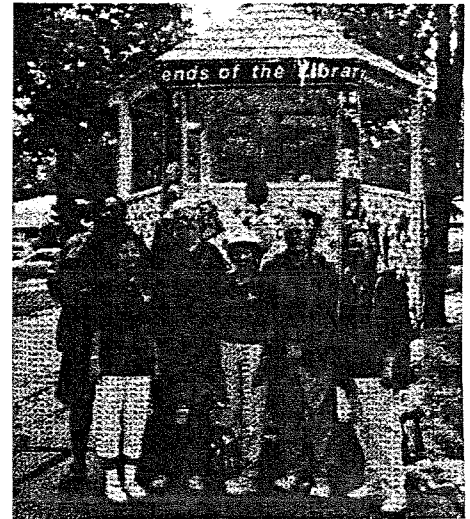
The coupons are standard business card size that may be conveniently carried with one's library card. The front side carries the header "Library Savings Coupon" with an expiration date, like most coupons, which is generally set two months from the parade date when it was issued.

On the reverse side the coupons state they are redeemable only at ITPLD. The coupon is worth a maximum of fifty cents toward the patron's next ITPLD fine or fee. Restrictions are that only one coupon may be used per family per visit, users must live within the ITPLD boundaries, and have an ITPLD borrower's card.

When printed in-house, the coupons cost far less than most give-aways libraries traditionally purchase for these events. To stop counterfeiting, the coupons are imprinted with a select background design in a different color for each parade. A sample is given to the Circulation staff, who are instructed to honor only those coupons that exactly match the one in current circulation.

The program has not resulted in a significant impact on the fees collected by the library. They continue to be a significant source of funds. Trustees distribute close to 2,000 coupons at each parade and find them to be a very popular "goodwill" tool. Yet, the library reports that less than 1% of the coupons are redeemed.

"We've developed a means of getting library trustees a lot of visibility in the community, and we get a lot of positive feedback from the crowd," stated



L to R. Indian Trails Public Library District Trustees Henry Hackney, Jr., Karolyn Nance, Earl Sabes, Doris Wagner, Larry Cahall, and Board President Patricia Murray get ready to have out "Library Saving Coupons" at this year's 4th of July Parade. The library's entry won the Buffalo Grove Days Civic Award for the second year in a row!

Roalkvam. "It's an example of marketing and branding that worked well."

The Indian Trails Public Library District serves Wheeling, Buffalo Grove and part of Prospect Heights, IL. For additional information, please contact R. Christine Gibson, Public Relations Coordinator, at cgibson@itpld.lib.il.us or call 847-459-4100.

Perceptions of Multipurpose Libraries

Perceptions on what libraries are used for varies. Does this multi-state research project match your view?

A national study of libraries of all sizes and in all parts of the country showed computer usage was the highest activity with 22.5 percent of the users sitting at a computer when random counts were taken. This number might be higher

depending upon the number of computer stations in the building.

Standing in the stacks looking at books and magazines ranked as the second highest activity at 20.5 percent of the users. During the random surveys 15 percent were sitting reading or writing, and 11 percent of those in the building were at the circulation or reference desk receiving

assistance when the surveys were conducted.

Colorado State Library's study found that the majority of individuals used their libraries to read for pleasure, learn more about a skill, hobby, or other personal interest, and to find information for school, work, or a community group, in that order.

cont. on pg. 8

Mark Your Calendar

Important ALTA Dates in 2003-2004

January 9-14, 2004

American Library Association,
Midwinter Meeting
San Diego, CA
www.ala.org

February 2, 2004

Job Shadow Day
www.jobshadow.org

February 24-28, 2004

PLA 2004 National
Conference in Seattle, WA
www.pla.org

April 18-24, 2004

National Library Week

June 24-30, 2004

American Library Association
Annual Conference
Orlando, FL

News and Views and News and Views and News

NEWSLETTER CHANGE

Anne D. Sterling will be the new Editor of *The Voice* effective January 1, 2004. All members of ALTA wish her well in this endeavor. You may reach Anne at Nimbleap@aol.com. [Editor's note: She needs your articles, not just ideas.]

ALTA staff and members of the Board—present and past—wish to publicly express our heartfelt thanks to Sharon Saulmon for her tireless efforts over the years as Editor of *The Voice*. Often she, almost single-handedly, collected or wrote pieces, begged and cajoled leaders for articles and delivered a high-quality newsletter which brought information to our members and credit to our division. Thanks, Sharon, for all you've meant to ALTA.

—Dale Ross

NONPROFIT ACTION

OMB Watch announces the launch of www.NPAction.org, a Web site dedicated to arming nonprofits with the tools and knowledge they need to advocate for their cause.

With NPAction.org you can:

- Get the Basics on Nonprofit Advocacy
- Discover Ways to Be an Advocate
- Learn How to Build Your Organizational Advocacy Capacity
- Contact Policymakers and the Media
- Share Your Thoughts by Participating in Discussion Forums
- Stay Informed about Advocacy-Related News
- Test Your Advocacy Knowledge with Quizzes
- Take Part in Advocacy Polls

Come visit www.NPAction.org. While you're there, register for free updates (new content is constantly being added), participate in our forums and download useful files.

NPAction.org is a project of: OMB Watch; 1742 Connecticut Avenue, N.W.; Washington, DC 20009; 202-234-8494; www.ombwatch.org. NPAction.org has been supported, in part, with grants from the Atlantic Philanthropies, Ford Foundation, David and Lucille Packard Foundation and Surdna Foundation.

TRUSTEE CENSURED

The Cook Memorial (Libertyville, IL) Library Board censured trustee Jack L. Martin for removing copies of a free newspaper from the library without consulting other board members or library officers. Martin said that while he does not support censorship, he still believes in "common sense and decency."

—"Late Bulletins." *Library Journal*, Oct. 15, 2003, p.13

NEBRASKA LIBRARY ASSOCIATION

Ellen Miller, ALTA Regional Vice President, brought greetings from ALTA to seventy-four folks at the Nebraska Library Association on October 31. It was the first-ever joint luncheon of its Public Library and Trustees/Friends sections. She urged them to look past their state's boundaries to other organizations, such as ALTA. The joint ALTA-PLA book project was discussed with a brief survey concerning possible contents of the joint book. The ALTA advocacy brochures were also available.

"Training for Trustees and Library Advocates"

(#273018) 9-11 A.M. SUNDAY, JANUARY 11, 2004

This is a program sponsored by the Association for Library Trustees and Advocates (ALTA) will focus on tips for speaking up and speaking out on behalf of your library. There will be an emphasis on message development and "real world" results, along with breakout sessions designed to improve advocacy and speaking skills. Co-sponsored by the Public Information Office, this training is open to everyone. The tentative agenda includes remarks from the

ALA President Carla Hayden, ALA President-Elect Carol Brey-Casiano, ALTA President Shirley Bruursema, ALTA Past-Presidents Dale Ross and Gail Dysleski, and additional remarks from Kathleen Imhoff, Luis Herrera, and Patricia Glass Schuman. The workshop will incorporate the advocacy role and responsibility of trustees with message-shaping for successful advocacy efforts.

Training for New Trustees continued from p. 1

The Trustee-Training was written specific to Illinois trustees, but most of the content is applicable to trustees anywhere. Valuable content from a number of other states, as well as national resources, are included.

The instructional modules delve into the following four areas:

ROLES AND RESPONSIBILITIES

As the trustee for your library you should know your responsibilities; how else can you do a good job representing your community? Just as important, however, is that you know what things do not fall under your responsibility. Finance, Governance and your relationships with library staff are examined in this module.

SUCCESSFUL BOARD MEETINGS

Just as with any committee, company or organization, the library board is made up of a variety of personalities and experiences. With this variety you will experience lively discussion and challenging relationships. Here's where you can find everything from a checklist of documents that should be available to board members prior to each meeting to creative ways to deal with dissension.

DEVELOPING LIBRARY POLICIES

What kinds of policies should a board have in place, how are they developed and what makes library policy good or bad? It is important to anticipate and develop library policies before a

volatile situation arises. This section has a sample checklist from which to build.

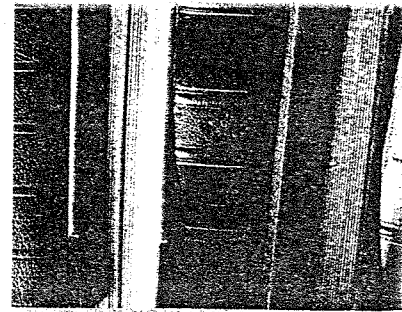
INTELLECTUAL FREEDOM

The challenge of defending the concept of intellectual freedom can become a painful process that creates dissension among library board members, staff and community. The key to a strong defense of intellectual freedom is to know the full range of what it means, have the appropriate policies in place, and know the laws and guidelines that will help you to defend it. Valuable links to the First Amendment, the American Library Association's "Checklist for Creating an Internet Use Policy" and "USA Patriot Act Guidelines" are all here.

When you are ready, use the **Resources** section to explore other topics. This section also lists every external link referenced throughout the tutorial. When visiting your library, does it sometimes sound like the staff is speaking a foreign language? Anyone new to libraries will find the **Glossary** section very helpful as a translation tool.

Our hope is that as you complete the instruction you will be challenged and excited to further explore your role as a library trustee. And again, thank you very much for your contributions.

—Judy Hoffman, Marketing Communications Specialist, North Suburban Library System, Wheeling, Illinois



Have You Read

"The Click and Clash of Generations" by Lynne C. Lancaster (*Library Journal*, Oct. 15, 2003) describes the four generations now working together, each with distinct mindsets. Surveys have found that 25-40 percent of the professional librarians will retire by 2009. Generation Xers (born between 1965 and 1981) are putting pressures on libraries to provide more well-thought-out and variety career paths, more opportunities for mentoring and education, and more options to champion change. The Millennials' work style is highly collaborative. They have been encouraged to find employment where they can give back. Millennials need to be well informed about careers in the library world.

Perceptions of Multipurpose Libraries continued from p. 5

A 2003 survey in a Ohio library system found that 8 percent of visitors came to use computers to access the Internet, 64 percent came to check out materials and 4 percent came to the library for a place to study.

These findings generate two observations, first is that libraries continue to be many things to many different residents. During one visit, a person can seek business information, enjoyable reading, and hobby information.

This multi-value use must be communicated to the funding leaders who may see the library terms of single users or visualize the eventual demise of the library due to the Internet.

Secondly, traditional use of the library has not been undermined by the addition of computers. Public library statistics document

circulation continuing to rise, and is at an all time high in many locations.

Officials must know that you have to balance purchases of books, newspapers and magazines against buying computers, printers and software, stretching the budget to meet inflationary costs of materials and ongoing replacement of technology and equipment.

You need to use the findings of such studies and surveys as you advocate for stable, and even increased, funding. Local funding authorities can skillfully argue against taxation and increased budgets, so you in return must develop similar skills using your local information to successfully argue the case for the library.

—Jerry Krois, Deputy State Librarian Wyoming State Library

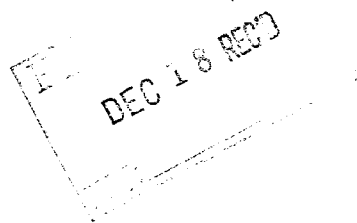
Spring deadline:

February 15, 2004

ALTA Voice of
America's
Library
Trustees &
Advocates

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The Voice is published quarterly by the Association for Library Trustees and Advocates and is available with membership in ALA/ALTA. Address membership correspondence to Kerry Ward, ALTA, 50 E. Huron St., Chicago, IL 60611. Send newsletter information to Anne Sterling, 7104 Wheeler Rd., Richmond, VA 23229; nimbleap@aol.com; 804-285-8354.