

Summary of Current Status of Unique Management Accounts
November 27, 2002

FY 02-03	New Accounts	Active Accounts	Paid in full current month	Amount received current month	Written off current month
July	12	405	4	312.49	0
August	11	413	2	299.85	0
September	6	593	5	294.79	0
October	10	425	7	504.74	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
TOTAL YTD	39	1836	18	1411.87	0

UNIQUE MANAGEMENT SERVICES, INC.

CREATED: 11/01/2002 12:05 AM RJK

SUMMARY STATUS REPORT

PAGE: 127


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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT

DATES LISTED: 01/01/1900 TO 10/31/2002

Accounts Submitted	:	699	Dollars Submitted	:	64,161.46	Dollars Received	:	17,834.98
Bankruptcies	:	1	Dollars in Bankruptcy	:	101.75	Material Returned	:	12,104.02
Incorrect Addresses	:	92	Dollars in Skips	:	5,921.73	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	41,048.88
Accounts in Process	:	605	Dollars in Process	:	56,352.35	% of Dollars Activated	:	72.34%
# of Accounts Activated	:	425						
% of Accounts Activated	:	70.25%						



TO: Placentia Library Foundation Board of Directors
FROM: Elizabeth D. Minter, Library Director 
DATE: November 27, 2002
SUBJECT: GIFT REPORT

The following gifts were received from October 1, 2002 through October 31, 2002.

ADOPT A BOOK DONATIONS

Margaret R. Vaneck	Joseph & Rebecca Kovach III
Sandy Koizumi & Francis Colwell	Edward F. & Velda T Wittstock
Dennis J. Spiro	Thomas & Juanita Torpy
Susan & Murray Hochman	Michael C. Cardwell
Rachel A. Sweet	Margaret Horrocks
Peter & Helen Dalquist	

TOTAL ADOPT A BOOK DONATIONS: \$565.00

BOOK ENDOWMENT FUND

M. Kay Brown	Larry & Debbie Williams
Zora & Manuel Castro	Debra & Christopher Becker
Alfonso Weilbach	Shirley A. Christian
Heidi A Roundy	Carolyn & Howard Mack
B. Samuel & Carol B. Tanenbaum	Lois & Michael Runyon
Clairee B TynesTynes	Brian & Jamie Delos Santos
BEF: Freddy & Julie Garrisonn	Michelle M. Ellis
Jena A, Williams	Mark A. Johnson
Carolyn A. Chu	Leland & Mary Castner
Martin & R. Sandra Robb	Stephen D. Pischel
Ted & Arlene Olea	Diana M Garrett
Marla K. & Bruce K. Anderson	
Kathleen M. Bottorff	

TOTAL BOOK ENDOWMENT FUND \$605.00

GENERAL FUND DONATIONS

Y Yin	Rosemary & Allan Lynch
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TOTAL GENERAL FUND DONATIONS: \$120.00

PHILLIPS' GIFT

Babara & Charles Phillips

TOTAL PHILLIPS' GIFT DONATIONS: \$3,000.00

<u>TOTAL ALL DONATIONS</u>	<u>\$4,290.00</u>
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Prepared By: Erin M. Fregeau

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Building Maintenance Report for October 2002
DATE: November 27, 2002

HVAC: Checked out burning smell and replaced belt in air handling unit. Routine maintenance and filter replacement

Plumbing: Sink in staff break room sluggish, garbage disposal needs to be replaced.

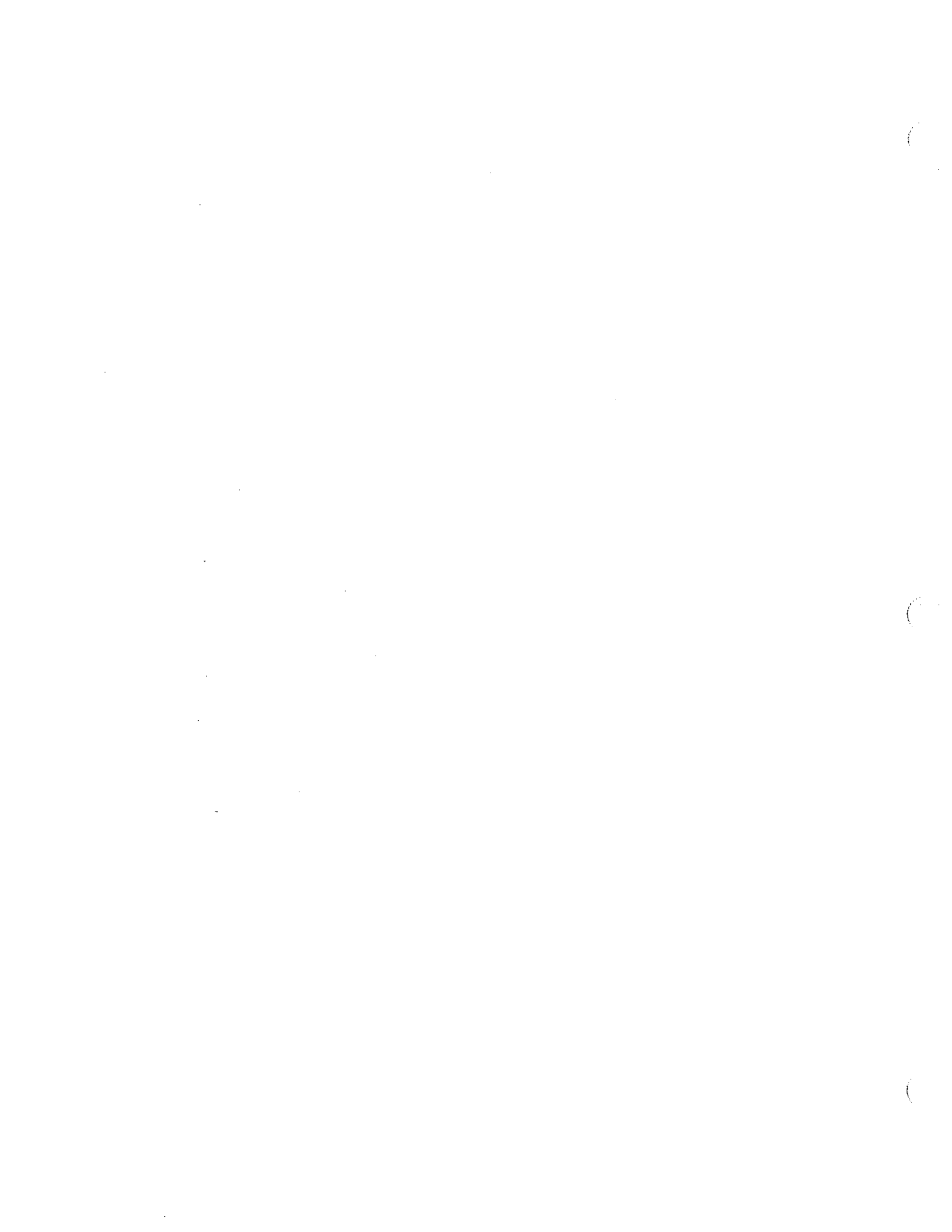
Electrical: Light bulb replacement. Ozzie Zimmer repaired lighting fixtures.

Locksmith: No service calls in October. Still working on back door code computer interface issues with manufacturer

Exterminator: Building interior treated for general pest/bug control.

General Contractor: Removed leaves from roof drains and painted public rest rooms.

Fire Extinguishers: Annual service performed



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Personnel Report for October 2002
DATE: November 27, 2002

RESIGNATIONS:

None in October

APPOINTMENTS:

Matthew G. Mallard, Substitute Library Clerk & Substitute Library Assistant,
October 2, 2002

Anny Y. McHugh, Library Aide, November 12, 2002

OPEN POSITIONS:

Administrative Assistant

WORKERS' COMPENSATION LEAVE:

None



TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of October 2002 

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY02/03 October	FY02/03 YTD	Starting	Cumulative
Andrade, Linda	10.00	37.00	Sep-95	672.50
Backes, Theresa	9.00	8.75	6/98	239.00
Bart, Lillian	10.00	38.00	May-01	189.75
Bass, Donna	0.00	2.00	Jul-02	2.00
Boelman, Marge	6.00	22.50	Apr-01	104.00
Botha, Jill	1.00	12.00	Nov-01	28.00
Clugston, Patricia	5.00	38.00	6/98	366.00
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	0.00	64.00	8/98	645.75
Fioroni, Pete	1.75	5.25	3/97	242.25
Fitzgerald, Joan	15.00	36.25	10/93	2,056.00
Frazee, Kathy	2.50	5.00	Jul-02	5.00
Godwin, Nita	8.00	32.00	2/96	424.75
Haagan, John	2.50	22.75	Jan-00	41.25
Hemmerling, Barbara	14.75	35.25	9/95	537.50
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	7.50	15.50	10/95	232.00
Hunsinger, Debbie	6.00	28.75	Jul-02	28.75
Irot, Pat	11.50	148.50	2/96	2,451.50
Jertberg, Pat	18.00	53.00	4/98	748.15
Jertberg, Jerry	0.00	0.00	Jan-02	21.00
Lord, Audrey	21.00	73.50	Jul-00	293.75
Mehta, Neela	8.00	49.00	Jun-02	59.50
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	10.00	37.50	10/95	1,127.75
Olson, Bob	4.00	14.00	9/95	422.00
Pence, Thomas	6.00	17.00	1/99	237.00
Peterson, Ruth	10.00	36.50	Mar-02	188.00
Rankin, Eleanore	36.00	106.5	May-02	146.75
Reid, Barbara	0.00	7.50	Jul-02	7.50
Rodriguez, Carmen	0.00	16.00	2/00	178.00
Salem, Rose	8.00	29.00	Oct-00	162.75
Sanatar, Ginny	0.00	0.00	Mar-02	14.00
Sandoval, Ginny	10.00	18.00	Aug-02	18.00
Schlichter, Allan	0.00	21.00	10/93	882.50
Schwartzkopf, Jan	0.00	18.00	Mar-01	40.75
Schmidt, Marie	22.00	104.00	4/98	272.00
Shaw, Dixie	2.00	4.50	5/94	201.00
Stoller, Frances	4.00	12.00	May-96	118.00
Walker, Virginia	0.00	0.00	Mar-99	129.50
Wymer, Betty		31.50	1/96	823.25
TOTAL	269.50	1,093.50		15,085.15

	FY02/03			FY02/03	
	October	YTD		October	YTD
Acosta, Anthony	10.25	13.5	McCarthy, Shannon		0.00
Afsar, Asif	0	0	McClung, Elder		9.25
Banks, Vanessa	0.00	0.00	Messenger, Daniel		1
Battaglia, Emelie	0.00	0.00	Meza, Jack		23.75
Beauchamp, Elder	1.25	13.50	Miladi, Omid		38.25
Behmaran, Roxana	0.00	11.00	Montes, Eric		0.00
Boisineau, Emma	8.00	13.50	Montes, Juan	10.00	12.75
Born, Ashley	0.00	15.50	Moore, Tray	3.50	3.50
Camacho, Ana Lilia	0.00	14.00	Moru, Vik	4.00	6.00
Clark, Anthony	0.00	14.00	Murray, Ryan		0.50
Chiu, Jone Shawn	11.50	11.50	Nolen, Chris		2.00
Chopra, Reema	0.00	38.00	Otto, Jessica		24.00
Delgado, Jesse	0.00	25.00	Pecot, Zipporah		0.00
Dolan, Adam	0.00	5.00	Peechaphand, Thanin		0.00
Dominici, Nicholas	4.00	6.00	Pioli, Nick		38.50
Dougherty, Brad	32.00	32.00	Powell, Ashley		3.00
Eng, Jonathon	0.00	12.00	R, Janes	3.50	3.50
Eng, Lawrence	0.00	42.50	Sanchez, Jackie	2.00	2.00
Enomoto, Esther	0.00	0.00	Shah, Sweny	2.50	42.75
Giulietti, Alex	6.75	6.75	Shah, Soham		3.25
Guo, James	0.00	45.75	Sicilliani, Melissa		3.00
Javier, Dana	7.00	7.00	Sindi, Fred		27.00
Ju, Christina	0.00	0.00	Seufae, Elder	1.25	4.25
Kim, Joseph	0.00	0.00	Stapleton, Jeremy	16.00	16.00
Haag, Elisha	0.00	0.00	Sy, Victoria		10.00
Haag, Jennifer	0.00	12.75	Takata, Michael		13.25
Haag, Katie	0.00	0.00	Torres, Daniel		0.00
Haag, Stephanie	0.00	12.25	Tran, Michael		40.00
Hess, Vinny	10.50	10.50	Tran, Chi	3.50	3.50
Hill, Joseph	0.00	0.00	Trejo, Ricardo		2.75
Hovendon, Corin	0.00	4.50	Truex, Nick		14.50
Hung, Yung	3.50	3.50	Turczynskyi, Stephen		0.00
Hurtado, Armando	3.25	3.25	Vaziri, Ali		17.00
Hurtado, Cynthia	3.25	3.25	Villarreal, Tania		1.50
Keezer, John	2.00	2.00	Victores, Ryan	6.50	10.50
Khan, Marina	9.50	9.50	Vu, Elizabeth		0.00
Lada, Steven	0.00	50.00	Vu, Thomas	7.50	20.25
Laehnmann, David	4.00	6.00	Ward, Alan	0.00	0.00
Le, Brian	0.00	0.00	Wills, Gessica	0.00	3.00
Le, Phillip	0.00	0.00	Wong, Winston	0.00	20.25
Lee, James	0.00	38.50	Wymer, Betty	6.25	6.25
Lucero, Branden	0.00	5.50	Yu, Lillian	0.00	22.25
Mamer, Liz	0.00	4.50			
Maru, Sid	0.00	0.00			
TOTAL	106.50	479.00	TOTAL	66.50	449.25
TOTAL Library Volunteer Hours		442.50			
TOTAL Literacy Volunteer Hours		516.00			
TOTAL VOLUNTEERS HOURS		958.50			

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	FY 01/02	FY 02/03	FY00/01	FY 01/02	FY 02/03
July	562.00	623.00	693.5	658.00	1026.50	644
August	562.25	834.25	386	662.00	847.00	513
September	248.00	802.75	386	581.00	605.00	518
October	385.00	1029.8	442.5	614.00	550	516
November	369.25	1457.3		685.50	550.00	
December	205.25	203.5		564.00	586.00	
January	387.25	356.5		797.00	586.00	
February	376.75	359.75		617.00	600.00	
March	377.25	399		622.50	600.00	
April	457.25	299.75		656.00	600.00	
May	393.00	371.5		1,204.50	588.00	
June	580.75	454		1,050.50	639.00	
	4,905.00	7191.10		9,325.50	7777.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 02/03 October	FY02/03 YTD	Cumulative		FY02/03 October	FY02/03 YTD	Cumulative
Alcantara, Carmelita	6.00	24.00	184.00	Morales, Gabriela	6.00	24.00	51.00
Anderson, Susan	6.00	24.00	225.00	Morrissey, Jean-Marie	6.00	24.00	27.00
Bayne, Linda	6.00	24.00	60.00	Moyer, Disa	-	-	170.00
Belsher, Kristin	6.00	24.00	228.00	Murray, Snell	6.00	18.00	18.00
Bereiter, Gretchen	6.00	24.00	246.00	Murray, Edward	6.00	18.00	162.00
Bolkovatz, Alta	6.00	24.00	261.00	Naples, David	-	6.00	6.00
Brackett, Jim	6.00	24.00	33.00	Narcisco, Dennis	12.00	54.00	332.00
Braun, Geoff	6.00	21.00	21.00	Nguyen, Kelly	-	6.00	42.00
Casias, Michelle	-	6.00	24.00	Norwood, Sophie	-	6.00	36.00
Chen, April	6.00	24.00	117.00	Nozot, Helena	-	6.00	60.00
Choi, Jason	-	12.00	48.00	Oropeza, Mikela	6.00	24.00	54.00
Coffee, Nancy	6.00	24.00	283.00	Pandya, Prema	-	6.00	38.00
Colenso, Bill	6.00	18.00	154.00	Patel, Deepa	6.00	24.00	129.00
Croom, Carolyn	-	6.00	290.00	Patterson, John	-	3.00	3.00
Curtis, Daniel	12.00	36.00	90.00	Pello, Ernest	6.00	24.00	62.00
Duffie, Pat	12.00	48.00	398.00	Precht, Jeanette	6.00	21.00	21.00
Fakoufar, Reihaneh	6.00	21.00	21.00	Purcell, Lisa	6.00	24.00	36.00
Favaro, Lee	-	-	202.00	Pydeski, Linda	6.00	24.00	54.00
Fay, Sonia	-	12.00	50.00	Quintana, Michele	6.00	21.00	21.00
Fitsimons-Diaz, Chelsea	6.00	21.00	21.00	Rahmani, Razi	6.00	24.00	36.00
Garry, Kenneth	6.00	24.00	39.00	Record, Ben	6.00	18.00	72.00
Gast, Polly	12.00	48.00	1,577.00	Risso, Edith	-	-	240.00
Gasper, Chris	6.00	24.00	35.00	Rodriguez, Carmen	-	-	166.00
Gonzalez, Polize Felipe	6.00	24.00	54.00	Roth, Howard	-	-	180.00
Gonzalez, Natasha	6.00	21.00	21.00	Sanchez, Margo	-	-	230.00
Goodman, Dale	30.00	120.00	2,193.00	Schaal, Linda	-	6.00	18.00
Graves, David	6.00	24.00	199.00	Schulthels, William	-	6.00	42.00
Hatch, Bill	6.00	21.00	21.00	Serafica, Christina	-	6.00	30.00
Healey, Kathleen	6.00	24.00	180.00	Shah, Sheadeha	6.00	24.00	24.00
Heer, Kim	6.00	24.00	169.00	Shepherd, Kathy	6.00	24.00	155.00
Hernandez, Rosy	-	-	340.00	Singer, Stephanie	6.00	24.00	54.00
Ho, Irene	-	6.00	36.00	Skimizu, Ken	6.00	24.00	241.00
Homrighausen, Scott	6.00	24.00	54.00	Soto, Nina	6.00	21.00	21.00
Humple, Phyllis	6.00	24.00	84.00	Springston, Madlyn	-	6.00	66.00
Hugar, Jessica	6.00	21.00	21.00	Stalnaker, Linda	-	-	281.00
Hutton, Katherine (Kate)	6.00	24	180.00	Stichter, Julie	-	-	130.00
Jiminez, Daisy	6.00	24.00	45.00	Teeter, Robert	6.00	12.00	12.00
Keller, Christina	-	-	201.00	Tran, Chi	-	6.00	9.00
Kightlinger, Dana	6.00	24.00	45.00	Troumby, Pamela	6.00	24.00	48.00
Kelly, Jerry	6.00	24.00	33.00	Truong, Christine	6.00	21.00	21.00
Knank, Sam	6.00	24.00	27.00	Truong, Will	6.00	21.00	21.00
Knudson, Chip	6.00	24.00	39.00	Truong, Richard	-	6.00	52.00
Lada, Stephan	6.00	24.00	54.00	Truong, Steven	-	6.00	52.00
Lasker, Marilyn	6.00	24.00	121.00	Turczyasfyi, Stephan	-	3.00	18.00
Larson, Li	-	6.00	134.00	Van Zee, Karin	-	-	180.00
Leslie, Sandra	6.00	24.00	182.00	Vester, Ricki	6.00	30.00	66.00
Livezey, June	12.00	48.00	92.00	Villarreal, Tanya	6.00	26.00	58.00
Malkowicz, Edward	12.00	54.00	80.00	Vu, Elizabeth	6.00	24.00	54.00
Martinez, Diane	-	6.00	30.00	Vukovick, Kathy	6.00	24.00	102.00
Martlaro, Diane	24.00	96.00	268.00	Walters, Catherine	-	6.00	36.00
Medland, Karen	6.00	24.00	98.00	Wang, Sue	12.00	36.00	45.00
Meza, Jack	-	-	116.00	Westfall, Carolyn	-	-	180.00
Mohr, Kelsey	6.00	22.00	27.00	Wiegman, Karin	-	-	188.00
				Yang, Yale	-	6.00	18.00
				Yom, Gina	6.00	130.00	130.00
				Zamora, Mary	6.00	24.00	24.00
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Total	324.00	1,318.00	9,751.00	Total	192.00	921.00	4,622.00

Placentia Library District
Circulation Report
November 27, 2002

Agenda Item 22

	FY02-03 YTD	FY01-02 YTD	% Change FY02 TO FY03	FY02-03 October	FY01-02 October
1st Time Checkouts	51,985	51,866	0.23%	12,828	15,046
Phone Renewals	5,883	6,549	-10.17%	1,693	1,916
In-Building Renewals	1,507	1,789	-15.76%	364	523
Total Renewals	7,390	8,338	-11.37%	2,057	2,439
TOTAL CHECKOUTS	59,375	60,204	-1.38%	14,885	17,485
On-Time Checkins	54,506	49,683	9.71%	12,710	13,106
Late Checkins	4,875	8,723	-44.11%	1,282	2,235
TOTAL CHECKINS	59,381	58,406	1.67%	13,992	15,341
Holds Placed	2,546	1,140	123.33%	354	265
Holds Cancelled	351	252	39.29%	81	65
Holds Filled	2,333	1,182	97.38%	421	270
Holds Expired	42	13	223.08%	4	1
Patrons Registered	1,130	1,295	-12.74%	566	427
Titles Added	1,604	3,228	-50.31%	235	497
Volumes Added	1,505	5,003	-69.92%	128	802
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	23,652	25,130	-5.88%	5,931	7,124
Juvenile Print	22,360	28,390	-21.24%	7,074	8,589
Total Print	46,012	53,520	-14.03%	13,005	15,713
Audio	2,525	2,434	3.74%	759	643
Visual	3,448	4,232	-18.53%	1,096	1,117
Equipment	0	0	0.00%	0	0
Total Audio Visual	5,973	6,666	-10.40%	1,855	1,760
TOTAL CIRCULATION	51,985	60,186	-13.63%	14,860	17,473
Placentia Circulation	28,281	36,507	-22.53%	8,452	9,600
%Placentia Circulation	54.40%	60.66%	-10.32%	56.88%	54.94%
Anaheim/Yorba Linda Circulation	17,198	10,182	68.91%	1,527	3,219
%Anaheim/Yorba Linda Circulation	33%	16.92%	95.52%	10%	18.42%
TYPES OF ACTIVE BORROWERS					
Adult	28,099	38,327	-26.69%	9,747	9,948
Young Adult	1,355	1,331	1.80%	335	318
Juvenile	9,569	12,606	-24.09%	3,395	3,315
New Borrower	2,570	5,227	-50.83%	1,396	1,757
Non Resident	3,030			129	
Other (staff)	44			2	
TOTAL ACTIVE BORROWERS	44,667	42,153	5.96%	14,873	15,338
TOTAL REGISTERED BORROWERS	36,197	17,560	106.13%	17,851	16,545
ATTENDANCE	105,542	112,183	-5.92%	36,457	31,060
Adult Reference-In Building	2,984	4,409	-32.32%	986	1,344
Adult Reference-Telephone	439	662	-33.69%	159	189
Children's Reference-In Building	2,988	3,634	-17.78%	603	744
Children's Reference-Telephone	916	122	650.82%	32	47
Total Adult Reference	4,164	5,071	-17.89%	1,145	1,533
Total Children's Reference	1,984	3,756	-47.18%	660	791
Total In Building Reference	5,972	8,043	-25.75%	1,589	2,088
Total Telephone Reference	355	784	-54.72%	191	236
TOTAL REFERENCE	7,352	8,827	-16.71%	1,805	2,324

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00	12/7/00	2,608.81	2,105.84	577.66	107.50			5,399.81
Nov-00	1/8/01	2,554.36	0.00	648.68	0.00			3,203.04
Dec-00	2/13/01	2,891.81	2,350.27	646.43	0.00			5,888.51
Jan-01	3/13/01	1,926.24	1,076.57	645.72	1,257.50			4,906.03
Feb-01	4/10/01	2,390.20	1,052.92	653.87	107.50			4,204.49
Mar-01	5/9/01	2,597.85	1,052.92	860.29	315.00			4,826.06
Apr-01	6/6/01	3,255.35	1,052.92	515.57	215.00			5,038.84
May-01	7/5/01	3,063.28	1,052.92	621.76	107.50			4,845.46
Jun-01	8/8/01	5,103.35	1,150.57	650.52	535.00			7,439.44
TOTAL		39,172.97	12,910.77	7,617.93	2,967.50	0.00	0.00	62,669.17
AVG		3,264.41	1,075.90	634.83	247.29			5,222.43

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	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	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02	7/12/02	3,338.44	1,499.16	713.31			8.14	5,559.05
Jun-02	8/16/02	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	7/10/02	5,200.62	1,638.37	650.63			8.18	7,497.80
Aug-02	8/16/02	5,961.61	1,178.68	651.87	107.50		8.20	7,907.86
Sep-02	10/10/02		1,195.57	650.63			8.17	1,854.37
Oct-02	11/15/02		1,461.17	650.61	107.50		16.35	2,235.63
Nov-02								0.00
Dec-02								0.00
Jan-03								0.00
Feb-03								0.00
Mar-03								0.00
Apr-03								0.00
May-03								0.00
Jun-03								0.00
TOTAL		11,162.23	5,473.79	2,603.74	215.00	0.00	40.90	19,495.66
AVG		2,790.56	1,368.45	650.94	53.75		10.23	4,873.92

FY2000-2001	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-00	976.84	234.00	6.48	1,217.32	608.66
Aug-00	976.84	219.00	8.96	1,204.80	602.40
Sep-00	976.84	174.00	21.89	1,172.73	586.37
Oct-00	976.84	174.00	4.48	1,155.32	577.66
Nov-00	1,054.38	234.00	8.97	1,297.35	648.68
Dec-00	1,054.38	234.00	4.48	1,292.86	646.43
Jan-01	976.84	294.00	20.60	1,291.44	645.72
Feb-01	1,054.38	234.00	19.36	1,307.74	653.87
Mar-01	1,435.12	279.00	6.46	1,720.58	860.29
Apr-01	1,000.58	294.00	6.46	1,301.04	650.52
May-01	1,000.58	234.00	8.94	1,243.52	621.76
Jun-01	1,000.58	294.00	6.46	1,301.04	650.52
TOTAL	12,484.20	2,898.00	123.54	15,505.74	7,752.87
AVG	1,040.35	241.50	10.30	1,292.15	646.07

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY2002-2003	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-01	1,127.26	174.00	0.00	1,301.26	650.63
Aug-01	1,127.26	174.00	2.48	1,303.74	651.87
Sep-01	1,127.26	174.00	0.00	1,301.26	650.63
Oct-01	1,127.26	174.00	0.00	1,301.26	650.63
Nov-01				0.00	0.00
Dec-01				0.00	0.00
Jan-02				0.00	0.00
Feb-02				0.00	0.00
Mar-02				0.00	0.00
Apr-02				0.00	0.00
May-02				0.00	0.00
Jun-02				0.00	0.00
TOTAL	4,509.04	696.00	2.48	5,207.52	2,603.76
AVG	1,127.26	174.00	0.62	1,301.88	650.94

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00	232.62	249.68	59.18	0.00	435.36	976.84
Nov-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Dec-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Jan-01	232.62	249.68	59.18	0.00	435.36	976.84
Feb-01	310.16	249.68	59.18	0.00	435.36	1,054.38
Mar-01	282.16	283.40	59.86	0.00	809.70	1,435.12
Apr-01	282.16	226.72	59.86	0.00	431.84	1,000.58
May-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Jun-01	282.16	226.72	59.86	0.00	431.84	1,000.58
TOTAL	3,222.22	2,961.00	712.88	0.00	5,588.10	12,484.20
AVG	268.52	246.75	59.41	0.00	465.68	1,040.35

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Aug-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Sep-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Oct-01	382.24	234.40	63.58	0.00	447.04	1,127.26
Nov-01						0.00
Dec-01						0.00
Jan-02						0.00
Feb-02						0.00
Mar-02						0.00
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	1,528.96	937.60	254.32	0.00	1,788.16	4,509.04
AVG	382.24	234.40	63.58	0.00	447.04	1,127.26

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	6.00	8.00	2.00	0.00	16.00	32.00
Aug-00	6.00	8.00	2.00	0.00	16.00	32.00
Sep-00	6.00	8.00	2.00	0.00	16.00	32.00
Oct-00	6.00	8.00	2.00	0.00	16.00	32.00
Nov-00	8.00	8.00	2.00	0.00	16.00	34.00
Dec-00	8.00	8.00	2.00	0.00	16.00	34.00
Jan-01	6.00	8.00	2.00	0.00	16.00	32.00
Feb-01	8.00	8.00	2.00	0.00	16.00	34.00
Mar-01	8.00	10.00	2.00	0.00	20.00	40.00
Apr-01	8.00	8.00	2.00	0.00	16.00	34.00
May-01	8.00	8.00	2.00	0.00	16.00	34.00
Jun-01	8.00	8.00	2.00	0.00	16.00	34.00
TOTAL	86.00	98.00	24.00	0.00	196.00	404.00
AVG	7.17	8.17	2.00	0.00	16.33	33.67

TIME BY TYPE OF WORKER

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

TIME BY TYPE OF WORKER

FY2002-2003	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-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	8.00	8.00	2.00	0.00	16.00	34.00
Oct-01	8.00	8.00	2.00	0.00	16.00	34.00
Nov-01						0.00
Dec-01						0.00
Jan-02						0.00
Feb-02						0.00
Mar-02						0.00
Apr-02						0.00
May-02						0.00
Jun-02						0.00
TOTAL	32.00	32.00	8.00	0.00	64.00	136.00
AVG	8.00	8.00	2.00	0.00	16.00	34.00

To: eminter@placentia library.org
From: gneill@c sda.net
Subject: CSDA Legislative Update
Date: Tue, 26 Nov 2002 16:33:43 -0800



GOVERNOR CALLS SPECIAL SESSION

EXPERTS PREDICT STATE BUDGET DEFICIT TO HIT \$21 BILLION OVER THE NEXT 19 MONTHS

With predictions that over the next 19 months the state's budget deficit will be even more serious than the \$21 billion shortfall estimated by the Legislative Analyst, Governor Davis announced a Special Session of the Legislature will begin December 9.

A news release from the Governor's Office stated that he convened a meeting of the "Big Five", the Governor, the Legislative leaders from the Senate and the Assembly to discuss the California budget. "The problem is serious enough that it requires immediate action," Governor Davis said. "Solving this budget will require all of us to put aside ideological differences. It will require bi-partisan cooperation."

The special session will be called to enact \$5 billion in reductions, recaptures and other budget changes over the current year and the budget year combined. The Governor also announced that he would use his executive authority to freeze spending, and that he would convene regular sessions of the Big Five to keep channels of communication open.

The word is that "everything" is on the table including education funding; public safety funding; Vehicle License Fee (VLF); taxes/fees; removing ERAF exemption for multi-county districts; and, more property tax revenues from local governments.

The **Leave Our Community Assets Local (LOCAL) Coalition** spearheaded by CSDA, the League of California Cities and the California State Association of Counties (CSAC) has already started to lay out the plans to continue the call to protect local services during this budget crisis. LOCAL was extremely effective in its collaborative activities during the last budget deliberations – speaking with one voice for all local governments – cities, counties and special districts.

CSDA WILL NEED ALL MEMBER DISTRICTS TO SUPPORT AND PARTICIPATE IN LOCAL COALITION EFFORTS AND CSDA ACTIVITIES OVER THE NEXT NINE MONTHS AS WE STRIVE TO PROTECT LOCAL REVENUES THAT PROVIDE VITAL LOCAL SERVICES.

Forward one or two contacts from your district who will act as a liaison between your agency and CSDA throughout the state budget discussions. It is imperative that special districts join with cities and counties on an equal platform to protect all of our ability to advocate for, and protect, local services.

Forward your district contacts to Geoffrey Neill (gneill@c sda.net) immediately.

Thank you.



To: "MCLS/SLS/SSCLS Directors" <mclshq@mcls.org>
Cc: "smcglamery" <smcglamery@mcls.org>, "bhute" <bhute@mcls.org>,
"bcontreras" <bcontreras@mcls.org>, "bcusten" <bcusten@mcls.org>,
"cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>,
"hdaniels" <hdaniels@mcls.org>, "jlambert" <jlambert@mcls.org>,
Subject: FW: GOVERNOR CALLS "SPECIAL SESSION" ON THE BUDGET

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

From: owner-calix@listproc.sjsu.edu
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
Sent: Friday, November 22, 2002 11:24 AM
To: CLA Listserve- CALIX
Subject: GOVERNOR CALLS "SPECIAL SESSION" ON THE BUDGET

November 22, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist; Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

GOVERNOR CALLS "SPECIAL SESSION" ON THE BUDGET

Yesterday Governor Gray Davis, and members of the Senate and Assembly leadership, also known as "The Big Five," met to discuss the enormous \$21 billion state Budget deficit. According to a press release issued by the Administration, "The Governor told the other members of the Big Five that the shortfall is expected to be even more serious than the \$21 billion shortfall estimated by the Legislative Analyst." Said the Governor, "The problem is serious enough that it requires immediate action. Solving this budget will require all of us to put aside ideological differences. It will require bi-partisan cooperation." To that end, he has called a "Special Session" of the legislature, which shall convene on December 9, 2002. At that time, the Governor has requested that the Legislature "enact \$5 billion in reductions, recaptures and other budget changes over the current year and the budget year combined."

You may recall that last year, due to the significant Budget deficit projections, the Governor called a similar "special session," which

produced
\$2 billion in cuts from the current year Budget. During the "special session," the Public Library Foundation Program was targeted as a potential area of cuts, with the Governor proposing to reduce the program by \$7.9 million. Ultimately, the legislature was successful in rejecting the \$7.9 million cut.

This month, Legislative Analyst Elizabeth Hill, released her Budget forecast, noting that the 2003-04 budget "faces a cumulative year-end deficit of \$21.1 billion, absent corrective actions. However, if California's economic performance continues to lag and fails to experience the accelerating growth that we are expecting in the latter half of 2003, the shortfall could easily be several billion dollars higher." The \$21.1 billion figure represents a \$6 billion General Fund deficit in the current year, and a new \$15 billion deficit in the 2003-04 year. Since the legislature used various accounting shifts and deferral payments to balance the Budget in 2002, the LAO warns that these options are now not available to the legislature to bridge the Budget gap. The LAO also believes that the problem is highly complex, adding that "the state has a large structural budgetary imbalance that it cannot simply 'grow' its way out of on the natural. As a result, substantial budget-balancing actions will be needed."

While rumors are beginning to circulate regarding what is and is not "on the table" for discussion, one proposal being discussed by the Department of Finance is to consider going after more local property tax monies. This approach would be quite unpopular for local governments and many legislators. However, this year is quite unique, as some members of the Big Five have indicated that even the closely protected Proposition 98 guarantee for education would not be "off the table."

Lastly, the Governor's press release also states that the Governor "would use his executive authority to freeze spending, and that he would convene regular sessions of the Big Five to keep channels of communication open."

Susan Negreen, CAE
Executive Director
California Library Association



snegreen@cla-net.org
916-447-8541

-----calix+
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-----calix--

To: eminter@placentialibrary.org
Subject: CSDA Legislative Alert

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE UPDATE
Friday, November 15, 2002

California's Projected Budget Shortfall for Next Fiscal Year: \$21.1 Billion!

Yesterday, Elizabeth Hill, California's non-partisan legislative analyst, announced that there will be a budget shortfall of \$21.1 billion by June 2003, a number that represents a full quarter of general fund expenditures. And that's not all. If business spending doesn't pick up, the state budget deficit could grow several billion dollars deeper. And with all of the easy answers and fixes used up last session, the Governor and Legislature face the equally unpopular options of deep program cuts or steep tax increases. Or, more than likely, both. Ms. Hill urged that "everything be on the table," a statement that will undoubtedly ensure the inclusion special districts and local government funds in budget talks.

- Both the national and state economies are still struggling.
- The state of California is collecting less money from personal income tax and sales tax than expected.
- Some assumptions that were made during our last blundering budget battle turned out to be bad ones, such as a) the amount of help from the federal government to cover Medi-Cal and prison costs and b) the \$285 million saved by offering state workers early retirement, which never happened due to most state departments opting out of it.
- The stock market continues to flag, leaving capital gains tax revenues low.
- **Last session's "balanced" budget used up all of the easy fixes: deferred spending, early collection on tobacco settlements, borrowing from the state's own special funds, and other measures that didn't address the continuing imbalance between revenues and spending.**

They will be looking to make cuts in every conceivable area, and you can bet that they'll be looking in our direction. They'll be casting an eye on ERAF funds and exemptions and who knows what other areas. Now is the time to begin our vigilance. Governor Davis's budget proposal will be presented to the Legislature on January 10th.

CSDA is taking action now! The LOCAL Coalition, the landmark show of unity begun this year by CSDA, the League of California Cities and the California State Association of Counties (CSAC), is already preparing to engage in activities stressing the need to protect local services and local revenues through the state's fiscal crisis. CSDA, CSAC and the League have once again pledged to fund the activities as a collaborative effort between the different types of local government.

We cannot do this without your support and participation. We must act now to increase CSDA's visibility and build a network of activists among our membership. As the brave new year kicks off, be prepared to get involved in LOCAL activities in 2003. Whether it is speaking with your local senator, assemblyperson or newspaper, every effort will need to be expended to protect local control of local revenues. Please contact CSDA to let us know how you would like to help. We need LOCAL leaders that CSDA can call upon to participate, so send your

name, district, address and phone number to Geoffrey Neill either by email (gneill@csga.net) or by calling toll-free at 877.924.CSDA.

What it comes down to is this: we can assume that the worst will happen and give up, in which case the worst will indeed come to be, or we can fight to preserve our local revenues and services and work for change.

Contact CSDA so we can begin coordinating our efforts now!

****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.csga.net

To: "'MCLS/SLS/SSCLS Directors'" <mclshq@mcls.org>
 Cc: "smcglamery" <smcglamery@mcls.org>, "bchute" <bchute@mcls.org>, "bcontreras" <bcontreras@mcls.org>, "bcusten" <bcusten@mcls.org>, "cbonnefil" <carol@247ref.org>, "ccarlisle" <ccarlisle@mcls.org>, "hdaniels" <hdaniels@mcls.org>, "jlambert" <jlambert@mcls.org>,
 Subject: FW: NEWS FROM THE CAPITOL

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

From: owner-calix@listproc.sjsu.edu
 [mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Susan Negreen
 Sent: Wednesday, November 06, 2002 6:31 PM
 To: CLA Listserve- CALIX
 Subject: NEWS FROM THE CAPITOL

November 6, 2002

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
 Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. TUESDAY'S ELECTION PRODUCES VERY FEW SUPRISES

Field pollsters had offered early predictions that voter turn-out for Tuesday's election could be as low as a dismal 39%, due to lack of interest

in many of the candidates and ballot initiatives. In an article in Monday's

Sacramento Bee, one pollster stated that the "big reason is the governor's

race itself. It's just very much a negative campaign, a turnoff to voters.

Voters really are pretty much rejecting both candidates. If that 'none of

the above' ballot initiative would have passed, it would have been an interesting measure in this election. 'None of the above' literally could

have won this election.'" And, in typical election night excitement, as many Californians went to bed on Tuesday night, the Governor's race was much

closer than any political pundits had anticipated.

The major state races produced no real surprises, and in local Assembly and

Senate races, there were few upsets. The Assembly Republicans will gain at

least one seat, with Republican Chula Vista Mayor, Shirley Horton

beating a former member of Governor Davis' Administration, Vince Hall in the San Diego area. She will replace termed-out Democrat Howard Wayne, who is poised to run for a Senate seat in 2004. Two races will likely be contested due to the small margin of victory. In the Assembly, Nicole Parra, the Democratic aide to U.S. Representative Cal Dooley beat Republican Dean Gardner by 475 votes in a bid for District 30. The seat was previously held by Democrat Dean Florez, who was victorious in his race for a Senate seat last night. In the Senate, a hard-fought battle for the 12th District pitted former Democratic Assemblyman Rusty Areias, against agri-businessman, Republican Jeff Denham. The official Secretary of State's vote tally indicates that Areias beat Denham by only 126 votes. With a win by Areias, there is a lot at stake in the Senate, as his victory would provide Democrats with the necessary two-thirds vote majority in the house. Republicans, in an attempt to prevent such a monopoly on control of the house, will likely request a re-count.

II. COMMISSION ON RESTRUCTURING LOCAL GOVERNMENT

Last week, we met with the Governor's Secretary for Legislation, Mike Gotch. During a discussion on the bleak forecast for next year's Budget picture, Secretary Gotch said, "When you see the Budget numbers, you will want to run for cover, maybe even retire." While Secretary Gotch did not give us a figure, we had earlier met with a top Republican consultant who estimated next year's problem at \$22 billion! Mr. Gotch and the consultant both referred to the huge gap as a "structural" problem, meaning the large deficits won't go away when the economy returns to normal. As a consequence, the "structural" problem must be addressed with program cuts, realignment of programs (e.g. re-evaluating which programs should be considered state responsibilities, and which should be local responsibilities), tax increases, etc. When asked if he felt that the Budget would require revisiting the property tax or assessing fees, he responded, "It's possible, but I just don't know."

He then spoke of Senator Burton's intent to go forward with a Commission on Restructuring Government, to look at the way in which state and local services are financed, how statewide taxes are distributed, potentially revisit opening Proposition 13, the split roll, and other tax questions. Secretary Gotch noted that former Senate Budget Chair, Senator Peace, who is termed out in November, is very interested in Chairing the endeavor. Little information is available at this time, but we will keep you posted as to the developments and will let you know when any appointments have been made.

Susan Negreen, CAE
Executive Director
California Library Association
snegreen@cla-net.org
916-447-8541

-----calix-+
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.
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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Two Percent Assessment Appeal Case
DATE: November 27, 2002

BACKGROUND:

No new information is available at this time. The Library Director will make a report at the Library Board meeting if additional information becomes available.

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 2001-2002 would be \$129,228.22. For each year the refund is delayed the amount would increase by approximately \$66,000, plus interest.

The ongoing impact (permanent loss) on future revenue would be a loss of \$65,913.61 per year.

Attachment A is an article that appeared in the *Los Angeles Times* on November 9, 2002 reporting on a different tax appeal case that may ultimately cost the District some of its property tax revenue.

RECOMMENDATION:

Receive & File



NewsBank InfoWeb

Los Angeles Times

Los Angeles Times

November 9, 2002

The Region

Ruled Tardy on Tax Appeal, O.C. May Cough Up Millions

State court sides with homeowner's demand for a lower assessment, which could also mean refunds for 1,500 others treated similarly.

Author: Jean O. Pasco; Times Staff Writer

Metro Desk

Edition: Home Edition

Section: California

Page: B-6

Index Terms:

TAXES

ORANGE COUNTY

APPEALS

PROPERTY TAX

Estimated printed pages: 3

Article Text:

A state appeals court has ruled in favor of an Orange County taxpayer who was denied a property tax reduction in 1994, a decision that could cost the county millions of dollars in refunds involving 1,500 property owners.

The homeowners and businesses said the county owed them the tax cuts because officials failed to consider their appeals within two years. Under state law, appeals must be heard within two years. If they are heard any later, the county must accept the taxpayer's proposed value for the property.

The appellate justices for the 4th District ruled Wednesday that the county didn't follow the law. In the intervening years, the judges said, the county also has failed to notify those taxpayers that they could be due refunds for overpayment.

The original case was filed by William Bunker, a San Juan Capistrano homeowner. It later became a class-action case because plaintiff attorneys produced evidence that Bunker was one of 1,500 property owners whose appeals were not heard within the two-year deadline.

"The court of appeal is saying Orange County has no excuse for not informing 1,500 taxpayers that it missed the two-year deadline and should have adopted the lower [property] value," said Robert Julian of San Francisco, one of the plaintiff attorneys. "These taxpayers don't even know their rights were violated."

County Counsel Benjamin de Mayo said he hadn't had a chance to brief the Board of Supervisors on the ruling and couldn't say whether it would be appealed to the state Supreme Court. He said he wouldn't comment on the ruling before speaking to the board. He said he would meet next week with Assessor Webster J. Guillory to discuss the situation.

It is the second court decision in a year faulting the county for its property tax procedures. A Superior Court judge ruled in December that the county's method for assessing property was unconstitutional because some assessments exceed the 2% limit established by voters in 1978. That case is pending.

The Bunker case stems from efforts by taxpayers to have their property values lowered during the early 1990s, when land values in Orange County were dropping because of a sagging economy.

The assessor's office had set the value of Bunker's home at \$940,221 for the 1992-93 tax year. On Sept. 6, 1992, Bunker filed an appeal, saying the property had lost equity and should have been valued at \$770,000. Such a change would have reduced his property tax bill.

His appeal wasn't heard until November 1994 -- 26 months later. A county appeals board rejected his claim and affirmed the assessor's higher value.

A month later, the county plunged into its historic bankruptcy, and a federal judge froze all property tax appeals.

Bunker filed suit in state court in 1998. The county denied it had erred, and a judge threw Bunker's case out. The appeals court, however, ruled that Bunker has a legitimate claim and sent the case back to Orange County Superior Court.

County officials would not say how much money it could be forced to refund. Estimates calculated in 1994 put the total at about \$10 million. The plaintiff lawyers said the taxpayers are due \$15 million for each of the years covered in the lawsuit.

"The Board of Supervisors ... should do the right thing instead of prolonging this litigation unnecessarily," Julian said.

About 4,000 appeals weren't heard by the two-year deadline, the lawsuit said. Of those, about half eventually were heard with the appeals favoring taxpayers. An additional 500 were resolved without hearings.

That left 1,500 cases in which taxpayers did not get a property tax reduction, the suit said.

The county has improved its procedure for dealing with tax appeals and has a much more effective system for tracking when the two-year deadline is approaching.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: California Library Literacy Services Plan of Service for Fiscal Year 2002-2003, as submitted to the State Library of California

DATE: November 27, 2002

BACKGROUND:

Attachment A is a copy of the District's Plan of Service for the California Literacy Campaign Matching Funds Grant Application for Fiscal Year 2002-2003.

Filing the Plan of Service with the State Library of California is required in order for the District to become eligible for California Literacy Campaign Matching grant funds.

RECOMMENDATION:

Receive and File

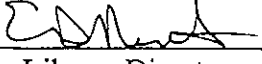


California Library Literacy Service

PLAN OF SERVICE ABSTRACT (CLSA-46 page 1)

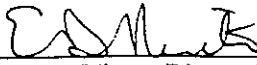
1. Library Name: Placentia Library District
2. Address: 411 E. Chapman Ave.
Placentia, CA 92870-6198
3. Contact Person: Jim Roberts
4. Telephone No: (714) 524-8408 ext. 213
5. Electoral District(s): Assembly: 72
State Senate: 33
6. # of literacy FTE: 2.5
7. Principal Outcomes:

	<u>Goals</u>
Number of Adult Learners To Be Served	<u>250</u>
Number of Tutors To Be Trained	<u>150</u>
Number of Library Branches To Be Included	<u>NA</u>
8. Proposed Program Operating Budget

CLSA Request:	<u>\$24,725</u>
Other Revenues:	<u>\$146,915</u>
TOTAL:	<u>\$ 171,640</u>
9. Signature 
Library Director
10. Date: November 8, 2002

CLSA Program Budget Request for California Library Literacy Service P1
Fiscal Year 2002/03

Placentia Library District
 Name of Library



Library Director's Signature

November 8, 2002

Date

Budget Categories	(a) CLSA Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CSL)
				Dr. Kevin Starr
1. Personnel (Including Benefits)	10,900	122,415	133,315	
2. Library Materials				
3. Operations Total (3a-3g)	12,325	24,500	36,825	
3a. Contract Services				
3b. Travel	1,000	1,000	2,000	
3c. Office Supplies	8,225	10,000	18,225	
3d. Printing				
3e. Instructional Resources	2,000	3,000	5,000	
3f. Communications	600		600	
3g. Other	500	10,500	11,000	
4. Equipment	1,500		1,500	
5. Indirect				
6. TOTAL	24,725	146,915	171,640	

CLSA-46D
10/02

CLLS Plan of Service Narrative, Matching Funds

Library Name Placentia Library District

Use this page and additional pages as needed to describe how your library will use the CLSA matching funds for the California Library Literacy Service requested for Fiscal Year 2002/2003.

1. Funds for the California Library Literacy Services Matching Grants will be used to support a variety of activities.

A. Recruit volunteers.

The overall objective for the Placentia Library Literacy Services (PLLS) is to recruit, train, and match more than 200 volunteer tutors during FY 2002-2003. To do this, PLLS will

- Continue to use flyers, the local cable, and the library activity calendar to encourage participation in the literacy program.
- Conduct tutor training workshops at least monthly.
- List tutor training workshops in the Placentia City quarterly newsletter, in the Placentia Chamber of Commerce quarterly newsletter, and in the local newspaper.
- Present literacy programs at local community service organizations.
- Update volunteer job descriptions with the Volunteer Center of Orange County.

B. Register and test adult learners.

PLLS does not have to recruit adult learners because there is usually a waiting list of learners and more learners than tutors. PLLS does register and test all learners so they are placed and ready to start when matched.

C. Matching.

The PLLS objective for FY 2002-2003 is to match more than 200 volunteer tutors with more than 200 learners. PLLS also plans to

- Continue to match pairs based on schedules, geography, and the expressed preferences of tutors/learners.
- Attempt to match each student within 30 days of his/her application.
- Conduct monthly learner list reviews for updating priority matching.

D. Support of tutors and learners.

PLLS plans to support tutors and learners by

- Sending tutors to the SCLLN Tutor Conference.
- Distributing the "Tutor Exchange" (SCLLN tutor newsletter) to tutors.
- Updating curriculum and acquiring new material, as needed, such workbooks, books-on-tape, and computer software.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Submission of California State Mandated Costs Claims ^{EMZ}
DATE: November 27, 2002

BACKGROUND:

At its meeting on October 16, 2002 the Library Board of Trustees authorized Library Director Minter to sign a contract with Shields Consulting Group, Sacramento for preparing and filing the California State Mandated Costs Claims on behalf of the District.

Claims were filed for Program 219, Open Meetings Act/Brown Act Reform (Local Agencies) and Program 202, Open Meetings Act II (Local Agencies). The total of Claims Submitted is \$23,314.

Attachment A is a copy of the Mandated Costs Claim Receipt.

Attachment B is the Claim for Payment for Program 219.

Attachment C is the Claim for Payment for Program 202.

RECOMMENDATION:

Receive and File





MANDATED COST CLAIMS RECEIPT

AGENCY PLACENTIA LIBRARY DISTRICT
AGENCY ID 1730040

<u>Chapter</u>	<u>Mandate</u>	<u>Fiscal Year</u>	<u>Amount</u>
641/86	Open Meetings Act/Brown Act Reform	2001/2002	\$7,692
641/86	Open Meetings Act/Brown Act Reform	2002/2003 estimate	\$7,692
641/86	Open Meetings Act II	2000/2001	\$7,930

Total of Claims Submitted \$23,314


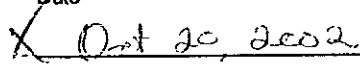
State Controller's Office acknowledges the receipt of the above mandated cost claims submitted by
Shields Consulting Group, Inc.

Received by

Date

State Controller's Office

Mandated Cost Manual

CLAIM FOR PAYMENT			For State Controller Use Only	Program
Pursuant to Government Code Section 17561			(19) Program Number 00219	219
OPEN MEETINGS ACT/BROWN ACT REFORM (LOCAL AGENCIES)			(20) Date Filed ___/___/___	
			(21) LRS Input ___/___/___	
(01) Claimant Identification Number 1730040			Reimbursement Claim Data	
(02) Claimant Name PLACENTIA LIBRARY DISTRICT			(22) BAR-1, (04)	12
County of Location ORANGE			(23) BAR-1, (05)(e)	
Street Address or P.O. Box 411 E CHAPMAN AVENUE			(24) BAR-1, (06)	7081
City PLACENTIA			(25) BAR-1, (08)	610
State CA			(26) BAR-1, (10)	
Zip Code 92670				
Type of Claim	Estimated Claim	Reimbursement Claim		
(03) Estimated	X	(09) Reimbursement	X	(27)
(04) Combined		(10) Combined		(28)
(05) Amended		(11) Amended		(29)
Fiscal Year of Cost	(06) 2002/2003	(12) 2001/2002	(30)	
Total Claimed Amount	(07) \$7,692	(13) \$7,692	(31)	
Less: 10% Late Penalty, not to exceed \$1,000		(14)	(32)	
Less: Prior Claim Payment Received		(15)	(33)	
Net Claimed Amount		(16) \$7,692	(34)	
Due From State	(08) \$7,692	(17) \$7,692	(35)	
Due to State		(18)	(36)	
(37) CERTIFICATION OF CLAIM				
<p>In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 641, Statutes of 1986, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.</p> <p>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 mandated by Chapter 641, Statutes of 1986.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 641, Statutes of 1986, set forth on the attached statements.</p>				
Signature of Authorized Officer			Date	
				
ELIZABETH D. MINTER			LIBRARY DIRECTOR	
Type or Print Name			Title	
(38) Name of Contact Person For Claim			Telephone Number (916) 454-7310	
Steve Shields, Shields Consulting Group, Inc.			E-Mail Address steve@shieldscg.com	

State Controller's Office

Mandated Cost Manual

MANDATED COSTS 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 2001/2002
(03) Department	ADMINISTRATION					
Claim Statistics						
(04) Number of regular meetings for which a brief agenda was prepared and posted						12
Direct Costs: Actual Time Option			Object Accounts			
(05) Reimbursable Component	(a) Salaries	(b) Benefits	(c) Services & 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)]	\$7,081
Indirect Costs: Actual Time Option and/or Standard-Time Option						
(07) Indirect Cost Rate			[From ICRP]			10.00%
(08) Total Indirect Costs			Method 2			\$610
(09) Total Direct and Indirect Costs			[Line (05)(f) + line (06) + line (08)]			\$7,692
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)]	\$7,692
Cost Reduction						
(12) Less: Offsetting Savings						
(13) Less: Other Reimbursements						
(14) Total Claimed Amount					[Line (11) - (line (12) + line (13))]	\$7,692

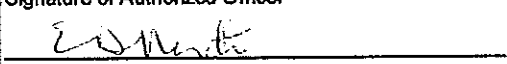
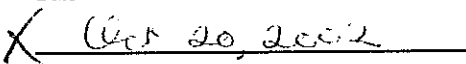
State Controller's Office

Mandated Cost Manual

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 2001/2002		
(03) Department	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
07/18/01	BOARD	29	20	\$51.19	\$495
08/15/01	BOARD	33	20	\$51.19	\$563
09/16/01	BOARD	33	20	\$51.19	\$563
10/17/01	BOARD	29	20	\$51.19	\$495
11/21/01	BOARD	40	20	\$51.19	\$683
12/19/01	BOARD	40	20	\$51.19	\$683
01/15/02	BOARD	30	20	\$51.19	\$512
02/20/02	BOARD	36	20	\$51.19	\$614
03/20/02	BOARD	33	20	\$51.19	\$563
04/17/02	BOARD	30	20	\$51.19	\$512
05/22/02	BOARD	40	20	\$51.19	\$683
06/19/02	BOARD	42	20	\$51.19	\$717
(05) Total X Subtotal					\$7,081

State Controller's Office

Mandated Cost Manual

<p align="center">CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 OPEN MEETINGS ACT II (LOCAL AGENCIES)</p>			For State Controller Use Only		<p align="center">Program 202</p>
			(19) Program Number 00202		
			(20) Date Filed ___/___/___		
(01) Claimant Identification Number 1730040			Reimbursement Claim Data		
(02) Claimant Name PLACENTIA LIBRARY DISTRICT			(22) OMA-1, (04)	13	
County of Location ORANGE			(23) OMA-1, (05)(e)		
Street Address or P.O. Box 411 E CHAPMAN AVENUE			(24) OMA-1, (06)	7277	
City PLACENTIA			State CA	Zip Code 92670	(25) OMA-1, (08) 653
<p align="center">Type of Claim</p>	<p align="center">Estimated Claim</p>		<p align="center">Reimbursement Claim</p>		(26) OMA-1, (10)
	(03) Estimated	(09) Reimbursement	X		(27)
	(04) Combined	(10) Combined			(28)
(05) Amended	(11) Amended			(29)	
Fiscal Year of Cost	(06)	(12)	2000/2001	(30)	
Total Claimed Amount	(07)	(13)	\$7,930	(31)	
Less: 10% Late Penalty, not to exceed \$1,000		(14)	\$793	(32)	
Less: Prior Claim Payment Received		(15)		(33)	
Net Claimed Amount		(16)	\$7,137	(34)	
Due From State	(08)	(17)	\$7,137	(35)	
Due to State		(18)		(36)	
<p>(37) CERTIFICATION OF CLAIM</p> <p>In accordance with the provisions of Government Code 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 641, Statutes of 1986, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.</p> <p>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 mandated by Chapter 641, Statutes of 1986.</p> <p>The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 641, Statutes of 1986, set forth on the attached statements.</p>					
Signature of Authorized Officer			Date		
					
<p>ELIZABETH D. MINTER</p>			<p>LIBRARY DIRECTOR</p>		
Type or Print Name			Title		
(38) Name of Contact Person For Claim			Telephone Number (916) 454-7310		
Steve Shields, Shields Consulting Group, Inc.			E-Mail Address steve@shieldscg.com		

State Controller's Office

Mandated Cost Manual

MANDATED COSTS OPEN MEETINGS ACT CLAIM SUMMARY		FORM OMA-1
(01) Claimant PLACENTIA LIBRARY DISTRICT	(02) Type of Claim Reimbursement X Estimated	Fiscal Year 2000/2001
(03) Department	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 & Supplies	(d) Fixed Assets
	(e) Total Direct Costs	
Preparation of Brief Agenda and Posting		
Direct Costs: Standard-Time Option		
(06) Standard-Time Reimbursement Option	[From form OMA-2S, line (05)(f)]	\$7,277
Indirect Costs: Actual Time Option and/or Standard-Time Option		
(07) Indirect Cost Rate	[From ICRP]	10.00%
(08) Total Indirect Costs	Method 2	\$653
(09) Total Direct and Indirect Costs	[Line (05)(e) + line (06) + line (08)]	\$7,930
Direct and Indirect Costs: Flat-Rate Option		
(10) Flat-Rate Reimbursement Option	[From form OMA-2F, line (05)(d)]	
(11) Total Direct and Indirect Costs of All Options	[Line (09) + line (10)]	\$7,930
Cost Reduction		
(12) Less: Offsetting Savings		
(13) Less: Other Reimbursements		
(14) Total Claimed Amount	[Line (11) - {line (12) + line (13)}]	\$7,930

Revised 2/01

Chapter 641/86

State Controller's Office

Mandated Cost Manual

MANDATED COSTS OPEN MEETINGS ACT COMPONENT/ACTIVITY COST DETAIL					FORM OMA-2S
(01) Claimant PLACENTIA LIBRARY DISTRICT			(02) Fiscal Year 2000/2001		
(03) Department	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
07/19/00	BOARD	35	20	\$49.17	\$574
08/16/00	BOARD	37	20	\$49.17	\$606
09/20/00	BOARD	41	20	\$49.17	\$672
10/18/00	BOARD	33	20	\$49.17	\$541
11/15/00	BOARD	32	20	\$49.17	\$524
11/29/00	BOARD	2	20	\$49.17	\$33
12/20/00	BOARD	46	20	\$49.17	\$754
01/17/01	BOARD	36	20	\$49.17	\$590
02/21/01	BOARD	39	20	\$49.17	\$639
03/21/01	BOARD	34	20	\$49.17	\$557
04/17/01	BOARD	31	20	\$49.17	\$508
05/15/01	BOARD	32	20	\$49.17	\$524
06/26/01	BOARD	46	20	\$49.17	\$754
(05) Total X Subtotal					\$7,277

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Certification to Receive Funds from the Public Library Fund, 2002-2003, submitted to the State Library of California on November 19, 2002

DATE: November 27, 2002

BACKGROUND:

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

Attachment A is the District's application for Fiscal Year 2002-2003. It was mailed to the State Library on November 19, 2002.

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

Placentia Library District is scheduled to receive \$46,376 (90¢ per capita) for Fiscal Year 2002-2003. The allocation, if PLF had been fully funded, would have been approximately \$117,884 (\$2.29 per capita).

RECOMMENDATION:

Receive and File

ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 2002-03

Agenda Item 28

Attachment A

Page 1 of 3

FILING DATE: December 1, 2002

1. Library jurisdiction. Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 52, Statutes of 2002 item 6120-221-0001, Provision 1, "Notwithstanding any other provision of the law, for the 2002-03 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 2002."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements that may be included as local revenue are:
 - Local appropriation or allocation by jurisdiction to the library
 - Homeowner and business inventory exemption reimbursements for the state
 - Contract payment from another jurisdiction for which the library provides services
 - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
 - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation)
 - Fines, fees, gifts, other local income not included above
5. Elements that may not be included as local revenue are:
 - California Library Services Act (CLSA) funds
 - Public Library Fund Act (PLF) funds
 - Library Services and Technology Act (LSTA)
 - Library of California Act (LoC) funds
 - Appropriation or allocation for major capital improvements (see definition, Sec. 18015(b), p.2 below)

6. Certification. Complete both entries.	<u>FY 2001-02</u>	<u>FY 2002-03</u>
Local revenue appropriated (see paragraph 4 above)	<u>\$1,631,021</u>	<u>\$1,765,112</u>

100% maintenance of effort has been authorized for the 2002-03 year.

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

I hereby certify under penalty of perjury that I am the duly authorized officer of the claim for the report are all true, correct and in accordance with law and that payment has received for fiscal year 2002-03.

Signature of Fiscal Officer: EDM Date November 19, 2002
Print Name and Title: Elizabeth D. Minter, Library Director Telephone 714-528-1925 Ext. 2
Address: Placentia Library District, 411 East Chapman Avenue
Placentia, CA 92870-6198

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

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

***NOTE: DUE TO THE STRICT GUIDELINES OF THE DECEMBER 1 SUBMISSION DATE, IT IS VERY IMPORTANT TO PREPARE ALL CORRESPONDENCE AND MAILING LABELS WITH THE ABOVE ADDRESS. FAILURE TO DO SO MAY JEOPARDIZE TIMELY RECEIPT OF YOUR CERTIFICATION FORM BY THE BUDGET OFFICE.**

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

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

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


CALIFORNIA STATE LIBRARY
Public Library Fund Act
Signature Authorization Form

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

NAME: Elizabeth D. Minter

TITLE: Library Director

NAME OF JURISDICTION: Placentia Library District

SIGNATURE: 

TELEPHONE: 714-528-1925 Ext. 203

ADDRESS: 411 East Chapman Avenue
Placentia, CA 92870

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

ARTICLE 2. DEFINITIONS

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

PLEASE RETURN THIS FORM ALONG WITH YOUR CERTIFICATION BY DECEMBER 1, 2002 TO:

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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Notification of Grant Award by the State Library of California for the Public Library Staff Education Program in the amount of \$5,676, and the Grant documents and Financial Claim that were submitted to the State Library on November 18, 2002.

DATE: November 27, 2002

BACKGROUND:

Library Assistant Jillian Rakos applied for a State Library Grant to cover her tuition costs for the graduate program in library science at San Jose State University/Fullerton. The Grant was awarded by the State Library through Placentia Library District. The District will receive \$516 for administering the Grant.

Attachment A is the letter from the State Library of California awarding the Grant to Placentia Library District for the use of Jillian Rakos.

Attachment B is the LSTA Grant Documentation.

Attachment C is the Financial Claim as submitted to the State Library on November 18, 2002.

RECOMMENDATION:

Receive and File



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

October 8, 2002

Elizabeth D. Minter, Library Director
The Placentia Library District
411 East Chapman Ave.
Placentia, CA 92870

Subject: LSTA E-29, FY 2002/03, WP01, Grant Award #40-5685
Title: Public Library Staff Education Program

Dear Ms. Minter:

I am pleased to approve your grant application for the above named project for a total of \$5,676 in federal Library Services and Technology Act (LSTA) funds, effective immediately for the period ending September 30, 2003. At least four members of a panel of reviewers representative of the library community reviewed and scored each of the applications submitted under this program from 2002/03. Based upon their scores, your staff members listed below have been selected to receive tuition reimbursement. The State Library primary consultant assigned to this project will be Kathy Low, telephone (916) 653-6822, e-mail klow@library.ca.gov. Please work with this consultant in implementing your project. My staff is ready to assist you in making your project a success.

The program award funds are authorized for the uses and amounts shown below. Please note that in some cases the amount of the tuition reimbursement requested by a staff member may be different from the authorized amount listed below. LSTA awards are based upon the tuition rates provided to us directly by the two California library school programs, which we use in calculating the awards. These tuition rates do not include any related fees students are required to pay, since those are not reimbursable under this program.

Tuition reimbursement awards are approved for the following students for Fall 2002, Spring 2003, and Summer 2003 semesters as indicated:

Jillian Christine Rakos	\$5,160
-------------------------	---------

Elizabeth D. Minter

-2-

October 8, 2002

Funds allowed are as follows:

<u>Categories</u>	<u>2002/03 LSTA Approved Budget</u>
Operating expenses	<u>\$5,160</u>
Program Award	5,160
Indirect cost (up to 10%)	<u>516</u>
Total	<u>\$5,676</u>

On September 30, 2003 this project will be officially closed and no new expenditures may be generated nor funded project activities occur. All unexpended and unencumbered funds must be returned by November 14, 2003. This project is allowed 60 days to liquidate encumbrances which were incurred prior to September 30. After the 60-day period, all encumbered funds which have not been liquidated must be returned to the State Library.

Reporting on financial activities is required quarterly, on the forms enclosed, within 30 days of each quarter. For narrative reports, a Final Narrative only is required and is due within 30 days after the close of the project, by October 31, 2003. The final liquidation report, if required, is due and must be submitted by December 15. Thus, all reporting regarding this project must have been received at the State Library by December 15, 2003.

Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

All required reporting materials are attached to this letter. This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies.

Best wishes for a successful project year.

Yours sincerely,



Dr. Kevin Starr
State Librarian of California

Enclosures

cc: Jay Cunningham
Colette Moody
Kathy Low

LSTA Control # E-29

LSTA GRANT AWARD DOCUMENTATION
Budget Citation Chapter 379, Item 6120-211-0890

LSTA Award #: 40-5685

Approval Date: 10/08/02

Project Title: Public Library Staff Education Program

Subgrantee: The Placentia Library District

Funding Start Date: ** upon execution **

Approved Funds: \$5,676

Term: upon execution - 9/30/03

Payments: \$5,676

upon execution of agreement

Schedule No.

LUMP-SUM PAYMENT

Appropriation Encumbered (designate where applicable) For:

FY 02/03
WP 01

Fund Federal Trust PCA #: 92980

Code: 702

Vendor Code: M692

Catalog number from Federal Catalog of Domestic Assistance #: 45.310

Matching: State: 34%

Federal: 66%

BUDGET CATEGORY	APPROVED BUDGET	REVISED	REVISED
SALARIES & BENEFITS			
LIBRARY MATERIALS			
OPERATING EXPENSES	\$5,160		
INDIRECT COSTS	\$516		
EQUIPMENT			
TOTAL	\$5,676		

The applicant assures and certifies that it will comply with the regulations, policies, guidelines and req application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-sided activity.
4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 20 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
12. It will comply with all requirements by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
14. It will comply with the flood insurance purchase requirements of Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program
System/Agency: The Placentia Library District

CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD

Library Services and Technology Act

I. The recipient designated above hereby certifies to the California State Library, for a grant of funds in the amount of \$5,676. This block grant will provide library services as set forth in the LSTA Service Project Application as approved and/or as amended by the California State Librarian.

TERMS AND CONDITIONS

The recipient agency and its named or designated fiscal agent hereby assures the California State Library that:

1. It is mutually understood between the parties that this grant award may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant award were executed after that determination was made.

2. This grant award is valid and enforceable only if sufficient funds are made available to the State by the United States government for the Fiscal Year 02/03 for the purposes of this program. In addition, this grant award is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this grant award in any manner.

3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant award shall be amended to reflect any reduction in funds.

4. The California State Library has the option to amend the grant award to reflect any reduction of funds.

5. Upon the grant award approval by the State Librarian, one (1) completed set of this CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD and RECIPIENT CERTIFICATION will be sent to the subgrantee. Such copy shall be the officially approved agreement for the conduct of the approved project.

6. "Subgrantee" means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

7. The subgrantee will make reports to the State Librarian in such form and containing such information as may be required to enable the California State Library to perform its duties. The subgrantee will keep such records and afford such access as the California State Librarian, California State Library may find necessary to assure the correctness and verification of such reports.

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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program
System/Agency: The Placentia Library District

**CONSOLIDATED APPLICATION
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

8. The control of funds and title to property derived therefrom shall be in a subgrantee agency for the uses and purposes provided; a subgrantee agency will administer such property and funds and shall apply funds only for the purposes for which they were granted.

9. The expenditure under this program will not be used to supplant subgrantee effort.

10. This agreement is entered into under provisions of the Library Services and Technology Act, Public Law 104-208 on September 30, 1996; and Congressional Record - House, H11644-H11728 on September 28, 1996, H12266-H12267 on October 3, 1996; and 45 CFR 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, October 1, 1994.

11. Performance of the provisions of this agreement is subject to the conditions and availability of funds as awarded by the State Librarian under said Act.

12. The sheets marked CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS and ASSURANCES are attached hereto and incorporated herein.

13. The terms of this agreement shall be from upon execution to and including September 30, 2003. But shall be subject to termination by either party by giving written notice to the other party at least thirty (30) days prior to the effective date of termination.

In the event this agreement is so terminated, the subgrantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the subgrantee for the necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments heretofore paid to the subgrantee. If funding has been advanced to the subgrantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

14. The State Librarian is empowered to review, audit, and inspect the project for compliance with this agreement.

LIMITATION OF EXPENDITURE

Expenditure for all projects must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program
 System/Agency: The Placentia Library District

**CONSOLIDATED APPLICATION
 NOTIFICATION OF GRANT AWARD, LSTA, continued**

Any of the sums listed as approved and/or amended appearing under the categories in the approved budget may be adjusted by the authorized project personnel of the subgrantee to increase any allotment not more than 10% with the understanding that there will be corresponding decreases in the other allotments so that the total amount paid by the California State Library to the subgrantee under this agreement shall not exceed \$5,676 and shall be expended/encumbered in the period ending **September 30, 2003**.

REPORTS AND CLAIMS

It is the responsibility of the recipient of these instructions to see that the proper individual to supply the required reports and claims receives the instructions and makes the required reports and claims to the California State Library.

- I. The subgrantee shall be responsible for the submission of quarterly Narrative Reports, unless otherwise noted in the State Librarian's award letter, on the progress and activities of the project, in triplicate, to the State Library within 30 days following the end of each quarter.
- II. The subgrantee shall submit quarterly Financial Reports, in triplicate to the State Library. These reports are to reflect the expenditures made by the subgrantee under the agreement. The financial reports are to be submitted within 30 days following the end of the quarter.
- III. To obtain payment hereunder the subgrantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
- IV. The final 10% of the grant award is payable only if the grant recipient fulfills all project reporting requirements and returns all unspent grant funds by the time specified in the award. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the award, which may result in federal audit exceptions against the state and the loss of LSTA funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of December 15 must be received at least 30 days prior to that deadline at the State Librarian's office.

Payment will be provided to cover the expenditures incurred by the subgrantee for the project in the following manner:

\$5,676	upon execution of the agreement and submission of claim by fiscal agent
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If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the subgrantee, the subgrantee shall refund to the California State Library the amount of such excess payment.

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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program
System/Agency: The Placentia Library District

NONDISCRIMINATION CLAUSE ADDENDUM

1. During the performance of this grant award, the recipient, subgrantee and its contractors shall not deny the grant award's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Subgrantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. Subgrantee shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 1290 et. seq.), the regulations promulgated thereunder (Cal. Admin. Code, Tit. 2, Sections 7285.0 et. seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

3. Subgrantee or recipient shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

4. Recipient, subgrantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

5. Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all contracts to perform work under the grant award.

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

LSTA GRANT AWARD #40-5685

Project Title: Public Library Staff Education Program
System/Agency: The Placentia Library District

CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS

This certification is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000. Upon the acceptance of the grant award the subgrantee as required by Section 1352, Title 31 of the U.S. Code certifies to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
3. The subgrantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

CALIFORNIA STATE LIBRARY
Library Services and Technology Act
FINANCIAL CLAIM

FY: 02/03
WP: 01
VENDOR CODE: M692
SCHEDULE NO:

Date: November 18, 2003

Claim of: The Placentia Library District

Address: 411 East Chapman Ave., Placentia, CA 92870

For: The Placentia Library District
(Name of System or Agency)

Project Title: Public Library Staff Education Program

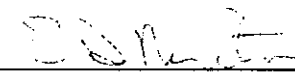
Amount Claimed: \$5,676 Contract or Grant Award I.D. Number: 40-5685

For Period From: upon execution to September 30, 2003

Type of Payment: PROGRESS FINAL IN FULL
 Payable Upon Execution of Agreement 10/08/02

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that this claim is in all respects true, correct and in accordance with law and the terms of the contract; and that payment has not previously been received for the amount claimed herein.

by 
(Signature of the authorized officer of the Fiscal Agency)
Library Director
(Title)

State of California
State Library Budget Office

by _____ date _____

MAIL ONE ORIGINAL SIGNATURE TO:

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

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND C
MATTER; AND DRUG-FREE WORKPLACE REQUIREMEN

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, of local) with commission of any of the offenses enumerated in paragraph

(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, of local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506.

(f) Taking one of the following action, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).

B. The grantees may insert in the space provided below the site(s) for the performance or work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

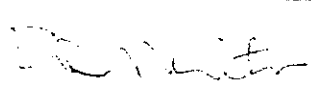
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDI

As required by the Drug-Free V implemented at 34 CFR Part 85 defined at 34 CFR Part 85, Sec

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to: Director, OLS/State Programs Division, Institute of Museum and Library Services, 1100 Pennsylvania Avenue, N.W., Room 802, Washington, DC 20506. Notice shall include the identification number(s) of each affected grant.

Name of applicant	Award Number and/or Project Name
Placentia Library District/Jillian Rakos	Library Services and Technology Act (LSTA)
Printed Name and Title of Authorized Representative	
Elizabeth D. Minter, Library Director	
Signature	Date
	November 18, 2002

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: November 27, 2002

BACKGROUND

Last weekend the newspapers were reporting estimates by Legislative Analyst Elizabeth Hill of increased revenue shortfalls at the State level for both this fiscal year and next fiscal year. Governor Davis has indicated that he is going to re-constitute the "Big 5" process for dealing with budget issues.

California Special Districts Association is urging local Boards to become more active with LOCAL activities and to visit with legislators at home before the new session begins in Sacramento.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Election of Officers for Independent Special Districts of Orange County (ISDOC)
DATE: November 27, 2002

BACKGROUND

The instructions for the election of officers for the Independent Special Districts of Orange County (ISDOC) are defined in Attachment A.

I am recommending that the ballot be mailed in case none of the Trustees attends the ISDOC Meeting on January 31, 2003.

RECOMMENDATION

Stark / Goff
Vote for Stark

1. Determine how the District wishes to vote in the election.
2. Authorize the Library Director to prepare and mail the ballot on behalf of the Board of Trustees.

Stark / Goff

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

November 18, 2002

TO: MEMBER AGENCY
SUBJECT: BI-ANNUAL ELECTION OF OFFICERS

Dear ISDOC Member:

Enclosed is the amended ballot for the January 31, 2003 Election of Officers for the Independent Special Districts of Orange County. Please disregard the previous ballot sent to your agency as the First Vice President and Second Vice President positions were inadvertently reversed. I apologize for this error and trust the correction will not confuse you.

Please use the corrected ballot (enclosed) for your agencies' voting. You may either bring the ballot to the annual meeting on January 31, 2003 (at the Municipal Water District of Orange County) on that day of the election or you may mail or FAX your ballot as follows:

Ms. Mary Aileen Matheis
% Irvine Ranch Water District
P.O. Box 57000
Irvine, CA 92619-7000

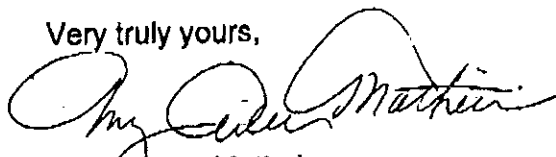
FAX number: 949/453-1228.

Additionally, there will be an opportunity at the meeting to nominate from the floor.

As you are aware, the designated delegate is the President of the Agency or one who has been designated by the President in a resolution of the Board of Directors.

If you have questions, please feel free to contact me at 949/551-0567.

Very truly yours,



Mary Aileen Matheis
President

Enclosure

**INDEPENDENT SPECIAL DISTRICTS OF ORANGE CO
REVISED OFFICIAL BALLOT
2003 OFFICERS OF THE BOARD OF DIRECTORS**

Placentia Library District

(YOUR AGENCY - PLEASE FILL IN BLANK)

**PLEASE CHECK ONE BOX AND/OR FILL-IN A
CANDIDATE FOR EACH OFFICER LISTED BELOW:**

PRESIDENT

Arlene Schaefer, Costa Mesa Sanitary District

FIRST VICE PRESIDENT

Larry Dick, Municipal Water District of Orange County

SECOND VICE PRESIDENT

Trudy Ohlig-Hall, Mesa Consolidated Water District

THIRD VICE PRESIDENT

Sandra Jacobs, Santa Margarita Water District

SECRETARY

Mike Dunbar, South Coast Water District

TREASURER

Joan Finnegan, Municipal Water District of Orange County

Signature of Agency Member

Date

**NOTE: PLEASE SUBMIT ONLY ONE BALLOT PER AGENCY.
NOMINATIONS WILL BE ALSO BE ACCEPTED FROM THE
FLOOR OF THE ANNUAL MEETING**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Presentation on recommended changes to the District's Internet Access Policy
DATE: November 27, 2002

BACKGROUND

The District is in the process of changing the software that controls public and staff access to the Internet. The new software will permit greater flexibility in managing access for various classes of users.

Technology Manager Julie Shook will review the current policy with the Board and give an orientation to the capabilities of the new software. She will also review some of the current legal parameters. Based on staff recommendations and Board discussion a draft policy will be available for Board review at its December meeting.

RECOMMENDATION

Give direction for policy development.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Authorize replacement of Story Hour Room wall and door
DATE: November 27, 2002

BACKGROUND

Placentia Library Foundation has received a gift of \$3,000 to be used to replace the Story Hour Room sliding wall with a glass wall and door. The goal is to improve the look of the area and to provide additional soundproofing.

The total cost of the project is estimated to be \$4,184.70.

Attachment A is the bid for the project by RMC Facilities, Inc. Premier Contractors was asked to submit a bid for this project in May 2002 and even after two reminders they failed to reply.

I am recommending that the balance of \$1,184.70 not covered by the Foundation be requested from the Friends of Placentia Library or, if those funds are not granted, to be paid from the District's General Fund.

I would like to ask the contractor to complete the work during the month of December when the Story Hour Room is not being used for programming.

RECOMMENDATION

1. Authorize the replacement of the folding wall/door to the Story Hour Room with Option B from the Proposal by RMC Facilities Services dated September 18, 2002, at a cost of \$4,184.70, with \$3,000 to be paid by the Placentia Library Foundation.
2. Authorize the Library Director to request that the Friends of Placentia Library participate in this project with a grant of \$1,184.70, or, if the Friends do not fund the project, to authorize payment of the balance from the District General Fund.





PROPOSAL

DATE: September 18, 2002

TO: Elizabeth Minter, MLS

FROM: Ron Moyer, CFM

Thank you for allowing RMC the opportunity to provide our proposal for your Reading Room at the Placentia Library 411 E. Chapman.

OPTION A:

- Provide and install clear anodized center glazed framing.
- Provide and install (2) clear dual glass panels, tempered as required.
- Provide and install (2) anodized panels.
- Provide and install swinging hung door.

Total Cost for this Scope of Work **\$3,745.40**

OPTION B:

- Provide and install clear anodized center glazed framing.
- Provide and install (1) clear dual glass panels, tempered as required.
- Provide and install (1) anodized panels.
- Provide and install Fleetwood Series 3050 sliding glass door.

Total Cost for this Scope of Work **\$4,184.70**

OPTION C:

- Provide and install clear anodized center glazed framing.
- Provide and install (2) clear dual glass panels, tempered as required.
- Provide and install Fleetwood Series 3050 sliding glass door.

Total Cost for this Scope of Work **\$4,078.90**

EXCLUSIONS:

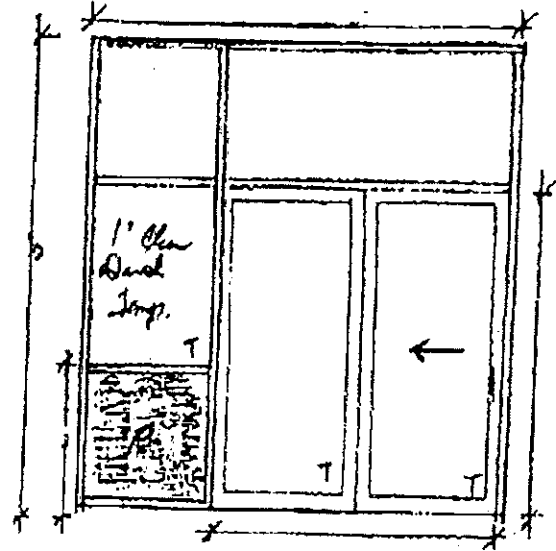
- *Modifications to concealed spline ceiling not included.*
- *Work to be performed during normal business hours.*

4 1/2 Clear Anodized Center Staged
Clear Dual Glass, Tempered as required

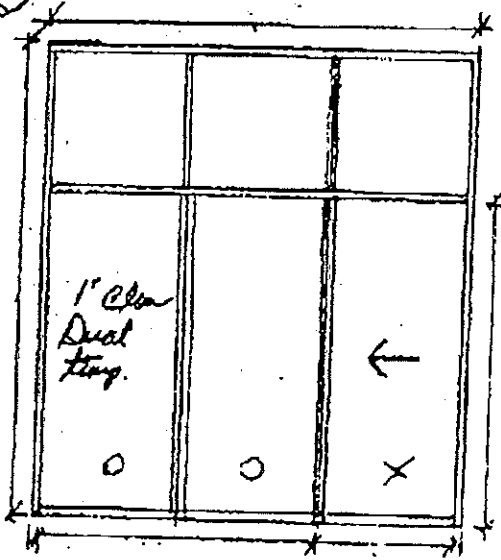
Headling beam

(A)

(B)



(C)



Electrowood Series 3050
Sliding glass door

Electrowood Series 3050
Sliding glass door

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Authorize replacement of Public Rest Room Partitions
DATE: November 27, 2002

BACKGROUND

During the past several months the public restrooms have been painted and plans are being made to replace the mirrors.

I am also recommending that the partitions be replaced.

The total cost of the partition replacement project is estimated to be \$3,190.00.

Attachment A is the bid for the project by RMC Facilities, Inc. Premier Contractors was asked to submit a bid for this project in May 2002 and even after two reminders they failed to reply.

I would like to ask the contractor to complete the work during the month of December when the attendance in the Library is lower.

RECOMMENDATION

Authorize replacement of the Public Rest Room partitions as presented in the Proposal by RMC Facilities Services dated November 4, 2002, at a cost of \$3,190.00 to be paid by the General Fund.



PROPOSAL

DATE: November 4, 2002

TO: Elizabeth Minter, MLS

FROM: Ron Moyer, CFM

Thank you for allowing RMC the opportunity to provide our proposal for your restroom partition requirements at the Placentia Library 411 E. Chapman.

SCOPE OF WORK:

- Provide and install Bradley-Mills floor mounted, overhead braced restroom partitions.
- Partitions to be metal w/baked enamel finish (color to be determined).
- Hardware to be chrome-plated zymac, aluminum head rail and stainless steel shoes.

Total Cost for this Scope of Work **\$3,190.00**

EXCLUSIONS:

- *Work to be performed during normal business hours.*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Retirement Commemoration for Trustee ~~Robin Masters~~ *Sandra Stark* \$300=
DATE: November 27, 2002

BACKGROUND

Library Trustee Sandra Stark will be completing her term of office at NOON on December 6, 2002.

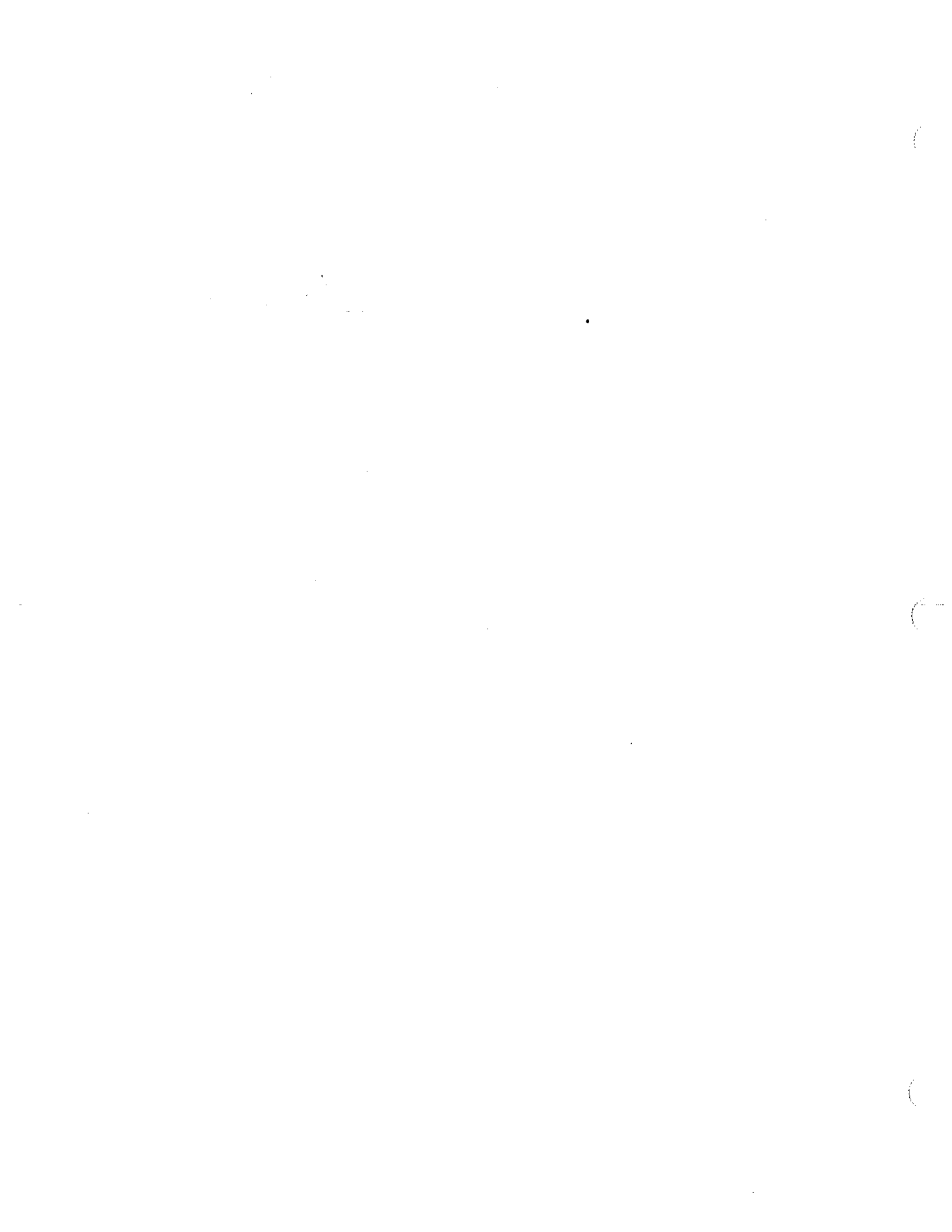
The Library Board has a custom of honoring its departing members with a dinner for the Board and Management Staff. Trustee Stark has stated that she would prefer to have a contribution to the Adopt-A-Book Fund for the Children's Department in lieu of a dinner.

Payment for this activity is made from the Board account in the County Exempt Fund.

RECOMMENDATION

Determine the activity and budget for the commemoration for Trustee Sandra Stark.

P



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Travel/training authorizations for Placentia Citizen of the Year Breakfast and Special District Risk Management Authority (SDRMA) Annual Meeting and Education Seminar

DATE: November 27, 2002

BACKGROUND

1. The Placentia Citizen of the Year Breakfast will be held at Alta Vista Country Club on Friday, December 6, 2002 at 7:15 A.M. The Friends of Placentia Library nominated Public Services Manager Jim Roberts as a Citizen of the Year Candidate. The District has purchased three tables for this event: one each for the Friends, Trustees and Staff. Ticket are \$15 per person and the District may be reimbursed for spouses or guests. The Board needs to indicated how many seats the Trustees will be using.
2. The Annual Meeting and Safety Seminar for the Special District Risk Management Authority (SDRMA) will be held in Sacramento on Wednesday, December 11, 2002. Attendance at this event will earn credit incentive points (policy discount) for the 2003-2003 program year.

The Travel Estimate is approximately \$300.00.

The Library Director is recommending that Safety Chair Katie Matas represent Placentia Library District at the SDRMA Annual Meeting.

RECOMMENDATIONS

1. Determine how many seats for the Placentia Citizen of the Year Breakfast will be needed by the Library Trustees.
2. Approve travel to the Special District Risk Management Authority (SDRMA) Annual Meeting in Sacramento by Library Assistant Katie Matas on Wednesday, December 11, 2002 at a cost of approximately \$300.00 to be paid by the General Fund.

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian *CS*

Date: November 27, 2002

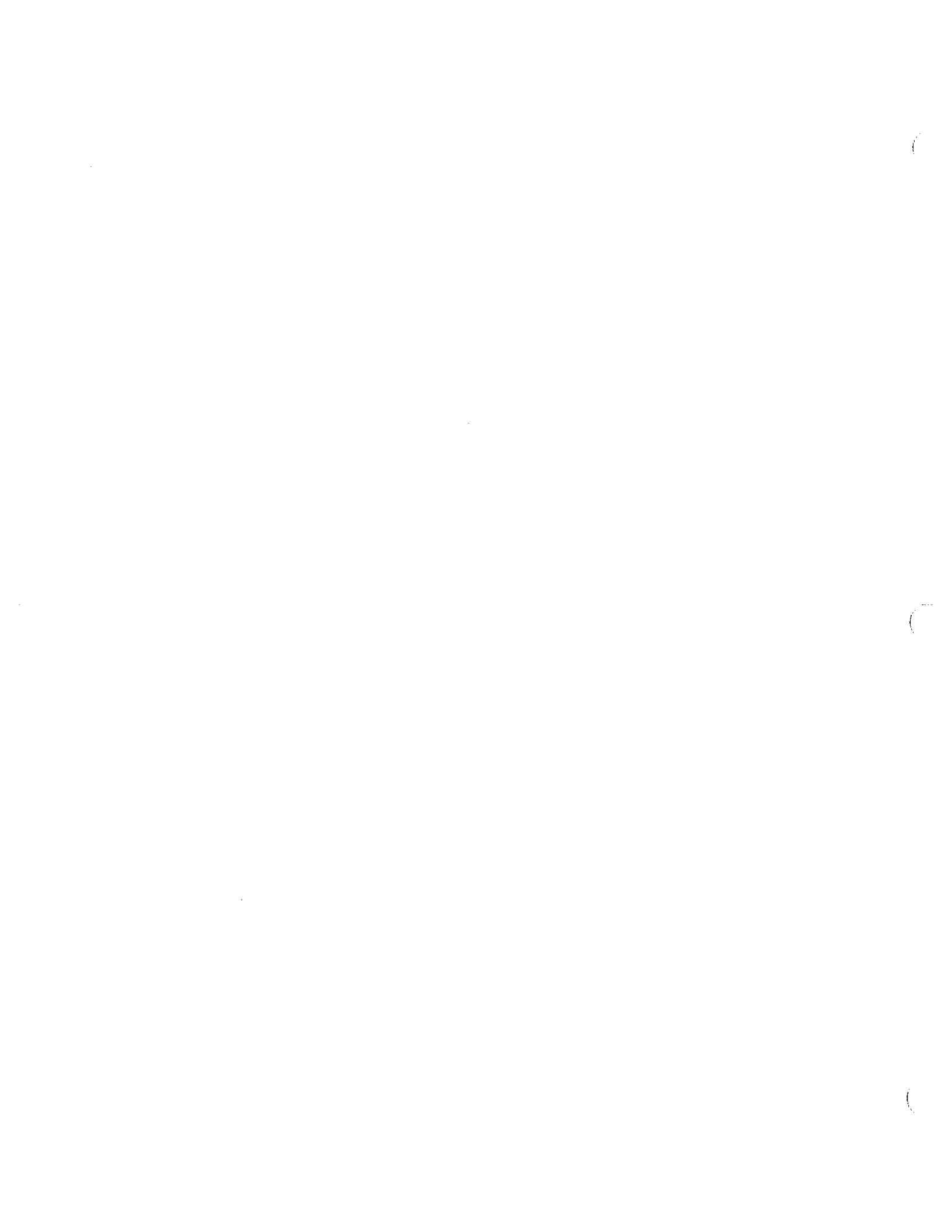
Subject: October Activities in the Children's Department

Programming- Fall programming began in October. There were a total of 25 storytimes, lapsits and musictimes.


TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	5	109 children / 104 adults
Storytimes (a.m.) 3 - 6 year olds	5	73 children / 53 adults
Storytimes (p.m.) 3 - 6 year olds	5	41 children / 15 adults
MusicTimes 3 - 4 year olds	5	126 children / 84 adults
MusicTimes 5 - 6 year olds	5	93 children / 64 adults
TOTALS	25	442 children / 320 adults

School Visits- There were no school visits this month. We had one scout troop visit, with 7 scouts learning about the Library.

Heritage Day Parade - The Library was again involved in the Heritage Day Parade. Seven teen volunteers dressed in costume and marched in the parade.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: November 18, 2002

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

Tutor Training. The Literacy Coordinator conducted one regular tutor training workshop and one accelerated workshop in October and twenty-two tutors were trained, fourteen adults and eight teens. All new tutors are presently matched or are being matched. The next tutor training is scheduled for December 1, 2002.

Families for Literacy (FFL) Program Status. We now have six active family matches and an additional nine families enrolled in the FFL component for a total of fifteen.

Placentia Rotary Reading Enrichment Program (PRREP) To Start in October. PRREP has replaced the Rotary Reading Assistance Program (RRAP) that literacy has been involved with the past to years. RRAP targeted high school volunteers in El Dorado, Esperanza, and Valencia High Schools. PRREP will continue to recruit high school volunteers at El Dorado and Valencia High Schools, but we will no longer recruit at Esperanza High School. Instead, we have added El Camino Real High School to PRREP this school year.

Reach Out and Read Partnership Continues. In October, Placentia Library Literacy Services continued its partnership 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 go to the Whitten Center in Placentia on Monday mornings and read to children while they are waiting to see the St. Judes pediatric staff.

English Language and Literacy Intensive (ELLI) Program Update. The ELLI Program has started up again, and in one month has already exceeded the initial goal of serving 285 kids by June 2003. Over 300 children at four schools (Kraemer Middle School, Ruby Drive, Rio Vista and John Tynes) have already been enrolled in the program.

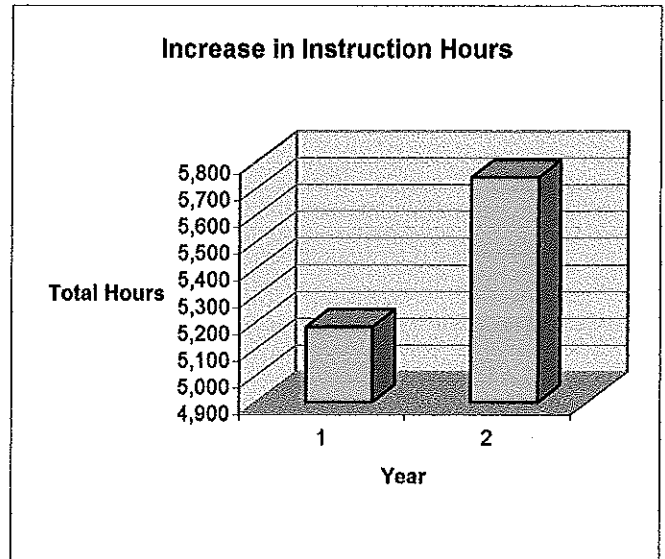
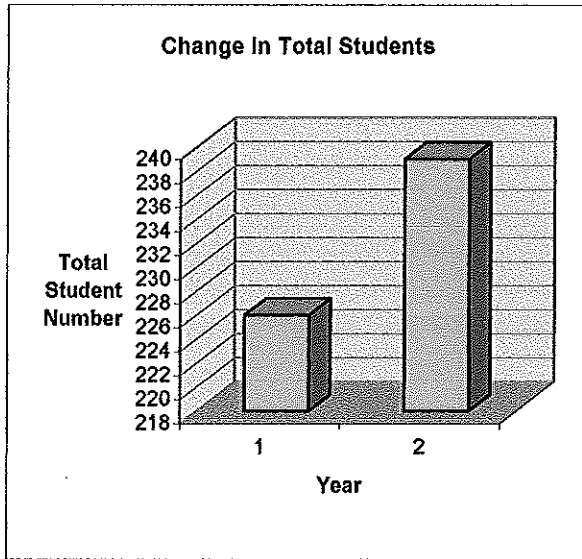
Starbucks Partnership. The PLLS received a grant for \$10,000 from Starbucks. The grant, written by Ms. Jennifer Kraus, store manager of the Starbucks on State College Road in Fullerton and Ann-Margaret Webb, ELLI Coordinator will provide books and materials for the PLLS, as well as books to be given to students to keep. Starbucks employees continue to tutor at the Library, and the book drive held at the Starbucks in Fullerton brought in many wonderful new books for the Library and the PLLS.

Literacy statistics. See Agenda Item 38, Page 2 of 3 and Page 3 of 3.


Placenta Library Literacy Services

Report of Growth and Progress

	Oct-01	Oct-02	YTD 2001	YTD 2002
Tutors				
Adult	88	105	96	119
Teen	50	65	56	71
Hours Instruction	1,237	1,602	5,187	5,741
Other Volunteer Hours	24	48	476	440
Total Hours	1,273	1,650	5,237	5,933
Training Workshops				
Workshops Held	2	2	10	9
Tutors Trained	4	22	42	71
Students				
With Adult Tutors	112	118	141	156
With Teen Tutors	55	64	81	82
In Groups	16	4	30	8
Total Active Students	183	186	226	246
Families for Literacy				
Family Students	7	6	7	16
Family Tutors	12	6	12	16
Hours of Instruction	68	36	268	204
ELLI Program				
K-6th Grade Students	NA	308	NA	308
Tutors for K-6th Grade	NA	12	NA	12
Hours of Instruction	NA	588	NA	588
Total Tutors	138	170	152	182
Total Students	183	186	226	239
Total Instruction Hours	1,237	1,602	5,181	5,741



To: Elizabeth Minter, Library Director

From: Jim Roberts, Public Services Manager 

Date: November 18, 2002

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

In October, the Placentia Library District had 10,428 "hits" on the Web Site, an average of 336 a day. The following are our year to date statistics:

Pages Visited	Jul-02	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02
Borrowers	99	156	115	126		
Friends	136	195	84	167		
Hours	98	78	21	47		
Information	98	154	125	149		
Foundation	158	136	77	86		
History Room	99	86	42	72		
Literacy/CLC Logo	157	139	96	117		
Passports	385	232	113	230		
Total Views Most Hits	1230	1176	673	994	0	0

Total Most Hits YTD 4,073

Note: A special thanks goes to Board of Trustee Secretary Geoff Braun for spending several hours updating and cleaning up the Library's Web Site. Geoff has also agreed to work with the Library to contract a quality Web Designer to work on the Library's Web.

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

DATE: November 20, 2002

SUBJECT: Publicity materials produced for October 2002 *JR*

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
9. Passport Hours
10. Silent Auction Returns

Newspaper articles published:

1. Placentia's triple play
2. Library fines harm woman's credit
3. Today Story times: October 24, 2002
4. Placentia to celebrate 38th parade
5. Sunday Friends of Library book sale
6. Holiday Closing
7. Pooches parade as Placentia celebrates its heritage
8. Wednesday Story times
9. Tuesday Story times
10. Today 'Lapsit' stories, 3 articles
11. Club needs festival tree scholarships
12. Used books and records sale on tap, 2 articles
13. Volunteers needed to help at library, 2 articles
14. Placentia, Once on the cutting edge
15. Literacy Tutor Training, 2 articles
16. History Room earns Mickey Mouse award
17. Tuesday Music Time
18. Bargains offered at backroom book sale
19. Club hosts annual Festival of Trees
20. Placentia City Elections
21. Neighbors: Amnah Darwish has joined the Placentia Library District
22. Library Sleepover set for Book Week
23. Tutor wins dedication award

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 Booksale bookmarks
4. Library Closed for Veteran's Day flyers
5. Silent Auction bookmarks

Placentia's triple play

あつみ

Placentia voters practically need a decoding device to figure out the true meaning of three interlocking ballot measures they are facing Nov. 5, Measures S, Z and AA.

The key to the puzzle is that Measures Z and AA by all rights should be combined. That way, they would have to clear a two-thirds vote threshold because they amount to a special tax assessment, as defined by Propositions 13 and 62.

But what's happening here is that with a bit of trickery, Measures Z and AA will only have to clear a lower majority standard (see below), thus making way for new utility taxes to fund compensation for city workers, especially police.

● **Measure Z** would boost the city utility user's tax to 5 percent from 3.5 percent, raising \$850,000 a year for the city's general fund.

● **Measure AA** is an "advisory" vote on whether "a portion of the funds derived from any voter-approved increase in the city's utility user tax should be used for increases to city employee, including police employee, compensation, including salary and/or benefits," according to the ballot statement.

"It's an evasion," Reed Royalty, president of the Orange County Taxpayers Association, told us of the combined effect of Measures Z and AA. "If they did that in a straightforward way," it would be a special tax, which under Props. 13 and 62 would require a two-thirds vote for a specific purpose.

The council got around those requirements by making Measure AA "advisory." However, four of five city council members signed the ballot argument in favor of Measure AA, meaning it's certain to pass the council. Only one of the four, Norman Z. Eckenrode, is

running for re-election, which means no matter what there will be a council majority to implement the "advisory."

Mr. Royalty said that, to be straightforward with voters, the Placentia City Council should have acted as has the Buena Park City Council, which put on the ballot a straightforward tax to fund a police headquarters, Measure I, which requires a two-thirds vote.

● **Measure S** figures in because it would increase the council members' monthly pay, currently \$150, by \$100 for each of the next three years. The total in 2005

would be \$450 per month.

In other words, their annual pay would triple from \$1,800 a year to \$5,400 by 2005. That's a whopping 200 percent increase. If Measure Z is approved, the new tax money would help fund the \$18,000 cost of the higher council member salaries.

"The last time the council received a pay increase was 1980," runs the argument in the ballot pamphlet mailed to voters. "Inflation has gone up by at least 70 percent since then." OK, then why do they need a 200 percent increase?

That's not to say pay at other city councils has not been climbing as well. The new pay amount of \$450 per month would be slightly above the \$400 received by council members in some local cities with roughly the same population, such as San Clemente and Rancho Santa Margarita.

Another reason to question Measure S is that the evasion of not combining Measure Z and Measure AA shows the council is not being square with voters and shouldn't receive raises.

We don't like the subterfuge used by the Placentia City Council and recommend No votes on Measures S, Z and AA.

ELECTION 2002: Placentia Measures S, Z and AA

Library fines harm woman's credit

332 Lending • An Orange resident who owed \$72 took a hit of 88 points after her case was turned over to a collection agency.

By DIANA McCABE
The Orange County Register

You can bet that Bonnie Henderson won't be tardy paying her library fines next time. The \$72 she owed the Orange County Public Library showed up on her credit report last month and wreaked havoc with her credit score.

"The library isn't kidding around. It's as bad as having a car repo on there," says Henderson, a 42-year-old mother of two from Orange. Because the \$72 was sent out for collection, Henderson says, her credit score dropped 88 points, to 623, putting her on the edge of acceptable credit risk. It means she won't

get those 0 percent or low-rate credit-card offers nor the best mortgage rates, which are reserved for folks with scores in the 700s and higher. Henderson's mistake, experts say, underscores the importance of paying all bills, fines and other debts on time as well as reviewing credit reports annually. Henderson didn't discover the collection notation until she was turned down for a credit card. "It's rare, but it occurs," says Rod Griffin, manager of consumer education for

Costa Mesa-based Experian, one of three major credit-reporting agencies in the United States. "It's a form of a debt, and if the library takes action and sends it to a collection agency, then it can appear on your report." The Orange County Public Library system sends accounts to a collection agency "if you've completely ignored us and you have \$50 or more of taxpayer materials," says John Adams, county librarian. The borrower is contacted by phone and mail several times

CREDIT • PAGE 5

CREDIT: It pays to pay fines on time

FROM PAGE 1

before that happens. Adams says the number of accounts sent into collections annually - 200 to 300 - is small when compared with the 6.1 million items borrowed each year.

The policy, in place for about eight years, is disclosed when a consumer fills out an application for a library card, he says.

Henderson wonders how something seemingly innocuous like library fines can ruin a credit score.

Payment history counts for about 35 percent of the total score, so any negative notation can have a major impact on your score, even if you've had a spotless record in the past.

"The FICO score can't tell why - it just sees delinquencies," says Craig Watts, spokesman for Fair, Isaac & Co., owner of the FICO scoring system. It's up to lenders to review the actual report if they want to see the details of a borrower's credit history.

In Henderson's case, she eventually found a lender who did look at her report and issued a credit card after hearing her story.

"In the old days, you didn't pay your fine and you didn't get to use the library," Henderson says. "But now, they put the hammer down."

• Contact McCabe at (714) 796-5081 or dmccabe@ocregister.com.

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly OCT 2 4 2002

TODAY 332

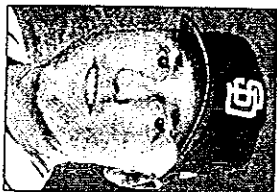
Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Advisory Committee on the Disabled meets at 6 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Av. Call (714) 993-8117.



REPRESENTATIVES OF the Pet Pantry store, including Theresa Haag with dog Spencer, right, participate in Saturday's 38th annual Placentia Heritage Parade. More than 18,000 people were expected to turn out for the parade and Heritage Festival. Starting about 9:30 a.m., close to 100 cars, floats and other entries traveled from Morse Avenue along Kraemer Boulevard to Tri-City Park. There festival attendees could watch German, Folklórico and Polish dancing, listen to the Grace Christian Church band, or admire vehicles on display at the Antique and Classic Car Show. Contests at the festival tested pie-eating and salsa-making skills. This year, the parade was shortened from 1.82 miles to 1.28 miles, to make the route easier for the children who marched.



SAN DIEGO PADRES pitcher Brett Tomko, who graduated from El Dorado High School in 1991, was the Heritage Parade's grand marshal.

Poches parade as Placentia celebrates its heritage

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Daily The Register
OCT 13 2002

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is observed
flowing
e in effect:
schools will be

open. Check with your school. Community colleges, UC Irvine, Cal State Fullerton and Chapman University will be open.

● Mail will not be delivered, and post offices will be closed. Mail deposited in mailboxes will be picked up according to the posted holiday schedule.

● Orange County Transportation Authority buses will run on their normal schedule.

● Metrolink trains will run on their normal schedule.

● County, state and federal offices will be closed.

● City offices will be open.

● County, state and federal courthouses will be closed.

● County libraries will be closed; city libraries will be open.

● Some banks and savings and loans will be open; check with your branch for details.

Los Angeles Times

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Placentia News
Weekly OCT 10 2002

SUNDAY 332

Teen Mass is held from 5 to 6:15 p.m. in St. Joseph Catholic Church's Main Sanctuary, 717 N. Bradford Ave. Call (714) 528-0720.

Friends of Library book sale is held from 1 to 4 p.m. in the backroom of the library, 411 E. Chapman Ave. Call (714) 528-1925, Ext. 201.

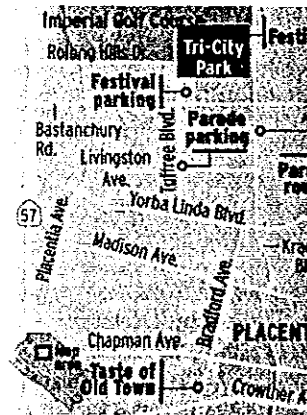
Placentia to celebrate 38th parade

Agenda Item 40
Page 5 of 10

By PATRICK VUONG
The Orange County Register

More than 18,000 people are expected to crowd the streets of Placentia on Saturday for the 38th annual Heritage Festival and Parade.

"The importance of the festival is to let all of Orange County know what a strong and viable community Placentia is and that we have talented and caring people," said Vivian Perez, Heritage Festival Committee spokeswoman.



The Register

Events include:

● 5 p.m. today: Taste of Placentia kicks off the fete.

● 9:30 a.m. Saturday: parade along a 1.28-mile route.

● 10 a.m. Saturday: festival with pet contest.

San Diego Padres pitcher Brett Tomko, a 1991 El Dorado High School graduate, serves as grand marshal. Superior Court Judge Frederico Aguirre, a Placentia native, is the honorary grand marshal.

City officials have received complaints about elephant rides, in their third year.

Recreation Services Supervisor Jonathan Boxdorfer said there have been no mishaps involving the pachyderms.

A free shuttle will run from 7:30 a.m. to 4 p.m. for those who want to avoid parade-related traffic. For shuttle route or other information, call (714) 993-8232.

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Placentia News
Weekly OCT 3 2002

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Placentia News
Weekly OCT 3 2002

TUESDAY 3:32

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

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

TODAY 3:32

'Lapsit' stories for ages 2 and younger are read from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call (714) 528-1906, Ext. 212.

North Orange County Newcomers Club for Anaheim Hills, Placentia and Yorba Linda meets at 7 p.m. at the Community Center, 4501 Casa Loma Ave. in Yorba Linda. Call (714) 693-7736.

American Association of University Women of Placentia-Yorba Linda meets at 7:30 p.m. at Villa de Palma, 351 Palm Drive, Placentia. Call club membership chairwoman Marge Boelman, (714) 528-3089.

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Placentia News
Weekly OCT 3 2002

WEDNESDAY 3:32

Welcome Wagon of North Orange County meets at 11 a.m. at various restaurants. Call

(714) 692-5289.

Story times for ages 3 to 6 are from 6:30 to 7 p.m. the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Heritage Festival Committee

meets at 7 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call (714) 993-8117.

For more listings, see www.
www.com/community/placentia.

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Placentia News
Weekly OCT 3 2002

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Placentia News
Weekly OCT 10 2002

Club needs festival tree sponsorships

The Placentia Round Table Women's Club is seeking sponsorship for the annual Festival of Trees Christmas benefit scheduled Nov. 30 at the Alta

Vista Country Club.

A sponsor decorates a 3-foot-high tree and donates gifts valued at \$100 to be placed on or around it. After being displayed at the holiday luncheon, the trees will be awarded in an opportunity

drawing.

Last year, more than 30 trees were donated, raising \$14,000 that was divided among the Placentia Library, the Boys & Girls Club of Placentia, the Homeless Intervention and Shelter House and other char-

ities.

Tickets to the luncheon are \$40 and include tree viewing, lunch and a fashion show. The Alta Vista Country Club is at 777 E. Alta Vista Street.

Information: Joyce Halvorsen, (714) 528-2224.

Used books and records sale on tap

The Friends of Placentia Library will host a used books and records sale from 1 to 4 p.m. Oct. 13. All proceeds benefit the library and its programs, including the children's department for special events such as the

Camp Library.

Also, the group continues to sell used books in the library's lobby during operational hours. The library is at 411 E. Chapman Ave.

Information or to make a donation: (714) 528-1925

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Placentia News
Weekly OCT 17 2002

TODAY 332

'Lapsit' stories for ages 2 and younger are read from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906, Ext. 212.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

Placentia Community Network meets at noon at City Hall, 401 E. Chapman Ave., Placentia. Call Jim Roberts, (714) 528-1975, Ext. 213.

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Placentia News
Weekly SEP 26 2002

Used books and records sale on tap 337

The Friends of Placentia Library will host a used books and records sale from 1 to 4 p.m. Oct. 13. All proceeds benefit the library and its pro-

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Placentia News
Weekly SEP 26 2002

History Room earns Mickey Mouse award 337

The Friends of Placentia Library recently received a Disneyland Resorts award recognizing the volunteer group's effort to collect and organize its Local History Room information for the community.

The volunteers plan to broaden their historical displays

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Placentia News
Weekly OCT 17 2002

Volunteers needed to help at library 332

The Placentia Library is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations.

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

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Placentia News
Weekly SEP 26 2002

TUESDAY 332

Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

grams, including the children's department for special events such as the Camp Library.

Also, the group continues to sell used books in the library's lobby during operational hours. The library is at 411 E. Chapman Ave. Call (714) 528-1925

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Placentia News
Weekly OCT 17 2002

TUESDAY 332

YWCA of North Orange County meets at 5:30 p.m. at the YWCA Administrative Office, 215 E. Commonwealth Ave., Suite F, in Fullerton. Call (714) 871-4488.

Musictime for ages 3-4 meets at 6 p.m. and ages 5-6 at 6:30 at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906, Ext. 212.

Wood Carver meets at 7 p.m.

at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Great Books Discussion Group meets at 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

with exhibits focusing on the community's ethnic groups.

The special collection is open to the public from 6 to 9 p.m. Mondays and Wednesdays. The library is at 411 E. Chapman Ave.

Information or to make a donation: (714) 528-1925, Ext. 224.

352
PLACENTIA Once, Placentia, was on the cutting edge. That would have been about 100 years ago, when a group of vegans living in town practiced an unusual type of composting, a kind of organic farming that would have given the neighbors a case of the fantods—if the neighbors had known. The Grasseaters, as they were called, moved into a house on the corner of Palm and Placentia Avenues to launch a commune. Each room in the house was remodeled and rounded in accord with the group's belief that spirits linger in corners. Locals accepted the Grasseaters because—weird or not—they grew some of the best vegetables around. Maybe it was because they tended to bury their dead in the back yard—a fact that emerged only many years later, when a developer discovered human remains while grading the land for another set of tract homes. The Grasseaters' home is long gone, along with the skeletons, but there are other special places that make Placentia something to see. It may not have the E-ticket feel of Fullerton's downtown or Yorba Linda's Nixon Library, but Placentia has its own charm.

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Placentia News
Weekly OCT 3 1 2002

Bargains offered at backroom book sale

³³²The Friends of Placentia Library will host a backroom book sale from 1 to 4 p.m. Nov.

17 at the library, 411 E. Chapman Ave.

Avid readers may select books to buy at discounted prices before they are placed on bookstore shelves.

Also, Friends of Placentia Library members will receive a 10 percent discount on purchases of \$10 or more.

Memberships are available during the sale.

Enter the book sale through the loading dock.

Information: (714) 528-1906.

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Placentia News
Weekly OCT 3 1 2002

Club hosts annual Festival of Trees

³³²The annual Festival of Trees Christmas benefit is scheduled Nov. 30 at the Alta Vista Country Club, 777 E. Alta Vista St. Hosted by the Placentia Round Table Women's Club, the luncheon event features 20 3-foot-high Christmas trees that will be surrounded with gifts - all of which will be awarded at a drawing.

Last year, more than 30 trees were donated, raising \$14,000 that was divided among the Placentia Library, Boys & Girls Club of Placentia, Homeless Intervention and Shelter House and other charities.

Luncheon tickets are \$40. Information: Joyce Halvorsen, (714) 528-2224.

PLACENTIA 332

City Council
 (2 elected)

19% Precinct Reporting	Votes	%
Chris Lowe*	1,349	41
Norman Z. Eckenrode	998	30
John J. Cullum	565	17
Rodd Duff	311	9

City Clerk

Patrick J. Melia	763	53
Tom Underhill Jr.	508	35
John Walcek	143	10

Measures

19% Precinct Reporting	Votes	%
R-Charter Amendment Term Limits		
Yes	1,274	79
No	328	20
S-Charter Amendment Elected Officials' Compensation Increase		
No	966	61
Yes	614	38
T-Charter Amendment Election of Mayor		
Yes	1,398	89
No	156	10
U-Charter Amendment Public Works Project Bids		
Yes	1,330	87
No	196	12
V-Charter Amendment Code/Charter Violations		
Yes	1,157	76
No	359	23
W-Charter Amendment Boards/Commission Terms		
Yes	1,359	90
No	143	9
X-Charter Amendment Cable Television Franchise		
Yes	946	64
No	524	35
Y-Charter Amendment Elect/Appoint City Clerk/Treasurer		
No	1,029	70
Yes	440	29
Z-Charter Amendment Utility User's Tax		
No	929	61
Yes	581	38
AA-Advisory Use of User's Tax		
No	784	52

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Placentia News
 Weekly OCT 3 1 2002

Volunteers needed to help at library

The Placentia Library is seeking volunteers to help with book sales and assisting customers, as well as pricing and sorting donations.

Proceeds from the sale of used books will benefit the library's programs and services.
 Information: Jillian Rakos, (714) 528-1925, Ext. 201.

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Placentia News
 Weekly OCT 3 1 2002

TODAY 332

'Lapsit' stories for ages 2 and younger are read from 10:15 to 10:35 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Story times for ages 3 to 6 are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Call (714) 528-1906, Ext. 212.

Placentia Presbyterian Church serves dinner at 6 p.m. at the church's Soup Kitchen, 849 N. Bradford Ave. Call (714) 528-1438.

Community Band meets at 6:30 p.m. in Valencia High School's Band Room, 500 N. Bradford Ave. Call (714) 993-8117.

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Placentia News
 Weekly OCT 3 1 2002

TUESDAY 332

Literacy Tutor Training sessions are held at 6 p.m. at the Placentia Library, 411 E. Chapman Ave. Call (714) 528-1906.

Yorba Linda-Placentia Toastmasters Club meets at 6:45 p.m. at Thengvall House at 5320 Richfield Road in Yorba Linda. Call (714) 524-9378.

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

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

City Council meets at 7:30 p.m. in the City Hall Council Chambers, 401 E. Chapman Ave. Call (714) 993-8117.

Wood Carvers meets at 7 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

Huggin' Hearts Square Dance Club meets for lessons from 7:30 to 10 p.m. at Backs Community Building, 201 N. Bradford Ave. \$2 per class, \$37 for 17 classes. Call (714) 777-5639.

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Placentia News
 Weekly Agenda Item 49
 OCT 3 1 2002
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Library sleepover set for Book Week

In conjunction with the national Children's Book Week, the Placentia Library will host its 16th annual Camp Library from 7:30 p.m. Nov. 15 to 9 a.m. Nov. 16 at 411 E. Chapman Ave.

Sign-ups are filling up fast for the sleepover that is limited to the first 50 children, ages 4 to 12, who register.

Each must be accompanied by an adult, who will also spend the night and join the celebration of child literacy through games, crafts, entertainment and a movie.

A snack will be served in the evening and breakfast in the

morning. Registration is \$5.
 Information: (714) 528-1906.

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Placentia News
 Weekly OCT 3 1 2002

NEIGHBORS 332

► Southern California Edison Co. employees recently held their annual contribution campaign and focused this year on raising funds for the Boys & Girls Club of Placentia.

This year's theme was "Give Because You Can."

► Annah Darwish has joined the Placentia Library District staff as circulation supervisor.

She previously worked for the Sacramento Library as youth services librarian.

► Community leader Bill Zavala and many residents have volunteered their time and banded together to create The Mutual, a newsletter serving Placentia with an emphasis on community service and civic history.

Newsletter contributors include: Joe Aguirre, Jim Gaffney, Maria Moreno Berger, Jose M. Penaloza, John D. Penner and John Walcek.

332
EDUCATION: She teaches them to read, one by one.

By **SHERRI WILSON**
For The Tustin News

As READ recently celebrated its 10th anniversary, staff looked to their volunteers as one of their primary sources for success.

"The triumphs of tutoring are when students achieve the little successes, right down to reciting the alphabet by heart," Volunteer Angel Bronsgeest said.

READ Orange County recognized Angel for her 648 hours of volunteer service with an "Exceptional Service Award" at its Literacy Luncheon held at the Tustin Banquet Center. Bronsgeest, along with four others were honored for their outstanding hours of commitment to the program.

"Literacy touches my heart," Bronsgeest said, "and the inability is tragic, more so than terminal illness."

Like many other volunteers, Bronsgeest learned about volunteer service with READ through her local library. After taking the necessary training classes, she began tutoring a group of six students at the Literacy Center in the Santa Ana Library.

"We like to focus on teaching in groups because we find that students help each other," Bronsgeest said.

Over the past 15 months, the group has narrowed, and Angel works intensely with two students each week for two hours.

"It's challenging when you feel like you're not providing what they need, but it's wonderful when you see these little glimpses, like they're getting it for the first time," Bronsgeest said.

She works with them primarily on reading and writing, emphasizing goal-setting to facilitate what they strive toward.

One of Angel's learners needed to take a mandatory test for work. They worked closely together on acquiring the skills necessary to pass, and they succeeded.

"I knew she could do it, but she didn't" Bronsgeest said, "A lot of the preparation is pushing students to get to where you know they could



Tutor with
Item 40
10/31/00
exceptional
award.
Tustin
weekly
Oct. 31, 00

EXCEPTIONAL SERVICE: Angel Bronsgeest accepts her 'exceptional service' award from READ Orange County for her 648 hours of volunteer service.

be." The program maintains no specified beginnings or endings. Tutoring sessions run in 10-week segments after which READ evaluates the learners on their progress.

READ also provides ongoing training and support for their volunteers.

"Through quarterly meetings, in-service meetings and talking about what is going on with other tutors, you get ideas of tools to implement with your own students as well," Bronsgeest said. "We're required to complete a certain amount of training per year, but I have no idea what that number is, because I usually try to go to every meeting I possibly can."

Questions in the field, assistance in ways to present a skill and providing additional testing for students help make the tutoring process more beneficial to tutor and student. Bronsgeest finds this help through the staff at READ.

"We appreciate all that volunteers do for us," Tangela Barnes, literacy specialist, said. "We have volunteers like Angel, who may have more hours to donate than others and sometimes sacrifices other priorities in her life to help out at READ."

Tangela explained that Angel played a big part in planning the anniversary program and how that exemplified how she continually goes beyond tutoring to ensure the programs success.

"We got to be successfully 10 years old because of volunteers like Angel," Barnes said. READ OC, which started out with only three people, has grown into a large group of staff and an even larger volunteer base.

"New grants we received will change the way we provide better service to learners to get what they need to be productive students equipped for the future," Barnes said. "And, our volunteers play a key role in that."

Aside from the assistance Bronsgeest receives through staff at READ, she finds a huge help in her husband, Ron Bronsgeest.

"When I express what's going on with students, he's very excited for me too and has a really good understanding of the program," Bronsgeest said. "The bottom line is he knows how important it is to me."

"I think Angel's volunteer work is a great thing, because it's something she's always wanted to do," Ron said. "She's always been an avid

reader."

Ron also helps sporadically on projects with READ. On the 10th anniversary, he worked on most of the audio-visual aids and voiceovers for the video presentation.

"I know some of her learners and things they've done and been excited about their improvement," Ron said. "She's also talked about certain things she wants to teach her learners and how she should go about it. When she has a problem, we talk it through and work it out together."

Improvement is based upon a series of steps. One principle Bronsgeest finds essential in her volunteering is consistently helping learners take the steps to work towards their goals.

"Some techniques provide immediate success, which can be very encouraging for them," Bronsgeest said.

However, Angel's commitment is for the long-haul. She rejoices in immediate progress but is willing to wait the time necessary in for her learners to really grasp a concept.

"Angel's teaching people to read, not so much to read books, but to function in everyday life," Ron Bronsgeest said.

SAFETY COMMITTEE MEETING
OCTOBER 24, 2002
MINUTES

I. Call to Order: 9:25 A.M.

II. Members Attending: Esther Guzman
Katie Matas
Jillian Rakos
Cyrise Smith

III. Old Business

1. Some of the tiles in the lobby need to be regouted.
2. The door to the story time room needs repair or replacement.
3. The baby changing table has been received and was installed in the Children's Department restroom.
4. Several ceiling tiles are missing throughout the main public area.

IV. New Business

1. Due to the resignation of Elisa Herrera-Thomas, Elizabeth Minter will serve as Designated Person until a new administrative assistant is hired.

The next meeting will be November 21, 2002 at 9:30 A.M.

Respectfully submitted,



Katie Matas

Board & Administrator

FOR BOARD MEMBERS

December 2002 Vol. 19, No. 4

Editor: Jeff Stratton

What should your board's vice president do?

Board officer role

The vice president (or vice chairperson) of the board's most important role is to provide continuity to the board's leadership in the absence of the board chair. It's often looked upon as a board-chair-in waiting office, but the position can be more than just a figure-head.

Three specific responsibilities I suggest for any board's vice chairperson are:

1. *As successor to the board chairperson, learn how to run board meetings.* In addition, it's a good time for developing a positive working relationship with the executive director.
2. *Be responsible for officer transition on the board.* When the board makes

decisions about its officers, it should be more than a "whose turn is it now" discussion. That's not fair to the board, or to the people your organization serves. Watch the board's committee chairs in action to determine who will make good officers.

Three specific responsibilities for the board's vice chairperson.

3. *Chair one major board committee.* The Board Nominating/Recruitment Committee would be a good choice. ■

Remember to show appreciation to your executive director

Thank you very much

Lack of appreciation for a job well done is a lousy management technique. Here are some easy, low-cost ways to show appreciation to the one employee the board supervises—the executive director.

1. *Written praise, when deserved.* Write a letter of appreciation to the administrator from the board and place it in his or her personnel file.
2. *An annual performance review.* The executive director's annual appraisal is the perfect time to say

"Thanks" and attach a raise or bonus to show the board's appreciation.

3. *Know your administrator.* Understand his or her likes and dislikes, and what the administrator needs and expects from the board.
4. *Public praise.* When was the last time you publicly thanked your executive director or his or her staff at a board meeting? Do board members "talk up" their administrator in the

continued on next page

Continued from previous page

- community and to their friends and business colleagues?
5. *Support.* When the nonprofit faces contentious issues and the heat is on, administrators generally run interference for the board. They take the heat. Does the board offer support in return?
 6. *A policy focus.* Does the board set policies, and let the executive director and his or her staff implement them? That's one of the best thank-yous a board can offer its administrator.
 7. *Don't manage personnel.* Don't attempt to hire for the organization, and don't tell staff members how to do their jobs. With this approach, your board will be thanking its executive director. ■

Remember: varied opinions make the board team effective

Hear all voices

Board Chairperson Ray Albanowski (Rocky Mount, VA) says that there are no sacred cows at his board's meetings.

What he means by this is that the board appreciates diversity of opinion. That's a valuable trait for any board!

"As a board, we have the mindset that

people can say exactly what is on their minds without worrying about hurt feelings," he says.

"We are open, and willing to listen to diverse and opposing opinions. We have learned that they are sometimes putting forth better ideas than the direction we had been heading." ■

Does the board chairperson establish board committees?

I took a call from a Utah board member recently who posed an interesting question about the board chairperson's job responsibilities.

"We're wrestling with new job descriptions for board officers. Our current language in the board chair's job description says that the board chairperson has the authority to establish ad hoc committees, and assign tasks to board committees.

"We're wondering if this grants the chair too much authority?"

The only problem I have with this language centers on the phrase "establish ad hoc committees."

I would change the language to read:

"Working with the executive director, the board chairperson recommends to the full board which committees the board will use."

"We're wondering if this grants the chair too much authority?"

It's important to smooth board operations that the executive director have a say in these matters, and it's also important that the full board approve which committees the board will have in place. ■

Board & Administrator

FOR BOARD MEMBERS

November 2002 Vol. 19, No. 3

Editor: Jeff Stratton

When board meetings aren't all business, you build a stronger team

Simple, enjoyable gestures can have a powerful impact on a board's state of mind. Board Chairperson Ray Albanowski (Rocky Mount, VA) makes a very good point about board meetings: "We try to have some changes of pace at our meetings that bring a smile to everyone's face," he says.

This can be as simple as plenty of

snacks available at the meeting. Or in the case of this board, some generous-with-their-skills board members. "We have several board members who are avid gardeners," says Albanowski. "They always bring in their peaches, plums, nectarines and home-grown tomatoes for everyone to take home." ■

Quality vs. cost: How should the organization spend its money?

Focus on finances

Occasionally take calls from frustrated nonprofit executives and board members about a board member whose personal mindset is to always find a cheaper way to do things at the organization. Ah, the tight-fisted board member! "This person always overlooks quality and evaluates everything based solely on price," says a Minnesota board chairperson. "How do we deal with this?"

What a nonprofit can or should spend to buy this piece of equipment or that vehicle varies so widely in the sector that it is difficult to provide one clear answer to you on this issue. But I do believe this: A nonprofit should try to buy the best that it can afford, the best item that satisfies your operating criteria without the extra bells and whistles. This applies to who

you hire, the equipment the organization purchases, a new building project and on and on.

"This person always overlooks quality and evaluates everything based solely on price," says a Minnesota board chairperson.

A Missouri board recently wrestled with these issues when it needed a new roof for a building. Their options included hiring

continued on next page

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an uninsured retiree to lay another layer of shingles over the old one, or to use the services of professional roofers who bid on stripping the roof down, replacing what was in bad shape, and then using new shingles or laying down a new metal roof. The board directed the executive to seek out bids, and after looking at the bids decided on the metal roof at an additional cost of \$4,000. The board then directed its executive director to execute the contract.

Keep this in mind when you and your fellow board members evaluate the cost vs. quality question: If you pay peanuts to your staff, you'll end up with a bunch of monkeys. And if you always sacrifice quality to cost, you will find yourself facing the same old issues every couple of years—whether that means replacing key staff positions, repairing an aging vehicle, or hauling out the water bucket because your roof is leaking again. ■

A board giving policy helps the board

Board members of most types of nonprofit organizations should give of their time and yes, their personal financial resources.

This is not a popular topic with nonprofit boards who traditionally have not required the board to make an annual financial gift to the nonprofit organization.

Yet for boards who have made the change from a non-giving board to one that has 100% board member commitment to making a personal, annual gift, they generally find the change is not painful. The key is starting slowly, and recognizing the different economic levels of members on the board. A Board Giving Policy is usually a good starting point.

A Pennsylvania nonprofit board uses this Board Giving Policy:

"Every board member shall be a member in good standing of the organization, and shall make a personally significant annual contribution, with a minimum suggested amount of \$50."

Note two things about this policy. First, board members must be members of the organization, which requires payment of an annual due. In addition, they are expected to make a personal gift of at least \$50. The \$50 amount was chosen to reflect the varied economic status of the board's members.

Making this the board's policy required a transition—and patience. "When we first broached this idea, plenty of board

members said, 'But I already give plenty of my time,'" says a member of this board.

"Now we have a sense of excitement, some momentum and a different level of commitment—100% of our board members have written their check and many gave more than the suggested minimum."

"That's a normal board response when the board has never been asked to give. Then, the board met with some board members of a different and very grassroots organization who make a \$50 gift each month—and they explained that over time and through education they began to understand how this represents a strong commitment.

"We were very supportive and nonconfrontational when we made this change. Now we have a sense of excitement, some momentum and a different level of commitment—100% of our board members have written their check and many gave more than the suggested minimum. We're raising money through foundations, board giving, and are moving toward raising significant dollars from our supporters." ■

**100%
commitment**