PLACENTIA LIBRARY DISTRICT

Board of Trustees

Regular Meeting

June 26, 2001

Library Conference Room

MINTER

Lib Asst I
Jan 3 14.08 [redacted] 14.63
Step 2 [redacted] / [redacted]
Dec 3 Step 4 [redacted] 15.27

11:30 Am

PLACENTIA LIBRARY DISTRICT
411 E. Chapman Avenue
Placentia, CA 92670

APPLICATION FOR EMPLOYMENT

Name: KUO (Last) Alice (First) HSin (Middle)

Present Address: 419 E. Broadway (No.) (Street) #L San Gabriel (City) 91776 (Zip)

Telephone Number: Home (626) 282-6510 Cell (626) 512-9126 Social Security Number: 608-18-7583

Position desired: Library Assistant (Circulation) Rate of Pay Expected $14.50 per hour / negotiable

How did you learn of this opening: Jim Roberts (Literacy)

Are you applying for: (FULL TIME) PART TIME

Evening and weekend work may be required, is there any limitation on your availability? no

If so, please specify -

If your application is considered favorably, on what date will you be available to start work? would need to give two week notice

Were you previous employed by Placentia Library District no

If so, give dates and position held N/A

List any relatives presently employed by Placentia Library District N/A

Have you any experience, skills or qualifications which you feel would benefit the Library I have extensive experience in a public library both in circulation and literacy. I enjoy working in a multi-ethnic environment and can bring a lot into it. I speak Mandarin fluently.

Have you ever been convicted of a crime, excluding misdemeanors? no

If yes, please explain n/a

Person to be notified in case of emergency: Name Heidi Wu

Address: Telephone No: (626) 458-9543

I hereby certify that the facts set forth in the above application are true and complete. I understand that if employed false statements on this application will be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal and/or employment history. I understand that I will be required to pass a physical examination prior to employment.

Signature of Applicant 5-9-01 Date

PLACENTIA LIBRARY DISTRICT
411 E. Chapman Avenue
Placentia, CA 92670

APPLICATION FOR EMPLOYMENT

Name: H Errera-Thomas (Last) ELISA (First) (Middle)

Present Address: 4550 (No.) VIA LORZO (Street) Yorba Linda, CA (City) 92886 (Zip)

Telephone Number: 714 693 1979 Social Security Number: 604015328

Position desired: Library Assistant Rate of Pay Expected $8.74 per hour

How did you learn of this opening: Placentia City Hall

Are you applying for: (FULL TIME) PART TIME

Evening and weekend work may be required, is there any limitation on your availability? NO

If so, please specify

If your application is considered favorably, on what date will you be available to start work? June 3, 2001

Were you previous employed by Placentia Library District NO

If so, give dates and position held

List any relatives presently employed by Placentia Library District NA

Have you any experience, skills or qualifications which you feel would benefit the Library I volunteered for a year at my high school library. I feel that I gained helpful experience that would assist me in this position.

Have you ever been convicted of a crime, excluding misdemeanors? NO

If yes, please explain

Person to be notified in case of emergency: Name Sylvia Herrera

Address: 4550 VIA LORZO Yorba Linda, CA 92886 Telephone No: 714 693 1979

I hereby certify that the facts set forth in the above application are true and complete. I understand that if employed false statements on this application will be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal and/or employment history. I understand that I will be required to pass a physical examination prior to employment.

Elisa Herrera-Thomas — Signature of Applicant

May 7, 2001 — Date

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
June 26, 2001
7:30 P.M.
Library Conference Room

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

To accomplish this goal the Library:

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

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

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

all but Stark.

1. Roll Call — Administrative Assistant

2. Adoption of Agenda — Gae | Graff

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the May 15, 2001 Regular Meeting. Dave / Doyle.

   Presentation: Library Director
   Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

   Saunders 7:38 pm

   (FSDOC Meet. LAFCO Exec Dirct. – expanding issues & assessment population issues.)

5. Board President Report

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

   Saunders June SOWCA – 25 Transit & new structure underway – all under fire Towers. No longer on Boards – meeting

6. ~~Trustee Reports~~ Peggy – Report to Al Barnett – June 25, 2001

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

   Confidence level 90% Totally self-assessed.

   Doyle Beason – Picnic for Lyn Daniels with Al Shaw.

7. Library Director Report Alice Kuo Elisa Herrera – Thomas.

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

8. Friends of Placentia Library Board of Directors Report

   Presentation: Friends Representative

9. Placentia Library Foundation Board of Directors Report

   Presentation: Trustees Wood and Braun Progress – Annual Giving Campaign.

CLAIMS (Items 10 - 13)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 – 13 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

    No Nonstandard Claims were processed during this report period.

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

    Claims 4088, 4089, 4090, 4091, 4092, 4093 4094, 4095, 4096, 4097, 4098, 4099, 4100, 4101, 4102, 4103 4104, 4105, 4106, 4107, 4108, 4109 and 4110 forwarded by Library Director for a total of $72,196.97 during this report period.

12. Current Claims and Payroll (Approve)

    No Current Claims; and Payrolls 4111 for $26,705.00 and 4112 for $26,705.00, for a combined total for Payroll of $53,410.00.

13. FY2000-2001 Cash Flow Analysis and recommendations to Receive & File the Cash Flow Analysis for Fiscal Year 2000-2001 through June 26, 2001 and that no funds be transferred at this time. (Approve)

FINANCIAL REPORTS (Items 14 - 19)

Presentation: Library Director
Recommendation: Approve by Motion

Items 14 – 19 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

14. Financial Reports for May 2001 (Receive & File)

15. Office General Ledger & Check Registers for May 2001 (Receive & File)

16. Acquisitions Report for May 2001 (Receive & File)

17. Collection Agency Report for April and May 2001 (Receive & File)

18. Debit Card System Reimbursement Report for May 2001 (Receive & File)

19. Gifts Report for May 2001 (Receive & File)

GENERAL CONSENT CALENDAR (Items 20 – 31)

Sandy | Sandy

Presentation: Library Director
Recommendation: Approve by Motion

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

20. Building Maintenance Report for May 2001 (Receive & File)

21. Personnel Report for May 2001 (Receive, File, and Ratify Appointments)

22. Volunteer Report for May 2001 (Receive & File)

23. Circulation Report for May 2001 (Receive & File)

24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

25. Status report on the Placentia History Room project with the City of Placentia (Receive & File)

26. Placentia Civic Center Authority Memo from City Public Works Department dated May 1, 2001 outlining Contract Awards for Civic Center Repair and Rehabilitation Project; Minutes of the Placentia Civic Center Authority Commission Meeting of May 17, 2001; and Agenda for Commission Meeting of June 14, 2001 (Receive & File)

27. Library of California Board Actions April 25-26, 2001 (Receive & File)

28. Status Report and Time Line for California Campaign for Libraries (Receive & File)

29. Notice of Director Elections from the Special District Risk Management Authority (SDRMA); Bylaws of SDRMA as revised April 25, 2001; and SDRMA Policy 2001-01 Establishing Guidelines for Director Elections (Receive & File)

30. California Institute for County Government (CICG) Research Brief on Variation in Funding and Service Levels Among California Public Libraries (Receive & File)

31. Notice of Change in Special District Workers' Compensation Authority Administrator (Receive & File)

CONTINUING BUSINESS

32. Legislative issues for Fiscal Year 2001-2002

Presentation: Library Director
Recommendation: Determine whether the Board wants someone to represent the District at the Assembly Local Government Committee meeting on Wednesday, June 27, determine who it will be and authorize travel expenses if necessary; and

Dave – Peggy

Determine whether the Board wants someone to represent the District at the Assembly Appropriations Committee meeting if one is scheduled, determine who it will be and authorize travel expenses if necessary; and

Give direction for future action.

33. Discussion of ways to expand the Library's visibility in the community

Presentation: Trustee Wood
Recommendation: Give direction for future action

remove

34. Report on Plans for Staff Appreciation Dinner scheduled for July 12, 2001.

Phoenix Club → Chuck Prescott

Presentation: Trustee Wood
Recommendation: Give direction for future action

NEW BUSINESS

35. Technical Services Issues

Presentation: Technical Services Manager Shook

36. Review Loan Period Limitations Policy and Adopt by Resolution. defer to Sep.

Presentation: Technical Services Manager Shook
Recommendation: Read Resolution 01-2 by Title only; and

Adopt Resolution 01-2.

37. Establish Fines and Fees Schedule for Fiscal Year 2001-2002 and set date for Public Hearing.

Presentation: Library Director Minter
Recommendation: Adopt the Fines and Fees Schedule for Fiscal Year 2001-2002; and

Authorize the publication of the Notice of Public Hearing for the August 21, 2001 Library Board Meeting at 7:30 P.M.

38. Adopt Gann Resolution for Fiscal Year 2001-2002 establishing an Appropriations Limit of $2,511,659.

Presentation: Library Director Minter
Recommendation: Read Resolution 01-~~3~~ 2 by Title only; and Geoff/Gae

Adopt Resolution 01-~~3~~ 2. Peggy/Sandra.

39. Establish Holiday and Library Public Services Schedule for Calendar Years 2001 and 2002 and Adopt by Resolution.

Presentation: Library Director Minter
Recommendation: Read Resolution 01-~~4~~ 3 by Title only; and Gae/Geoff.

Adopt Resolution 01-~~4~~ 3. Gae - Geoff.

40. Establish Personnel Allocation Schedule and Organization Chart for Fiscal Year 2001-2002.

Presentation: Library Director Minter Sandra/Geoff.
Recommendation: Adopt Personnel Allocation Schedule and Organization Chart for Fiscal Year 2001-2002

41. Establish Salary Schedule for Library Personnel for Fiscal Year 2001-2002 and Adopt by Resolution.

Presentation: Library Director Minter
Recommendation: Read Resolution 01-~~5~~ 4 by Title only; and Peggy/Geoff.

Adopt Resolution 01-~~5~~ 4. Peggy/Geoff.

42. Motion to Continue the Spending Authorization of the Fiscal Year 2000-2001 Budget until August 31, 2001, pending adoption of the State Budget and the availability of Orange County Property Tax estimates.

Presentation: Library Director Minter
Recommendation: Adopt motion to Continue the Spending Authorization of the Fiscal Year 2000-2001 Budget until August 31, 2001. Peggy/Gae.

43. Authorize Agreement between the City of Anaheim and Placentia Library District for the City providing automated library system services to the District consisting of the Horizon System as implemented for the City by Epixtech, Inc. and the cataloging databases as implemented for the City with its respective vendors. This contract continues from year to year unless canceled by either party.

Presentation: Library Director Minter
Recommendation: Approve the Agreement between the City of Anaheim and Placentia Library District for the provision of automated library services; and

Geoff/Sandra.

Authorize signature of Agreement documents by the Library Board President.

Peggy/Sandra.

44. Review Meeting Schedule for Placentia Library District Board of Trustees.

Presentation: Library Board President Shkoler
Recommendation: Motion to Establish Regular Library Board of Trustees Meeting Date and Time

45. Discuss "Effective Board Meeting Preparation" checklist from May 2001 issue of *Board and Administrator*.

Presentation: Library Board President Shkoler
Recommendation: Determine future action

45a. Determine level of liability limits for Special District Risk Management Authority (SDRMA) insurance renewal

Presentation: Library Director
Recommendation: Authorize renewal of SDRMA liability insurance policy with $5.0 million limits for General Liability, Automobile Liability and Errors and Omissions coverages

STAFF REPORTS (Items 46 - 51)

Items 46 – 51 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the Staff Reports Item is adopted. Items removed must then each have a separate motion.

46. Program Committee Report for May 2001 (Roberts)

47. Children's Services Report for May 2001 (Smith)

48. Placentia Library Literacy Services Report for May 2001 (Roberts)

49. Placentia Library Web Site Report for May 2001 (Roberts)

50. Publicity Materials Produced in May 2001. (Willauer)

51. Safety Committee Minutes for May 2001 (Matas)

ADJOURNMENT

52. Agenda Preparation for the July Regular Meeting, which will be held on Wednesday, July 18, 2001.

53. Review of Action Items.

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

54. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the June 26, 2001 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 21, 2001.

Placentia Library Board Calendar

June 2001 - May 2002

June

4 7:00 PM Friends Board Meeting, Wood

10 1:00 PM Friends Book Sale

14 2:34 PM ALA Annual Conference, San Francisco, through June 20

26 7:30 PM Library Board Meeting

28 7:15 AM Placentia Chamber of Commerce Breakfast

July

4 Library Closed for Independence Day

18 7:30 PM Library Board Meeting

26 7:15 AM Placentia Chamber of Commerce Breakfast

August

15 7:30 PM Library Board Meeting

22 6:10 AM Orange County Conference on Philanthrophy, Hyatt Regency, Irvine

September

2 Library Closed for Monday Holiday

3 Library Closed for Labor Day

10 7:00 PM Friends Board Meeting, Dinsmore

19 7:30 PM Library Board Meeting

25 8:30 AM Fund Raising Day in LA, Pasadena Center

27 7:15 AM Placentia Chamber of Commerce Breakfast

October

1 7:00 PM Friends Board Meeting, Shkoler

13 9:00 AM Heritage Parade

17 7:30 PM Library Board Meeting

25 7:15 AM Placentia Chamber of Commerce Breakfast

November

2 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)

5 7:00 PM Friends Board Meeting, Stark

11 Library Closed for Veterans Day

21 7:30 PM Library Board Meeting

22 Library Closed for Thanksgiving

Jun 2001

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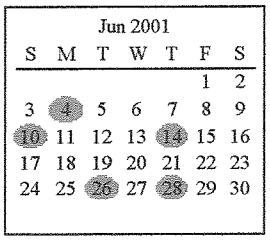
Placentia Library Board Calendar

June 2001 - May 2002



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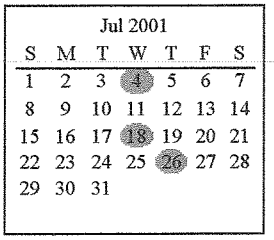

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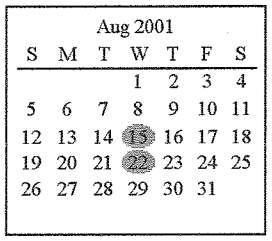

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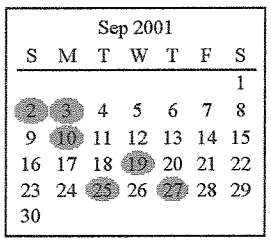

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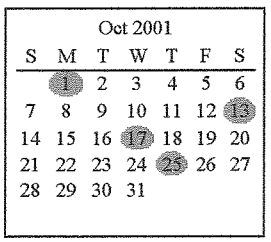

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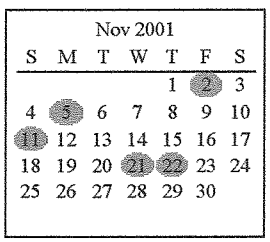

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December

3 7:00 PM Friends Board Meeting, Braun

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

19 7:30 PM Library Board Meeting

January

7 7:00 PM Friends Board Meeting, Wood

16 7:30 PM Library Board Meeting

17 5:30 PM Chamber Mixer at Placentia Round Table

18 ALA Midwinter Meeting, New Orleans, through Jan 23

24 7:15 AM Placentia Chamber of Commerce Breakfast

February

4 7:00 PM Friends Board Meeting, Dinsmore

20 7:30 PM Library Board Meeting

28 7:15 AM Placentia Chamber of Commerce Breakfast

March

4 7:00 PM Friends Board Meeting, Shkoler

12 10:42 AM Public Library Association Conference, Phoenix, through March 16

20 7:30 PM Library Board Meeting

28 7:15 AM Placentia Chamber of Commerce Breakfast

April

1 7:00 PM Friends Board Meeting, Stark

14 National Library Week begins, through April 20

15 6:30 PM Friends Annual Meeting

17 7:30 PM Library Board Meeting

25 7:15 AM Placentia Chamber of Commerce Breakfast

May

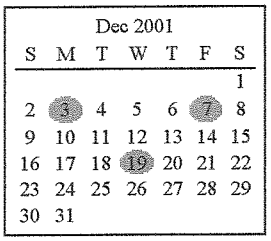
6 7:00 PM Friends Board Meeting, Braun

15 7:30 PM Library Board Meeting

23 7:15 AM Placentia Chamber of Commerce Breakfast

26 3:36 PM Library Closed for Monday Holiday

27 Library Closed for Memorial Day



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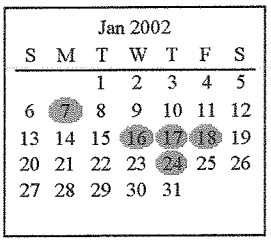

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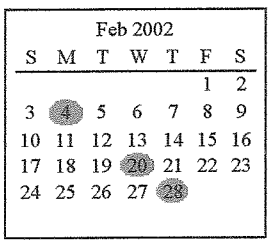

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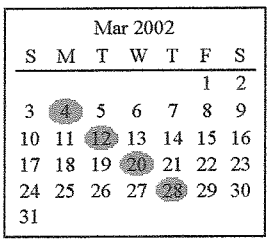

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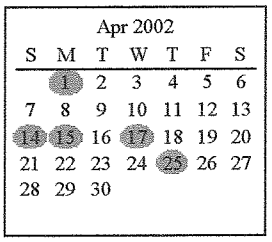
24	25	26	27	28	29	30
31						



Apr 2002						
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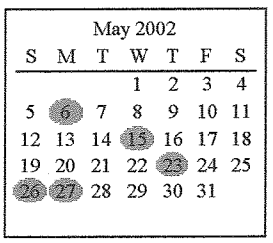

May 2002						
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MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 15, 2001

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on May 15, 2001 at 7:30 P.M. by President Shkoler.

ROLL CALL

Members Present: President Al Shkoler; Secretary Geoff Braun; Trustees Peggy Dinsmore, Saundra Stark and GaetenWood; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Administrative Assistant Wendy Goodson and Public Services Manager Jim Roberts.

ADOPTION OF AGENDA

It was moved by Trustee Wood, seconded by Secretary Braun to adopt the Agenda as printed.

AYES:	Braun, Dinsmore, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

MINUTES

It was moved by Trustee Wood, seconded by Secretary Braun to approve the Minutes of the April 17, 2001 Regular Meeting as printed.

AYES:	Braun, Dinsmore, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

ORAL COMMUNICATIONS

No members of the public requested to address the Board.

PRESIDENT'S REPORT

President Shkoler reported that Peggy Burkich's Memorial Service was great and thanked the staff for their time and planning for such a special event.

TRUSTEE'S REPORT

Trustee Stark reported that she has received positive feedback about Frank Frizell's library tours on Fridays.

Trustee Stark will be part of the Special District Worker's Compensation Authority's next conference call meeting to discuss the hard market and insurance rates on May 16, 2001. She will report the results of the discussion at the next board meeting.

LIBRARY DIRECTOR REPORT

Library Director Minter reported that Librarian Cindy McClain is scheduled to return to part-time duties effective May 20, 2001.

FRIENDS REPORT

The Friends elected their officers for the next year.

FOUNDATION REPORT

Foundation President Wood reported that the Foundation is considering using Amies Communications to coordinate a fundraising event later in 2001.

CLAIMS

It was moved by Trustee Stark, seconded by Trustee Wood to approve Agenda Items 10 through 13

Nonstandard Claims in the amount of $0.00

Claims 4072,4073,4074,4075,4076,4077, and 4078 forwarded by the Library Director for a total of $21,996.22.

Current Claims 4082,4083,4084,4085,4086, and 4087; and Payroll Claims 4079for $24,513.00; 4080 for $24,513.00; and 4081 for $24,513.00 for a combined total of $89,503.91.

FY2000-2001 Cash Flow Analysis through May 15, 2001 and authorize the Orange County Treasurer to transfer $95,000 from Fund 707 (General Fund) to Fund 706 (Bond Redemption).

AYES:	Braun, Dinsmore, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

FINANCIAL REPORTS

It was moved by Trustee Stark, seconded by Secretary Braun to receive and file Agenda Items 14 through 19:

Financial Reports for April 2001

Office General Ledger & Check Registers for April 2001

Acquisitions Report for April 2001

Overdue Collection Report for April 2001

Debit Card System Reimbursement Report for April 2001

Gifts Report for April 2001

AYES:	Braun, Dinsmore, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

GENERAL CONSENT CALENDAR

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 19-26:

Building Maintenance Report for April 2001. (Receive & File)

Personnel Report for April 2001 (Receive, File & Ratify Appointments)

Volunteer Report for April; 2001 will be presented in April 2001.

Circulation Report for April 2001 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Status report on the Placentia History Room project with the City of Placentia (Receive & File)

Report on the Civic Center Authority Meeting for May 10, 2001. (Receive & File)

Ratification of submission of Families for Literacy Grant Proposal for Fiscal Year 2001-2002 to the State Library Of California (Receive & File)

Local Area Formation Commission (LAFCO) Proposed Budget For Fiscal Year 2001-2002 with recommendation from the Library Director that no comments be submitted at this time. (Receive & File)

AYES:	Braun, Dinsmore, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

LEGISLATIVE ISSUES

Library Director Minter reported that she gave testimony on behalf of the independent special library districts at hearing in the Assembly Local Government Committee on April 18, 2001.

LIBRARY'S VISIBILITY IN THE COMMUNITY

This item deferred until the June 26, 2001 board meeting.

BUDGET REVIEW

Library Director reported two significant budget items for Fiscal Year 2001-2002. One is possible interest costs for the Civic Center Authority and the addition of Library Clerk I (full-time) position. The cost of this position will be offset by adding Saturday hours for passport processing.

STAFF APPRECIATION DINNER

It was moved by Secretary Braun, seconded by Trustee Stark to set the Staff Appreciation Dinner for July 12, 2001 at a cost not to exceed $800 with the Friends of the Library paying 50% of the cost not to exceed $400.00 and the other 50% to be paid by Library Board. Trustee Wood will determine the location and menu.

STAFF REPORTS

It was moved by Secretary Braun, seconded by Trustee Stark to approve Agenda Items 32-37:

Program Committee Report for April 2001.

Children's Services Report for April 2001.

Placentia Library Literacy Services Report for April 2001.

Placentia Library Web Site Report for April 2001.

Publicity Materials produced for April 2001.

Safety Committee Minutes for April 2001.

AYES:	Braun, Dinsmore, Shkoler, Stark, Wood
NOES:	None
ABSTAIN:	None
ABSENT:	None

The June Meeting will be held on Tuesday, June 26, 2001.

AGENDA PREPARATION

No action items at this time.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for May 15, 2001 adjourned at 8:15 P.M.

_____

Geoff Braun, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Cheryl Willauer, Library Assistant

SUBJECT: **Friends of Placentia Library Report**

DATE: June 26, 2001

The Board of Directors of the Friends of the Library met on Monday, June 4, 2001. Library Director Elizabeth Minter, and Library Assistant Cheryl Willauer attended the meeting. Circulation Supervisor Alice Kuo was introduced to the Friends Board of Directors.

Treasurer Himes reported the balance on hand is $8,916.

The Friends approved the $1,000 to hire a substitute technical services clerk to help with the backlog of videotapes that need to be processed for check out.

The Friends approved purchasing a changing table to be installed in the girl's restroom in the Children's Department.

The Friends approved spending $1,000 to purchase audio books.

The Friends approved to purchase new carpeting for the community room, cost not to exceed $3,000.

The Friends approved $500. grant the Literacy Manager Jim Roberts will submit to support the Books 2001 campaign that will distribute new books to children in Placentia.

The next Friends Board meeting is scheduled for Monday, September 10, 2000 at 7:00 P.M. Trustee Dinsmore is scheduled to attend as the Library Board representative.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
June 26, 2001

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
June 26, 2001

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	May 22, 2001	4088	1,279.89
	May 24, 2001	4089	6,554.87
	May 31, 2001	4090	1,812.95
	May 31, 2001	4091	3,066.75
	June 14, 2001	4092	1,696.87
	June 14, 2001	4093	2,542.91
	June 14, 2001	4094	2,922.16
	June 14, 2001	4095	8,581.50
	June 21, 2001	4096	5,165.06
	June 21, 2001	4097	12,866.79
	June 21, 2001	4098	3,243.23
	June 21, 2001	4099	4,788.24
	June 21, 2001	4100	3,253.38
	June 21, 2001	4101	1,098.61
	June 21, 2001	4102	807.92
	June 21, 2001	4103	1,015.05
	June 21, 2001	4104	1,146.02
	June 21, 2001	4105	928.48
	June 21, 2001	4106	1,334.40
	June 21, 2001	4107	1,709.43
	June 21, 2001	4108	2,802.06
	June 21, 2001	4109	732.39
	June 21, 2001	4110	2,848.01
	TOTAL		**72,196.97**

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

Ped 5-30-01

DATE 05/22/01
REPORT NO 4088

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N19932 Ameritas PO Box 81889 Lincoln NE 68501-1889	Jun 01 010-19000-05435		0300	00		522.80		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	5/4/01 524-8408		0700	08		41.18		
	5/7/01 253-2062		0700	02		328.72		
	TOTAL					369.90		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	5/3/01 223-1698		0700	00		14.85		
	5/1/01 524-8408		0700	08		17.74		
	TOTAL					32.59		
N15508 Cosmolink 3030 Saturn Street Suite 204 `rea CA 92821	5/11/01 200105-80		0700	00		15.00		
	5/11/01 200105-49		0700	02		19.95		
	TOTAL					34.95		
N01879 Photography by John Walcek 119 N. Bradford Ave Placentia CA 92870	4/25/01 021		1800	08		107.50		
N06686D Office Depot PO box 9020 Des Moines IA 50368-9020	5/17/01 129850005-001		1800	00		162.15		
N06569 Demco PO Box 8048 Madison WI 53708-8048	5/8/01 345470		1800	00		50.00		

The claims listed above (totaling $1,279.89) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,279.89

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pd 5-31-01

DATE 05/24/01 Agenda Item 11
REPORT NO 4089 Page 3 of 24

Placentia Library District
'11 E. Chapman Ave.
,Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03645A Blue Shield of California Cash Rcvg - File 55331 Los Angeles CA 90074-533	Jun 01 VH1181		0300	00		3,502.90		
N06556A C N A Group Benefits 75 Remittance Drive Ste 1641 Chicago IL 60675-1641	Jun 01 0000005182		0300	00		212.65		
N20042 Fortis Benefits PO Box 806644-1 Kansas City MO 64180-6644	Jun 01 4027912-1		0300	00		84.70		
N09110 SDWCA 1481 River Park Dr Ste 110 Sacramento CA 95815-4501	WC Coverage 1st Qtr 01-02		0350	00		1,289.00		
,03653 Bear State 3548 Enterprise Drive Anaheim CA 92807-1640	5/22/01 01-05-567		1400	00		325.00		
	5/16/01 01-05-551		1400	00		139.00		
	TOTAL					464.00		
N19647 Unique Management Services 515 Michigan Ave Jeffersonville IN 47130	5/1/01 8010		1900	00		303.55		
N20308 Keeler Advertising 1890 S Chris Lane Anaheim CA 92805	5/18/01 65704		1800	08		448.07		
N03738B CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Jun postage		1803	00		250.00		

The claims listed above (totaling $6,687.32) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

'PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 6,554.87

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 05/31/01
REPORT NO 4090

pd 6-12-01

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03646 VSP - CA PO Box 45210 San Francisco CA 94145-5210	5/22/01 Jun 01 12 099603 0001		0300	00		230.74		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	5/16/01 528-8236		0700	00		66.92		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	5/17/01 528-8236		0700	02		17.45		
	5/17/01 528-1906		0700	00		112.66		
	TOTAL					130.11		
N03833 Brodart PO Box 3488 Williamsport PA 17705	5/24/01 A33531		0700	05		215.00		
National Center for Nonprofit Boards PO Box 92294 Washington DC 20077-7337	2 yr mbrshp		1600	00		436.00		
N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021	5/24/01 363478		1800	00		14.71		
Martinez Books & Art Gallery 1110 N. Main St. Santa Ana CA 92701	5/15/01 0844279811		1800	08		93.46		
N06686D Office Depot Dept 56-6183976509 PO Box 9020 Des Moines IA 50368-9020	5/21/01 6509		1800 1800 1803	08 00 00		81.72 531.08 13.21		
	TOTAL					626.01		

The claims listed above (totaling $1,812.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,812.95

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pd 6-12-01

DATE 05/31/01
REPORT NO 4091

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
Wingfoot Corporation 175 S. Main St Salt Lake City UT 84111	3/5/01 13882		1800	00		1,667.59		
N03738B CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Jun 01 Postage		1803	00		250.00		
Weiss Group PO Box 109665 Palm Beach Gardens FL 33410	3/7/01 2851695		2400	01		392.95		
N03659F Southern California Water 500 Cameron St Placentia CA 92870	5/21/01 312083-9		2800	00		300.15		
`1074 .ie Gas co PO Box C Monterey Park CA 91756	5/29/01 053 911 8800 9		2800	00		456.06		

The claims listed above (totaling $3,066.75) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 3,066.75

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/14/01
REPORT NO 4092

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03752	6/2/01		0700	01		455.56		
Pacific Bell	223-1698							
Payment Center	6/4/01		0700	08		46.39		
Van Nuys CA 91388-0001	524-8408							
	TOTAL					501.95		
N15508	6/9/01		0700	02		15.00		
Cosmolink	200106-79							
3030 Saturn Street Suite 204	6/9/01		0700	02		19.95		
Brea CA 92821	200106-42							
	TOTAL					34.95		
N05030I	6/1/01		0700	00		42.26		
AT&T	524-8408							
PO Box 78225	6/3/01		0700	00		29.86		
Phoenix AZ 85062-8225	223-1698							
	TOTAL					72.12		
N09140	6/4/01		1300	00		23.02		
CP	102416/105870							
40 Elm St								
Dryden NY 13053-9624								
N06638B	5/17/01		1400	00		90.00		
Certified Termite & Pest	2001-000646							
1860 Miraloma Ave Ste F								
Placentia CA 92870								
N01941	5/30/01		1400	00		24.83		
Dicks Lock & Safe	84492							
111 W. Chapman Ave								
Placentia CA 92870								
N06785	6/6/01		1400	00		950.00		
Hector Vargas Cleaning Service	062754							
318 Capistrano St								
Placentia CA 92870								

The claims listed above (totaling $1,696.87) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,696.87

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/14/01
REPORT NO 4093

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N06569 Demco PO Box 8048 Madison WI 53708-8048	5/25/01 361873		1800	09		263.28		
Kroy PO Box 901934 Cleveland OH 44190-1934	5/21/01 76338		1800	09		249.45		
N01933B Placentia-Yorba Linda School Dist 4999 Casa Loma Ave Yorba Linda CA 92886	5/30/01 2032		1800	00		50.00		
N21533 Kelly Paper 1441 E. 16th St Los Angeles CA 90021	6/7/01 363687		1800	00		58.70		
N03648 Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	6/1/01 047933		1800	00		26.00		
N06568 Placentia Chamber of Commerce 201 C Yorba Linda Placentia CA 92870	5/24/01 6-01 to 5-02		1900	01		520.00		
N19776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870	Storyteller May 01		1900	01		450.00		02
N22558 Nancy Mory 1136 Moro Circle Placentia CA 92870	5/29/01 May 01		1900	01		700.48		02
	5/30/01 May 01		1900	01		225.00		02
	TOTAL					925.48		

The claims listed above (totaling $2,542.91) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,542.91

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/14/01
REPORT NO 4094

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N25210 Nicasia Navarrete 840 W. La Jolla Apt 8H Placentia CA 92870	5/29/01 May 01/SLP		1900	01		321.30		02
	5/31/01 May 31/SLP		1900	01		300.44		02
	TOTAL					621.74		
N25348 Ana Maria Garcia 1962 W. La Palma Anaheim CA 92801	5/31/01 May 01/SLP		1900	01		384.72		02
N25209 Sandra Chavez 955 S Melrose Ste #A Placentia CA 92870	5/29/01 May 01/SLP		1900	01		452.38		02
N25349 Sandra Gutierrez 636 Orchard Dr #H Placentia CA 92870	5/31/01 May 01/SLP		1900	01		485.44		02
N19647 Unique Management Services 515 Michigan Ave Jeffersonville IN 47130	6/1/01 8283		1900	00		237.47		
N19776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870	May 01 Storyteller		1900	01		400.00		02
N06965 Paychex 200 E Sandpointe Ste 100 PO Box 25159 Santa Ana CA 92799-5159	5/31/01 20010531		1900	00		302.70		
N03656 Pacific Clippings PO Box 11789 Santa Ana CA 92711	May 01		1900	00		37.71		

The claims listed above (totaling $2,922.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,922.16

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/14/01 Agenda Item 11
REPORT NO 4095

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N06671 MD Medical Clinics 1300 N. Kraemer Blvd PO Box 66012 Anaheim CA 92816	5/31/01 00297 Alice Kuo		1900	00		52.50		
N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley CA 92708	6/1/01 June 01		1900	00		35.00		
N03642A Newsbank PO box 1130 Chester VT 05143	4/23/01 RT-RN333426		2400	04		8,494.00		

The claims listed above (totaling $8,581.50) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 8,581.50

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/21/01
REPORT NO 4096

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	Jul 01 010-19000-05435		0300	00		550.00		
N03645A Blue Shield of California Cash Rcvg/File 55331 Los Angeles CA 90074-5331	Jul 01 VH1181		0300	00		3,889.95		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	6/7/01 253-2062		0700	01		328.72		
N06896D Aspen Publishers 7201 McKinney Circle Frederick MD 21704	Subscription Brd & Admnstr		1800	00		159.00		
N06569 Demco PO Box 8048 Madison WI 53708-8048	6/15/01 377422		1800	00		11.18		
Idea Art PO Box 291505 Nashville TN 37229-1505	6/1/01 P04477700001		1800	00		62.80		
N03738B Pitney Bowes PO Box 856390 Louisville KY 40285-6390	6/16/01 538803		1800	00		163.41		

The claims listed above (totaling $5,165.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 5,165.06

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4097

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N00018A City of Anaheim 201 S Anaheim Blvd PO Box 3222 Anaheim CA 92805	6/5/01 LIM006		1900	00		2,583.14		
N01035 City of Placentia 401 E Chapman Ave Placentia CA 92870	6/6/01		1400	00		1,783.49		
	54355		2800	00		3,255.35		
	6/6/01		1800	00		2,283.00		
	54357		1800	08		2,283.00		
	6/6/01		1800	00		241.47		
	54356							
	TOTAL					**9,846.31**		
N03858A American Agencies PO Box 2829 Torrance CA 90509-2829	5/21/01 PLA400		1900	00		20.88		
N03660A Elizabeth Minter 539 Gardenia Placentia CA 92870	May - Jun 01 Travel Reimb		2700	00		115.98		
N09200A James Roberts 3474 Whistler El Monte CA 91732	Apr - Jun 01 Travel Reimb		2700	08		193.12		
N01877 Julie Shook 1025 S. San Marino Way Anaheim CA 92808	May 01 Travel Reimb		2700	01		32.15		
N15075 Cyrise Smith 1137 S. Positano Anaheim Hills CA 92808	May 01 Travel Reimb		2700	01		75.21		

The claims listed above (totaling $12,866.79) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 12,866.79

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4098

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03660A	Petty Cash		0900	00		23.11		
Elizabeth Minter	May - Jun 01		1000	00		14.92		
c/o Placentia Library District			1800	00		14.80		
Placentia CA 92870			1803	00		14.30		
	TOTAL					**67.13**		
N03643	5/22/01		2400	05		1,746.55		
Recorded Books	1252151							
PO Box 64900	5/17/01		2400	05		501.90		
Baltimore MD 21264-4900	1435597							
	TOTAL					**2,845.45**		
N23459	4/30/01		2400	01		122.28		
Thomas Beeler	53216							
PO Box 659								
Hampton Falls NH 03844-0659								
N14997	5/23/01		2400	01		81.00		
Bernan	2146039							
4611-F Assembly Drive								
Lanham MD 20706-4391								
N21086A	5/17/01		2400	01		178.50		
Grey House Publishing	261547							
PO box 860								
Millerton NY 12546								
N03845A	3/20/01		2400	01		152.92		
Marshall Cavendish	R547657							
99 White Plains Rd PO Box 2001								
Tarrytown Ny 10591-9001								
	3/7/01		2400	01		392.95		
Weiss Ratings	2851695							
PO box 109665								
Palm Beach Gardens FL 33410								

The claims listed above (totaling $3,423.23) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 3,243.23

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4099

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N06579	6/4/01		2400	01		427.29		
Gale Group	10765357							
PO Box 9550	5/4/01		2400	01		164.56		
Chicago IL 60694-5501	10703723							
	5/18/01		2400	01		126.38		
	10737450							
	5/9/01		2400	01		51.60		
	10715027							
	TOTAL					**769.83**		
N22429	4/26/01		2400	01		19.95		
The Rosen Publishing	211477							
29 East 21st St								
New York NY 10010								
	5/14/01		2400	02		1,350.65		
The Edu Tech Corp	MO18770							
65 Bailey Rd								
Fairfield CT 06432-2607								
N03832	5/31/01		2400	05		240.80		
Books on Tape	4443091P							
PO Box 7900	6/11/01		2400	05		215.00		
Newport Beach CA 92658	4461977P							
	6/5/01		2400	05		5.38		
	4461972M							
	5/17/01		2400	05		75.14		
	4436598P							
	5/4/01		2400	05		108.25		
	4406161P							
	4/26/01		2400	05		99.76		
	4388268P							
	4/24/01		2400	05		274.02		
	4376883P							
	5/2/01		2400	05		272.96		
	4395724P							
	5/2/01		2400	05		1,356.50		
	4395613p							
	TOTAL					**2,647.81**		

The claims listed above (totaling $4,788.24) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 4,788.24

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01 Agenda Item 11
REPORT NO 4100

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03660A	Petty C Check		0900	00		40.45		
Elizabeth Minter	Reimb		0900	08		203.13		
c/o Placentia Library District	May- Jun 01		1000	00		47.85		
411 E. Chapman Ave			1800	00		233.79		
Placentia CA 92870			1800	08		73.79		
			2400	01		10.00		
			2700	00		118.75		
			2700	01		260.00		
			2700	03		32.00		
			2700	08		820.50		
			4000	00		886.88		
	TOTAL					**2,727.14**		
N03842A	6/8/01		2400	01		93.41		
Ingram	75221870							
PO Box 502779	6/8/01		2400	01		32.71		
St Louis MO 63150-2779	75218078							
	6/6/01		2400	01		30.91		
	75191114							
	6/6/01		2400	01		6.74		
	75191113							
	6/6/01		2400	01		16.84		
	75191115							
	6/6/01		2400	01		4.09		
	75191112							
	6/6/01		2400	01		120.74		
	75191111							
	6/6/01		2400	01		13.11		
	75187625							
	5/14/01		2400	01		72.14		
	74914969							
	5/14/01		2400	01		55.20		
	74912934							
	5/11/01		2400	01		8.05		
	74887790							
	5/11/01		2400	01		35.57		
	74887785							
	5/11/01		2400	01		36.73		
	74887786				TOT	**526.24**		

The claims listed above (totaling $3,253.38) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 3,253.38

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01 Agenda Item 11
REPORT NO 4101

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03842A	5/11/01		2400	01		208.77		
Ingram	74887787							
PO Box 502779	5/11/01		2400	01		24.66		
St Louis MO 63150-2779	74887788							
	5/11/01		2400	01		35.56		
	74887789							
	5/18/01		2400	01		165.77		
	74972115							
	5/18/01		2400	01		33.19		
	74972114							
	5/18/01		2400	01		17.90		
	74972113							
	5/14/01		2400	01		18.18		
	74912932							
	5/14/01		2400	01		17.27		
	74912933							
	5/24/01		2400	01		111.47		
	75038029							
	5/24/01		2400	01		17.31		
	75045984							
	5/24/01		2400	01		43.98		
	75045986							
	5/24/01		2400	01		87.26		
	75038030							
	5/24/01		2400	01		44.71		
	75045985							
	5/22/01		2400	01		17.47		
	75010230							
	5/22/01		2400	01		18.31		
	75012290							
	4/27/01		2400	01		17.75		
	74712023							
	4/27/01		2400	01		179.83		
	74712024							
	4/27/01		2400	01		17.77		
	74712025							
	4/27/01		2400	01		21.45		
	74712026							
				TOTAL		1,098.61		

The claims listed above (totaling $1,098.61) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,098.61

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4102

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03842A	4/27/01		2400	01		16.26		
Ingram	74712027							
PO Box 502779	4/27/01		2400	01		61.89		
St Louis MO 63150-2779	74712028							
	4/24/01		2400	01		17.77		
	74663090							
	4/24/01		2400	01		37.02		
	74663091							
	4/24/01		2400	01		35.53		
	74663092							
	4/24/01		2400	01		17.71		
	74663093							
	4/24/01		2400	01		34.69		
	74663094							
	4/24/01		2400	01		16.48		
	74663095							
	4/24/01		2400	01		33.92		
	74663097							
	4/17/01		2400	01		75.43		
	74570354							
	4/17/01		2400	01		16.16		
	74573786							
	4/17/01		2400	01		114.84		
	74573787							
	4/23/01		2400	01		63.56		
	74645162							
	4/24/01		2400	01		115.16		
	74663096							
	5/8/01		2400	01		52.39		
	74843427							
	5/3/01		2400	01		12.03		
	74783501							
	5/3/01		2400	01		50.72		
	74783504							
	5/3/01		2400	01		18.52		
	74783505							
	5/3/01		2400	01		17.84		
	74783506							
				TOTAL		807.92		

The claims listed above (totaling $807.92) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 807.92

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4103

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03842A	5/3/01		2400	01		67.12		
Ingram	74783507							
PO Box 502779	5/3/01		2400	01		49.51		
St Louis MO 63150-2779	74783508							
	5/10/01		2400	01		21.36		
	74880123							
	5/8/01		2400	01		73.85		
	74843424							
	5/8/01		2400	01		116.22		
	74842425							
	5/8/01		2400	01		17.78		
	74843426							
	5/2/01		2400	01		14.39		
	74775188							
	5/4/01		2400	01		18.36		
	74802447							
	5/10/01		2400	01		10.38		
	74880124							
	5/3/01		2400	01		180.01		
	74783503							
	5/2/01		2400	01		81.19		
	74775189							
	5/2/01		2400	01		16.19		
	74775190							
	5/3/01		2400	01		44.27		
	74792855							
	5/31/01		2400	01		30.83		
	75122304							
	5/31/01		2400	01		16.63		
	75122303							
	5/31/01		2400	01		168.14		
	75114565							
	5/31/01		2400	01		19.48		
	75122305							
	5/31/01		2400	01		50.45		
	75122306							
	5/31/01		2400	01		18.89		
	75122307							
				TOTAL		1,015.05		

The claims listed above (totaling $1,015.05) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,015.05

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4104

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03842A	5/22/01		2400	01		163.41		
Ingram	75010231							
PO Box 502779	5/24/01		2400	01		20.55		
St Louis MO 63150-2779	75045983							
	5/21/01		2400	01		83.89		
	74993583							
	6/4/01		2400	01		33.58		
	75158242							
	6/4/01		2400	01		16.73		
	75158244							
	6/4/01		2400	01		10.91		
	75158241							
	6/4/01		2400	01		58.82		
	75158243							
	TOTAL					**387.89**		
N03833	5/7/01		2400	01		13.76		
Brodart	U416988							
PO Box 3488	5/14/01		2400	01		28.11		
Willaimsport PA 17701	U431844							
	5/14/01		2400	01		19.25		
	U431842							
	5/14/01		2400	01		26.15		
	U431841							
	5/14/01		2400	01		121.22		
	U431840							
	5/14/01		2400	01		81.73		
	U431839							
	5/14/01		2400	01		124.66		
	U431838							
	5/14/01		2400	01		18.44		
	U431837							
	5/14/01		2400	01		82.65		
	U431836							
	5/14/01		2400	01		95.55		
	U431835							
	5/14/01		2400	01		146.61		
	U431834							
				TOTAL		**758.13**		

The claims listed above (totaling $1,146.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,146.02

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4105

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03833 Brodart PO Box 3488 Willaimsport PA 17701	5/14/01 U431833		2400	01		114.90		
	5/14/01 U431832		2400	01		100.86		
	5/14/01 U431831		2400	01		24.06		
	5/14/01 U431830		2400	01		24.06		
	5/14/01 U431829		2400	01		42.67		
	5/14/01 U431828		2400	01		19.40		
	5/11/01 U428536		2400	01		22.79		
	5/11/01 U428535		2400	01		16.28		
	5/7/01 U416989		2400	01		70.18		
	5/7/01 U416987		2400	01		21.34		
	5/7/01 U416986		2400	01		143.11		
	5/7/01 U416985		2400	01		33.11		
	5/7/01 U416984		2400	01		47.57		
	5/7/01 U416983		2400	01		87.42		
	5/7/01 U416982		2400	01		25.42		
	5/7/01 U4169816		2400	01		27.19		
	5/7/01 U416980		2400	01		46.55		
	5/4/01 U413419		2400	01		42.32		
	5/4/01 U413418		2400	01		19.25		
				TOTAL		928.48		

The claims listed above (totaling $928.48) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

'PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 928.48

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4106

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03833	5/4/01		2400	01		49.49		
Brodart	U413417							
PO Box 3488	5/4/01		2400	01		59.49		
Willaimsport PA 17701	U413416							
	5/4/01		2400	01		23.28		
	U413415							
	5/4/01		2400	01		23.28		
	U413414							
	5/14/01		2400	01		54.52		
	U431843							
	5/14/01		2400	01		51.85		
	U431846							
	5/14/01		2400	01		563.85		
	U431847							
	5/17/01		2400	01		48.14		
	U439435							
	5/17/01		2400	01		28.65		
	U439436							
	5/17/01		2400	01		25.74		
	U439437							
	5/17/01		2400	01		24.06		
	U439438							
	5/17/01		2400	01		47.37		
	U439439							
	5/17/01		2400	01		83.26		
	U439440							
	5/17/01		2400	01		122.45		
	U439441							
	5/17/01		2400	01		38.81		
	U439442							
	5/17/01		2400	01		30.79		
	U439443							
	5/17/01		2400	01		13.00		
	U439444							
	5/17/01		2400	01		22.31		
	U439445							
	5/17/01		2400	01		24.06		
	U439446							
				TOTAL		1,334.40		

The claims listed above (totaling $1,334.40) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,334.40

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4107

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03833 Brodart PO Box 3488 Willaimsport PA 17701	5/18/01 U442690		2400	01		16.83		
	5/18/01 U442691		2400	01		47.50		
	5/18/01 U442692		2400	01		28.11		
	5/18/01 U442693		2400	01		16.50		
	5/18/01 U442694		2400	01		240.69		
	5/8/01 U442695		2400	01		288.83		
	5/18/01 U442696		2400	01		288.83		
	5/18/01 U442697		2400	01		158.90		
	5/18/01 U442698		2400	01		12.35		
	5/21/01 U446222		2400	01		21.34		
	5/21/01 U446223		2400	01		43.11		
	4/23/01 U383077		2400	01		152.37		
	4/23/01 U383078		2400	01		28.47		
	4/23/01 U383079		2400	01		57.35		
	4/23/01 U383080		2400	01		34.94		
	4/23/01 U383081		2400	01		152.43		
	4/23/01 U383082		2400	01		12.64		
	4/23/01 U383083		2400	01		37.79		
	4/23/01 U383084		2400	01		70.45		
				TOTAL		1,709.43		

The claims listed above (totaling $1,709.43) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

PPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 1,709.43

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4108

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03833 Brodart PO Box 3488 Willaimsport PA 17701	4/23/01 U383085		2400	01		47.76		
	4/23/01 U383086		2400	01		56.54		
	4/23/01 U383087		2400	01		101.42		
	4/23/01 U383088		2400	01		95.51		
	4/23/01 U383089		2400	01		104.85		
	4/23/01 U383090		2400	01		845.73		
	4/23/01 U383091		2400	01		530.88		
	4/23/01 U383092		2400	01		593.10		
	4/23/01 U383093		2400	01		17.68		
	4/23/01 U383094		2400	01		15.57		
	4/23/01 U383095		2400	01		147.21		
	4/23/01 U383096		2400	01		21.13		
	4/23/01 U383097		2400	01		29.13		
	4/23/01 U383098		2400	01		19.25		
	4/23/01 U383099		2400	01		19.40		
	4/23/01 U383100		2400	01		45.79		
	4/23/01 U383101		2400	01		15.53		
	4/23/01 U383102		2400	01		69.41		
	4/23/01 U383103		2400	01		26.17		
				TOTAL		2,802.06		

The claims listed above (totaling $2,802.06) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,802.06

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4109

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03833 Brodart PO Box 3488 Willaimsport PA 17701	4/23/01 U383104		2400	01		18.44		
	4/23/01 U383105		2400	01		28.15		
	4/23/01 U383106		2400	01		32.98		
	4/23/01 U383107		2400	01		9.74		
	4/23/01 U383108		2400	01		33.00		
	4/23/01 U383109		2400	01		21.13		
	4/10/01 U352982		2400	01		18.44		
	4/10/01 U352981		2400	01		21.34		
	4//20/01 U379412		2400	01		19.86		
	4/20/01 U379413		2400	01		181.34		
	4/25/01 U389891		2400	01		18.44		
	4/25/01 U389892		2400	01		58.21		
	4/25/01 U389893		2400	01		42.66		
	4/25/01 U389894		2400	01		32.98		
	4/25/01 U389895		2400	01		30.79		
	4/25/01 U389896		2400	01		45.58		
	4/25/01 U389897		2400	01		45.86		
	4/25/01 U389898		2400	01		28.11		
	5/14/01 U431845		2400	01		45.34		
				TOTAL		732.39		

The claims listed above (totaling $732.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

PPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 732.39

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01 Agenda Item 11
REPORT NO 4110

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03833	5/16/01		2400	01		87.82		
Brodart	U436097							
PO Box 3488	5/16/01		2400	01		573.66		
Willaimsport PA 17701	U436908							
	5/22/01		2400	01		61.06		
	U449254							
	5/22/01		2400	01		27.19		
	U449255							
	5/22/01		2400	01		41.59		
	U449256							
	5/22/01		2400	01		125.09		
	U449257							
	5/22/01		2400	01		411.73		
	U449258							
	5/22/01		2400	01		254.00		
	U449259							
	5/30/01		2400	01		11.66		
	U467851							
	5/30/01		2400	01		23.28		
	U467852							
	5/23/01		2400	01		29.13		
	U452764							
	6/4/01		2400	01		28.11		
	U475737							
	6/4/01		2400	01		68.42		
	U475738							
	6/4/01		2400	01		25.42		
	U475739							
	6/4/01		2400	01		44.82		
	U475740							
	6/4/01		2400	01		760.96		
	U475741							
	6/6/01		2400	01		177.24		
	U482184							
	6/6/01		2400	01		49.48		
	U482185							
	6/6/01		2400	01		47.35		
	U482186							
				TOTAL		2,848.01		

The claims listed above (totaling $732.39) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 2,848.01

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
June 26, 2001

TYPE	REPORT NUMBER	AMOUNT
Payroll		
	4111	26,705.00
	4112	26,705.00
Subtotal for Payroll		
		53,410.00
TOTAL CURRENT CLAIMS		53,410.00

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4111

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	June 26, 2001 Pay period #1 June 29, 20001 July 12, 2001		0100	00		24,806.00		
	FICA		0200	00		1,899.00		

PLEASE WIRE ON THURSDAY, JULY 12, 2001

FY 2001-2002 BUDGET

The claims listed above (totaling $26,705) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 26,705.00

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/26/01
REPORT NO 4112

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	June 26, 2001 Pay period #2 July 13, 20001 July 26, 2001		0100	00		24,806.00		
Account # 07605-80156 Route #12100358	FICA		0200	00		1,899.00		

PLEASE WIRE ON THURSDAY, JULY 26, 2001

FY 2001-2002 BUDGET

The claims listed above (totaling $26,705) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 26,705.00

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Cash Flow Analysis**

DATE: June 26, 2001

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2000-2001 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2000-2001 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type. The Schedule for Fiscal Year 2001-2002 has not yet been received from the Orange County Auditor.

The Cash Flow Analysis for claims charged against the General Fund for Fiscal Year 2001-2002 is Attachment C. An accurate beginning balance for Fiscal Year 2001-2002 will not be available from the Orange County Auditor until mid-August.

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2000-2001 through June 26, 2001.

Placentia Library District
FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/00		Beginning Balance			258,136.41
06/21/00	3927	Payroll to wire July 13, 2000		23,606.00	234,530.41
06/21/00	3928	Payroll to wire July 27, 2000		23,606.00	210,924.41
06/21/00	3935	General		6,506.57	204,417.84
06/26/00	3936	General by Library Director		4,265.77	200,152.07
07/03/00		Reverse Interest May	(1,674.39)	(33.00)	198,510.68
07/03/00		Reverse Interest Apr	(2,320.49)	(47.05)	196,237.24
07/05/00	3937	General by Library Trustees		1,664.42	194,572.82
07/05/00	3938	General by Library Trustees		5,545.03	189,027.79
07/11/00		Interest Apr	2,320.49	47.05	191,301.23
07/13/00	3939	General by Library Director		2,917.43	188,383.80
07/19/00	3940	Payroll to wire August 10, 2000		37,054.00	151,329.80
07/19/00	3941	Payroll to wire August 24, 2000		23,606.00	127,723.80
07/19/00	3942	General		10,101.35	117,622.45
07/19/00	3943	General		11,394.97	106,227.48
07/19/00	3944	General		3,028.21	103,199.27
07/19/00	3945	General		983.51	102,215.76
07/19/00	3946	General		602.39	101,613.37
07/20/00		Secured Final FY99-00	12,028.08	30.07	113,611.38
07/20/00		Supplemental 1985+ #1	1,591.68		115,203.06
07/20/00	3947	General by Library Director		4,670.05	110,533.01
07/21/00		Reverse Interest Jun	(1,792.31)	(34.02)	108,774.72
07/24/00		Teeter Secured Current Delinquent	12,334.14		121,108.86
07/24/00		Library Passport Revenue, Jul	3,747.45		124,856.31
07/24/00		Library Revenue, Jul	1,633.84		126,490.15
07/24/00		Delinquent Supplemental & Penalties	1,088.54		127,578.69
07/26/00		Supplemental Paid 1984	0.58		127,579.27
08/03/00	3948	General by Library Director		1,350.99	126,228.28
08/03/00	3949	General by Library Director		1,379.73	124,848.55
08/08/00		Library Passport Revenue, Jul	2,318.00		127,166.55
08/08/00		Interest May	1,674.39	33.00	128,807.94
08/08/00		Library Revenue Jul	1,165.85		129,973.79
08/10/00	3950	General by Library Director		6,269.78	123,704.01
08/16/00		Supplemental 1st Actual	1,268.62		124,972.63
08/16/00	3951	General		19,028.23	105,944.40
08/16/00	3952	General		2,412.86	103,531.54
08/16/00	3953	General		1,940.26	101,591.28
08/16/00	3954	General		689.20	100,902.08
08/16/00	3955	General		4,467.99	96,434.09
08/16/00	3956	Payroll to wire September 7, 2000		24,513.00	71,921.09
08/16/00	3957	Payroll to wire September 21, 2000		24,513.00	47,408.09
08/16/00	3958	General by Library Trustees		35,900.00	11,508.09
08/17/00	3959	General by Library Director		4,399.29	7,108.80
08/18/00		Library Passport Revenue, Aug	2,436.25		9,545.05
08/18/00		Library Revenue, Aug	1,227.80		10,772.85
08/28/00	3960	General by Library Director		4,734.53	6,038.32
08/28/00	3961	General by Library Director		1,842.57	4,195.75
09/08/00		Interest Jun	1,792.31	34.02	5,954.04
09/11/00	3962	General by Library Director		2,053.08	3,900.96
09/12/00		State Library Family Literacy Grant	5,000.00		8,900.96

Placentia Library District
FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/12/00		Library Passport Revenue, Aug	2,592.00		11,492.96
09/12/00		State Library ILL, 4th Qtr	1,960.80		13,453.76
09/12/00		Library Revenue, Aug	1,274.03		14,727.79
09/14/00	3963	General by Library Director		2,533.33	12,194.46
09/20/00		Transfer from Fund 706 (Bond Redemption)	85,000.00		97,194.46
09/20/00		Interest Jul	1,478.33	28.11	98,644.68
09/20/00	3964	Payroll to wire October 5, 2000		24,513.00	74,131.68
09/20/00	3965	Payroll to wire October 19, 2000		24,513.00	49,618.68
09/20/00	3966	General		8,597.93	41,020.75
09/20/00	3967	General		8,461.41	32,559.34
09/20/00	3968	General		1,220.38	31,338.96
09/20/00	3969	General		576.12	30,762.84
09/20/00	3970	General		852.25	29,910.59
09/20/00	3971	General		868.99	29,041.60
09/21/00		Unsecured 1st	48,209.51	133.86	77,117.25
09/21/00		Supplemental #2	5,837.89		82,955.14
09/21/00	3972	General by Library Director		4,270.37	78,684.77
09/22/00		State Library ILL, 5th Qtr	1,983.58		80,668.35
09/22/00		Library Passport Revenue, Aug	1,051.75		81,720.10
09/22/00		Library Revenue, Sep	568.15		82,288.25
09/28/00		Interest Aug	1,111.54	21.05	83,378.74
10/03/00	3973	General by Library Director		1,764.27	81,614.47
10/03/00	3974	General by Library Director		554.84	81,059.63
10/12/00	3975	General by Library Director		2,058.90	79,000.73
10/18/00	3976	Payroll to wire November 2, 2000		24,513.00	54,487.73
10/18/00	3977	Payroll to wire November 16, 2000		24,513.00	29,974.73
10/18/00	3978	General		9,242.83	20,731.90
10/18/00	3979	General		13,428.48	7,303.42
10/18/00	3980	General		792.00	6,511.42
10/18/00	3981	General		130.18	6,381.24
10/19/00		Supplemental #3	299.84		6,681.08
10/20/00		State Library Family Literacy Grant	10,000.00		16,681.08
10/20/00		Library Passport Revenue, Oct	2,669.00		19,350.08
10/20/00		Library Revenue, Oct	2,179.94		21,530.02
10/25/00	3982	General by Library Director		2,967.55	18,562.47
10/25/00	3983	General by Library Director		4,672.42	13,890.05
10/26/00		Interest Sep	536.65	10.08	14,416.62
11/02/00	3984	General by Library Director		941.78	13,474.84
11/02/00	3985	General by Library Director		1,353.28	12,121.56
11/15/00	3986	Payroll to wire November 2, 2000		24,513.00	-12,391.44
11/15/00	3987	Payroll to wire December 14, 2000		24,513.00	-36,904.44
11/15/00	3988	Payroll to wire December 28, 2000		24,513.00	-61,417.44
11/15/00	3989	General (Immediately)		10,886.44	-72,303.88
11/15/00	3990	General (Transmit November 29, 2000)		995.60	-73,299.48
11/15/00	3991	General (Transmit November 29, 2000)		2,629.55	-75,929.03
11/15/00	3992	General (Transmit November 29, 2000)		1,409.69	-77,338.72
11/15/00	3993	General (Transmit November 29, 2000)		603.81	-77,942.53
11/15/00	3994	General (Transmit November 29, 2000)		945.40	-78,887.93
11/15/00	3995	General (Transmit November 29, 2000)		645.64	-79,533.57
11/17/00		Library Passport Revenue, Oct/Nov	2,986.25		-76,547.32

Placentia Library District
FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/17/00		Library Revenue, Oct/Nov	2,014.61		-74,532.71
11/17/00		State Library OCLC	65.00		-74,467.71
11/21/00		Orange County Treasurer		1,977.96	-76,445.67
11/22/00	3996	General by Library Director		5,756.59	-82,202.26
11/22/00	3997	General by Library Director		2,420.58	-84,622.84
11/22/00	3998	General by Library Director (FUND 702)			-84,622.84
11/29/00		Secured #1	98,335.17	245.84	13,466.49
11/29/00		Supplemental #4	1,481.23		14,947.72
11/30/00		Interest Oct	753.41	14.14	15,686.99
12/01/00		Library Passport Revenue, Nov	1,999.85		17,686.84
12/01/00		Library Revenue, Nov	1,101.88		18,788.72
12/07/00		Homeowners Subvention 1st	2,436.72		21,225.44
12/07/00	3999	General by Library Director		2,047.17	19,178.27
12/07/00	4000	General by Library Director		1,218.50	17,959.77
12/13/00		Secured #2	70,026.81	175.07	87,811.51
12/14/00	4001	General by Library Director		1,659.44	86,152.07
12/14/00	4002	General by Library Director		463.07	85,689.00
12/20/00		Secured #3	192,925.81	482.31	278,132.50
12/20/00		Supplemental #5	3,289.73		281,422.23
12/20/00	4003	Payroll to wire January 11, 2001		24,513.00	256,909.23
12/20/00	4004	Payroll to wire January 25, 2001		24,513.00	232,396.23
12/20/00	4005	General		39,300.94	193,095.29
12/20/00	4006	General		15,219.99	177,875.30
12/20/00	4007	General		3,511.45	174,363.85
12/20/00	4008	General		1,163.02	173,200.83
12/20/00	4009	General		751.52	172,449.31
12/20/00	4010	General		157.68	172,291.63
12/21/00	4011	General by Library Director		11,704.24	160,587.39
12/21/00	4012	General by Library Director		1,047.64	159,539.75
12/22/00		Library Revenue, Dec	1,617.96		161,157.71
12/22/00		Library Passport Revenue, Dec	1,540.50		162,698.21
12/22/00		Interest Nov	482.29	9.01	163,171.49
01/04/01	4013	General by Library Director		1,698.41	161,473.08
01/04/01	4014	General by Library Director		1,421.72	160,051.36
01/10/01		ERAF Fiscal Relief	25,238.87		185,290.23
01/10/01		Homeowners Subvention 2nd	5,685.69		190,975.92
01/11/01	4015	General by Library Director		2,904.04	188,071.88
01/17/01	4016	Payroll to wire February 8, 2001		24,513.00	163,558.88
01/17/01	4017	Payroll to wire February 22, 2001		24,513.00	139,045.88
01/17/01	4018	General		11,070.14	127,975.74
01/17/01	4019	General		467.47	127,508.27
01/18/01		Supplemental #6	7,644.37		135,152.64
01/18/01		Unsecured 2nd	2,766.23		137,918.87
01/18/01	4020	General by Library Director		5,001.29	132,917.58
01/18/01	4021	General by Library Director		1,770.49	131,147.09
01/22/01		State Property Tax Shift Grant (To Fund 702)	72,570.72		203,717.81
01/22/01		State Library CA Literacy Campaign	18,818.00		222,535.81
01/22/01		State Library Interlibrary Loan	2,579.88		225,115.69
01/22/01		Library Revenue, Dec & Jan	1,802.87		226,918.56
01/22/01		Library Passport Revenue, Dec & Jan	1,642.85		228,561.41

Placentia Library District
FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/25/01		Secured #4	164,591.29		393,152.70
01/29/01	4022	General by Library Director		1,475.98	391,676.72
01/31/01		Interest Dec	1,338.30	25.37	392,989.65
02/26/00		Prop 10 Families for Literacy	5,000.00		397,989.65
02/01/01		Public Utility #1	12,003.37	30.01	409,963.01
02/07/01	4023	General by Library Director		1,797.43	408,165.58
02/15/01	4024	General by Library Director		2,267.02	405,898.56
02/15/01	4025	General by Library Director		1,088.21	404,810.35
02/20/01		Supplemental #7	667.97		405,478.32
02/21/01	4026	Payroll to wire March 8, 2001		24,513.00	380,965.32
02/21/01	4027	Payroll to wire March 22, 2001		24,513.00	356,452.32
02/21/01	4028	General		9,648.48	346,803.84
02/21/01	4029	General		4,046.80	342,757.04
02/21/01	4030	General		1,920.00	340,837.04
02/21/01	4031	General		987.50	339,849.54
02/21/01	4032	General		716.85	339,132.69
02/21/01	4033	General		833.70	338,298.99
02/21/01	4034	General		4,061.71	334,237.28
02/21/01	4035	General		3,961.77	330,275.51
02/21/01	4036	General		1,402.03	328,873.48
02/21/01	4037	General		11,477.05	317,396.43
02/21/01	4038	General		24,076.18	293,320.25
02/26/01		SDATF #1	4,292.00		297,612.25
02/26/01		Library Passport Revenue, Feb	3,694.75		301,307.00
02/26/01		Library Revenue, Feb	2,115.23		303,422.23
02/27/01		Coding Correction to Fund 702	(72,570.72)		230,851.51
02/28/01		Interest Jan	1,833.06	35.72	232,648.85
03/01/01	4039	General by Library Director		6,723.11	225,925.74
03/01/01	4040	General by Library Director		2,526.71	223,399.03
03/01/01	4041	General by Library Director		1,273.24	222,125.79
03/12/01	4042	General by Library Director		2,770.65	219,355.14
03/15/01	4043	General by Library Director		898.32	218,456.82
03/21/01	4044	Payroll to wire April 5, 2001		24,513.00	193,943.82
03/21/01	4045	Payroll to wire April 19, 2002		24,513.00	169,430.82
03/21/01	4046	General		50,689.46	118,741.36
03/21/01	4047	General		3,760.21	114,981.15
03/21/01	4048	General		1,141.82	113,839.33
03/21/01	4049	General		1,810.58	112,028.75
03/21/01	4050	General		2,673.68	109,355.07
03/21/01	4051	General		4,333.48	105,021.59
03/21/01	4052	General		3,353.14	101,668.45
03/22/01		Secured #5	49,977.23	124.94	151,520.74
03/22/01		Supplemental #8	900.58		152,421.32
03/26/01		State Library Public Library Foundation	88,826.00		241,247.32
03/26/01		Library Passport Revenue, Mar	5,774.00		247,021.32
03/26/01		State Library Prop 10 Families for Literacy	5,000.00		252,021.32
03/26/01		State Library Interlibrary Loan	2,016.52		254,037.84
03/26/01		Library Revenue, Mar	1,778.30		255,816.14
03/26/01	4053	General by Library Director		6,261.10	249,555.04
03/29/01		Interest Feb	2,322.57	45.95	251,831.66

Placentia Library District
FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
04/05/01	4054	General by Library Board		1,026.97	250,804.69
04/05/01	4055	General by Library Board		2,070.36	248,734.33
04/12/01	4056	General by Library Director		2,746.57	245,987.76
04/17/01	4057	Payroll to wire May 3, 2001		24,513.00	221,474.76
04/17/01	4058	Payroll to wire May 17, 2001		24,513.00	196,961.76
04/17/01	4059	General		13,027.88	183,933.88
04/17/01	4060	General		4,382.71	179,551.17
04/17/01	4061	General		675.72	178,875.45
04/17/01	4062	General		6,227.13	172,648.32
04/17/01	4063	General		2,758.54	169,889.78
04/17/01	4064	General		1,616.22	168,273.56
04/17/01	4065	General		5,197.95	163,075.61
04/17/01	4066	General		2,046.60	161,029.01
04/17/01	4067	General		1,656.80	159,372.21
04/17/01	4068	General		2,870.57	156,501.64
04/17/01	4069	General		2,657.21	153,844.43
04/19/01		Secured #6	216,201.39	7,868.53	362,177.29
04/19/01		Supplemental #9	4,725.85		366,903.14
04/23/01		Library Passport Revenue, Apr	6,641.50		373,544.64
04/23/01		Library Revenue, Apr	2,368.33		375,912.97
04/24/01		Interest Mar	1,893.39	39.81	377,766.55
04/30/01		1999/2000 Admin Fee Rebate & Interest	2.68	(41.38)	377,810.61
04/17/01	4071	Payroll to wire April 19, 2001		24,513.00	353,297.61
04/19/01	4072	General by Library Director		1,549.19	351,748.42
04/19/01	4073	General by Library Director		3,898.90	347,849.52
05/01/01	4074	General by Library Director		10,247.81	337,601.71
05/01/01	4075	General by Library Director		1,840.46	335,761.25
05/09/01	4076	General by Library Director		1,693.96	334,067.29
05/09/01	4077	General by Library Director		2,507.57	331,559.72
05/09/01	4078	General by Library Director		258.33	331,301.39
05/15/01	4079	Payroll to wire 5/31/01		24,513.00	306,788.39
05/15/01	4080	Payroll to wire 6/14/02		24,513.00	282,275.39
05/15/01	4081	Payroll to wire 6/28/03		24,513.00	257,762.39
05/15/01	4082	General		6,100.83	251,661.56
05/15/01	4083	General		1,004.92	250,656.64
05/15/01	4084	General		1,294.42	249,362.22
05/15/01	4085	General		2,688.55	246,673.67
05/15/01	4086	General		3,796.17	242,877.50
05/15/01	4087	General		1,080.02	241,797.48
05/25/01		Interest Apr	1,850.01	42.34	243,605.15
05/17/01		Secured #7	129,709.50	324.27	372,990.38
05/24/01		Public Utility #2	11,107.32	27.77	384,069.93
05/29/01		SDATF #2	4,263.00		388,332.93
05/17/01		Supplemental #1	5,387.74		393,720.67
05/10/01		Homeowners Subvention 3rd	5,685.69		399,406.36
05/18/01		Library Passport Revenue, Apr	6,320.75		405,727.11
05/18/01		Library Revenue, Apr	2,239.74		407,966.85
05/22/01	4088	General by Library Director		1,279.89	406,686.96
05/24/01	4089	General by Library Director		6,554.87	400,132.09
05/31/01	4090	General by Library Director		1,812.95	398,319.14

Placentia Library District
FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
05/31/01	4091	General by Library Director		3,066.75	395,252.39
06/14/01	4092	General by Library Director		1,696.87	393,555.52
06/14/01	4093	General by Library Director		2,542.91	391,012.61
06/14/01	4094	General by Library Director		2,922.16	388,090.45
06/14/01	4095	General by Library Director		8,581.50	379,508.95
06/21/01	4096	General by Library Director		5,165.06	374,343.89
06/21/01	4097	General by Library Director		12,866.79	361,477.10
06/21/01	4098	General by Library Director		3,243.23	358,233.87
06/21/01	4099	General by Library Director		4,788.24	353,445.63
06/21/01	4100	General by Library Director		3,253.38	350,192.25
06/21/01	4101	General by Library Director		1,098.61	349,093.64
06/21/01	4102	General by Library Director		807.92	348,285.72
06/21/01	4103	General by Library Director		1,015.05	347,270.67
06/21/01	4104	General by Library Director		1,146.02	346,124.65
06/21/01	4105	General by Library Director		928.48	345,196.17
06/21/01	4106	General by Library Director		1,334.40	343,861.77
06/21/01	4107	General by Library Director		1,709.43	342,152.34
06/21/01	4108	General by Library Director		2,802.06	339,350.28
06/21/01	4109	General by Library Director		732.39	338,617.89
06/21/01	4110	General by Library Director		2,848.01	335,769.88

Placentia Library District
Property Tax Apportionments
Fiscal Year 2000-2001

Date	Category	Amount
7/21/00	Current secured final for FY00	1% - 3%
7/21/00	Prior Year Secured Taxes & Penalties, FY00 #12 Jun	
7/21/00	Supplemental, FY00 #12 Jun	
7/24/00	Secured Teeter Actual Final Delinquencies, FY00	2% - 4%
7/25/00	Delinquent Supplemental, FY00	
8/17/00	Prior Year Secured Taxes & Penalties #1 Jul	
8/17/00	Supplemental #1 Jul	
9/14/00	Prior Year Secured Taxes & Penalties #2 Aug	
9/21/00	Supplemental #2 Aug	
9/22/00	Unsecured collections at 8/31/00, #1	80% - 85%
10/12/00	Prior Year Secured Taxes & Penalties #3 Sep	
10/20/00	Supplemental #3 Sep	
11/16/00	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/00	Supplemental #4 Oct	
11/29/00	Current secured #1	7% - 10%
12/8/00	Homeowners Property Tax Relief	15%
12/13/00	Current secured #2	14% - 18%
12/14/00	Prior Year Secured Taxes & Penalties #5 Nov	
12/21/00	Current secured #3	20% - 24%
12/21/00	Supplemental #5 Nov	
1/11/01	Homeowners Property Tax Relief	35%
1/11/01	Prior Year Secured Taxes & Penalties #6 Dec	
1/19/01	Supplemental #6 Dec	
1/19/01	Unsecured collections at 12/31/00, #2	5% - 10%
1/26/01	Current secured #4	3% - 6%
2/9/01	State-Assessed Public Utility, #1	49% - 50%
2/15/01	Prior Year Secured Taxes & Penalties #7 Jan	
2/21/01	Supplemental #7 Jan	
3/15/01	Prior Year Secured Taxes & Penalties #8 Feb	
3/23/01	Current secured #5	5% - 7%
3/23/01	Supplemental #8 Feb	
4/12/01	Prior Year Secured Taxes & Penalties #9 Mar	
4/20/01	Current secured #6	25% - 30%
4/20/01	Supplemental #9 Mar	
5/10/01	Homeowners Property Tax Relief	35%
5/17/01	Prior Year Secured Taxes & Penalties #10 Apr	
5/18/01	Current secured #7	3% - 5%
5/18/01	Supplemental #10 Apr	
5/25/01	State-Assessed Public Utility, #2	49% - 50%
6/8/01	Homeowners Property Tax Relief	15%
6/14/01	Prior Year Secured Taxes & Penalties #11 May	
6/22/01	Prior Year Unsecured	
6/22/01	Supplemental #11 May	
6/22/01	Unsecured collections at 5/31/01, Final	3% - 6%
7/19/01	**Current secured final for FY00**	**1% - 3%**
7/20/01	**Prior Year Secured Taxes & Penalties, FY00 #12 Jun**	
7/20/01	**Supplemental, FY00 #12 Jun**	
7/23/01	**Secured Teeter Actual Final Delinquencies, FY00**	**2% - 4%**
7/24/01	**Delinquent Supplemental, FY01**	

Placentia Library District
FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			0.00
06/26/01	4111	Payroll #2 to transfer July 12, 2001		26,705.00	-26,705.00
06/26/01	4112	Payroll #1 to transfer July 26, 2001		26,705.00	-53,410.00

Fund Balance Report

Post-Petition Balances (B/S Account 8010 - Cash)

May 15, 2001

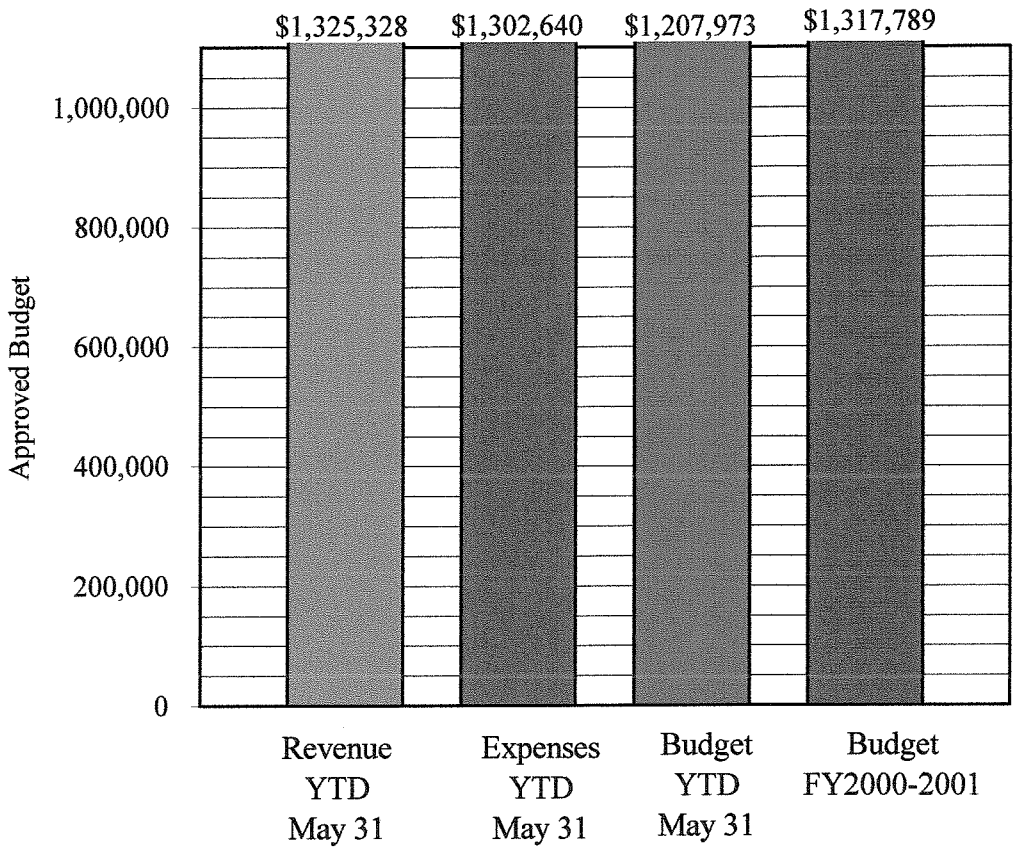
Fiscal Year 2000-2001

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99
31-Jul-00	96,171.58	8,957.55	147,823.78	231,138.46	8,740.35	492,831.72	261,693.26
31-Aug-00	96,677.61	9,004.54	148,600.96	92,114.90	8,785.99	355,184.00	263,069.10
30-Sep-00	97,165.52	9,049.92	149,350.71	78,481.43	8,830.18	342,877.76	264,396.33
31-Oct-00	97,697.97	9,099.51	55,169.11	113,941.72	8,878.56	284,786.87	170,845.15
30-Nov-00	87,890.22	9,149.56	56,003.03	110,828.97	8,878.56	272,750.34	161,921.37
31-Dec-00	88,417.19	9,198.67	56,823.25	259,208.69	8,975.31	422,623.11	163,414.42
31-Jan-01	89,526.99	9,300.58	57,570.97	491,153.97	9,074.74	656,627.25	165,473.28
28-Feb-01	162,088.15	9,299.59	57,564.82	379,847.44	9,073.77	617,873.77	238,026.33
31-Mar-01	162,580.42	9,350.78	57,881.70	347,353.21	9,123.72	586,289.83	238,936.62
30-Apr-01	110,693.74	9,401.52	58,201.45	444,151.50	9,173.91	631,622.12	187,470.62
31-May-01	111,139.78	9,446.11	153,477.49	402,753.93	9,217.42	686,034.73	283,280.80
30-Jun-01						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Fiscal Year 1999-2000

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL EXCL GEN FUND
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89
31-Jul-99	84,141.81	3,163.80	116,479.67	83,601.60	7,601.61	294,988.49	211,386.89
31-Aug-99	84,377.12	3,177.11	26,647.68	58,725.33	7,633.59	180,560.83	121,835.50
30-Sep-99	4,714.39	3,189.79	17,114.57	127,531.60	7,664.06	160,214.41	32,682.81
31-Oct-99	5,076.22	3,203.40	17,615.46	84,484.27	7,696.75	118,076.10	33,591.83
30-Nov-99	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65
31-Dec-99	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65
31-Jan-00	5,706.41	3,245.65	18,231.72	360,942.41	7,798.27	395,924.46	34,982.05
29-Feb-00	5,731.04	3,260.20	18,313.36	373,843.21	7,833.23	408,981.04	35,137.83
31-Mar-00	5,757.53	3,275.85	18,401.17	425,760.92	7,870.83	461,066.30	35,305.38
30-Apr-00	96,078.90	8,920.49	147,561.69	281,086.00	8,666.12	542,313.20	261,227.20
31-May-00	96,078.90	8,920.49	147,561.69	370,505.93	8,666.12	631,733.13	261,227.20
30-Jun-00	96,051.74	8,934.70	147,599.35	283,136.41	8,700.20	544,422.40	261,285.99
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT
Fiscal Year 2000 - 2001
General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
June 26, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 MAY 2001	FY1999-2000 MAY 2000	FY2000-2001 % REV BUD
6210-00	Prop. Taxes - current secured	908,989	921,787.20	849,522.05	129,709.50	115,906.28	101.41%
6210-01	Public Utility	25,000	23,110.69	25,853.87	11,107.32	12,631.29	92.44%
6210-04	Teeter Plan - current delinquent	0	12,331.12	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	933,989	957,229.01	875,375.92	140,816.82	128,537.57	102.49%
6220	PROP. TAXES - CURRENT UNSECURED	53,800	50,975.74	48,594.91	0.00	0.00	94.75%
6230-00	Prop. Taxes - Prior Secured	20,000	12,028.08	11,120.83	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	8,812.21	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	3.12	0.00	3.12	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	20,000	12,028.08	19,936.16	0.00	3.12	60.14%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	9,750	8,555.00	9,781.83	4,263.00	1,661.83	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	25,000	31,503.82	20,579.94	5,387.74	4,867.94	126.02%
6280-01	Final supplemental for prior years	0	1,592.26	11,331.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	25,000	33,096.08	31,911.54	5,387.74	4,867.94	132.38%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	820.72	719.86	0.00	0.00	102.59%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	267.82	249.47	0.00	0.00	
	TOTAL TAXES	1,044,339	1,062,972.45	986,569.69	150,467.56	135,070.46	101.78%

REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

June 26, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 MAY 2001	FY1999-2000 MAY 2000	FY2000-2001 % REV BUD
6610-00	Interest	17,500	13,602.23	9,683.02	1,850.01	0.00	77.73%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	306.58	0.00	306.58	
	TOTAL INTEREST	17,500	13,602.23	9,989.60	1,850.01	306.58	77.73%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,500	13,808.10	13,790.01	5,685.69	5,678.24	83.69%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	8,605.78	7,793.66	0.00	0.00	86.06%
6970-01	State - CA Foundation Funds	88,450	88,826.00	88,458.77	0.00	0.00	100.43%
6970-02	State - CA Literacy Campaign	20,000	18,818.00	10,390.00	0.00	0.00	94.09%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	
6970-04	State - Prop 10 Families for Literacy Grant	10,000	25,000.00	6,003.08	0.00	0.00	
6970-05	State - Project Grants	5,000	0.00	10,000.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	20,000	25,238.87	18,180.32	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	163,450	166,488.65	140,825.83	0.00	0.00	101.86%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	36,814.08	0.00	0.00	
7670-00	Local Revenue	28,500	23,088.53	26,609.81	2,239.74	3,353.91	81.01%
7670-01	Local Revenue -- Passport	47,500	45,384.90	45,502.50	6,320.75	8,385.85	95.55%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	27,204.76	0.00	1,873.38	
	TOTAL LOCAL REVENUE	76,000	68,473.43	99,317.07	8,560.49	13,613.14	90.10%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	101.07	0.00	21.39	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,317,789	1,325,344.86	1,287,407.35	166,563.75	154,689.81	100.57%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 26, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 MAY 2001	FY1999-2000 MAY 2000	FY2000-2001 % EXP BUD
0100	Salaries & Wages	592,047	578,296.00	480,836.52	68,310.00	40,028.00	97.68%
0200	Retirement (Social Security & Pension Contribution)	82,885	80,798.18	65,708.45	5,229.00	3,012.00	97.48%
	Health & Life Insurance/Blue Shield CA	36,837	35,162.40	25,290.93	6,814.18	(872.32)	95.45%
	Long Term Disability/CNA	2,960	2,527.61	1,844.10	425.30	183.75	85.39%
	Life Insurance/Fortis & Protective Life	1,950		0.00	169.40	0.00	0.00%
	Vision Service Plan/VSP	2,465	2,521.39	2,216.11	230.74	213.99	102.28%
	Dental/Ameritas	5,474	6,818.90	5,214.10	522.80	522.90	124.56%
0300	Total Employee Insurance	49,686	47,030.30	34,565.24	8,162.42	48.32	94.65%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	6,074.00	2,754.00	1,289.00	0.00	112.48%
	TOTAL SALARIES & EMPLOYEE BENEFITS	730,018	712,198.48	583,864.21	82,990.42	43,088.32	97.56%
0700-00	Communications - Telephone	2,300	1,857.35	1,875.72	136.01	203.84	80.75%
0700-01	Communications - Modem/Fax	4,400	4,560.63	4,024.82	0.00	28.39	103.65%
0700-02	Communications - Internet/Database	5,000	3,179.78	5,994.66	731.37	276.04	63.60%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,800	2,792.19	2,217.96	638.19	0.00	99.72%
0700-07	Communications - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	379.62	724.16	58.92	20.34	47.45%
	Total Communications	15,300	12,769.57	14,837.32	1,564.49	528.61	83.46%
0900-00	Food - General Fund	50	98.46	42.98	0.00	0.00	
0900-07	Food - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	200	78.10	112.02	0.00	0.00	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	250	176.56	155.00	0.00	0.00	70.62%
1000-00	Household Expense	4,500	2,312.47	3,124.05	12.96	0.00	51.39%
1100-00	Insurance - Liability	5,070	5,068.57	6,945.51	0.00	0.00	99.97%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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June 26, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 MAY 2001	FY1999-2000 MAY 2000	FY2000-2001 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	4,117.02	2,037.36	0.00	73.85	137.23%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	11,690.82	9,960.78	5,427.66	0.00	97.42%
1300-07	Maintenance of Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	15,000	15,807.84	11,998.14	5,427.66	73.85	105.39%
	HVAC	2,500	1,703.76	2,104.65	692.00	0.00	68.15%
	Carpet Cleaning	3,500	0.00	3,073.81	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	30,000	21,218.42	27,834.19	2,228.21	0.00	70.73%
	Plumbing	1,200	1,798.78	1,270.18	0.00	0.00	149.90%
	Electrical	1,500	1,170.23	15,519.86	67.94	0.00	78.02%
	Cleaning Service	11,700	10,600.00	10,450.00	950.00	950.00	90.60%
	Locksmith	200	185.08	2,040.51	0.00	0.00	92.54%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	14,800	25,715.54	1,278.50	0.00	0.00	173.75%
1400-00	Total Maintenance of Building & Grounds	65,400	62,391.81	63,571.70	3,938.15	950.00	95.40%
1600-00	Memberships - General Fund	3,400	3,133.00	3,248.50	0.00	0.00	92.15%
1600-07	Memberships - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	355.00	150.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,800	3,488.00	3,398.50	0.00	0.00	91.79%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 MAY 2001	FY1999-2000 MAY 2000	FY2000-2001 % EXP BUD
	Library Supplies	10,000	7,145.54	5,502.81	280.35	351.47	71.46%
	Printing	9,500	6,687.56	6,169.17	247.42	153.02	70.40%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	750	661.92	559.96	0.00	0.00	88.26%
	Paper	1,700	1,557.53	1,634.81	88.05	82.43	91.62%
	Drinking Water Service	300	285.00	250.00	26.00	25.00	95.00%
	Other Office Supplies	6,000	7,696.24	7,944.38	525.79	466.84	128.27%
1800-00	Total Office Supply Expense - General Fund	28,250	24,033.79	22,061.13	1,167.61	1,078.76	85.08%
1800-07	Prop 10 Families for Literacy Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Printing	2,625	1,020.60	784.04	555.57	0.00	
	Publications	0	537.92	874.00	109.00	0.00	
	Paper	50	0.00	50.74	0.00	0.00	
	Other Office Supplies	425	1,992.28	20.49	129.72	0.00	
1800-08	Total Adult Literacy Office Supply Expense	3,100	3,550.80	1,729.27	794.29	0.00	114.54%
1800-09	Supply Expense Families for Literacy	700	0.00	0.00	0.00	0.00	
	Total Office Expense	32,050	27,584.59	23,790.40	1,961.90	1,078.76	86.07%
1803-00	Postage Expense - General Fund	4,800	2,159.86	4,347.92	259.08	250.00	45.00%
1803-01	Postage Expense - LSCA II Grant	0	250.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,900	2,409.86	4,347.92	259.08	250.00	49.18%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 MAY 2001	FY1999-2000 MAY 2000	FY2000-2001 % EXP BUD
	Care Resources (Employee Assistance)	420	385.00	350.00	35.00	35.00	91.67%
	Pension Contribution & Operating Expenses	7,500	6,558.01	6,664.78	0.00	0.00	87.44%
	Anaheim Consortium Automated Library System	45,000	41,395.00	40,584.00	0.00	0.00	91.99%
	Anaheim Consortium Computer Technical & Consulting Servicees	0	0.00	0.00	0.00	0.00	
	Clipping Service	420	414.81	359.10	37.71	37.71	98.76%
	Interest Allocation & Tax Collection Charges by Orange County	1,500	260.27	1,265.01	42.34	0.00	17.35%
	Advertising (Including WEB Site)	2,500	786.74	1,200.00	440.94	0.00	31.47%
	Medical Exams	500	262.50	367.50	0.00	52.50	52.50%
	Collection Services - Accounts Receivable	2,200	1,969.34	1,401.88	303.55	0.00	89.52%
	Audit & Accounting Services	4,000	5,140.00	3,775.00	0.00	0.00	128.50%
	Payroll Preparation	2,750	2,646.35	2,396.72	281.80	196.60	96.23%
	Election Expenses	3,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	7,500	9,328.60	16,914.38	725.00	0.00	124.38%
1900-00	Total Specialized Services - General Fund	77,290	69,146.62	75,278.37	1,866.34	321.81	89.46%
1900-01	Specialized Services - Partnerships for Change Grant	5,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	200	8,596.87	80.00	1,755.27	0.00	4298.44%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	11,795.62	8,810.18	352.04	7,887.26	131.06%
	Total Specialized Services	91,490	89,539.11	84,168.55	3,973.65	8,209.07	97.87%
2000-00	Legal Notices - General Fund	500	457.92	0.00	0.00	0.00	91.58%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	457.92	0.00	0.00	0.00	91.58%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
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2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	108,800	70,195.48	91,372.60	0.00	0.00	64.52%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	105.65	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	150,000	83,646.22	55,315.96	8,909.77	0.00	55.76%
2400-02	Special Department Expense - Video	0	1,193.41	1,006.05	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	23,500.88	19,109.49	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	6,270.79	19,827.48	0.00	0.00	
2400-05	Special Department Expense - Audio	0	2,776.74	2,132.25	0.00	0.00	
2400-07	Special Department Expense - Prop 10 Families for Literacy Grant	2,000	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	3,300	4,291.77	3,209.67	0.00	0.00	130.05%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	155,300	121,785.46	100,600.90	8,909.77	0.00	78.42%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,500	810.87	1,444.56	254.14	0.00	54.06%
2700-01	Transportation/Travel - Meetings, Staff Local	3,000	3,387.36	1,692.41	88.32	0.00	112.91%
2700-02	Transportation/Travel - Meetings, Board Out of Town	500	581.56	124.00	0.00	0.00	116.31%
2700-03	Transportation/Travel - Meetings, Board Local	500	466.25	237.33	0.00	0.00	93.25%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	375.93	831.29	0.00	0.00	37.59%
2700-09	Transportation/Travel - Meetings - Families for Literacy	300	0.00	635.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,800	5,621.97	4,964.59	342.46	0.00	82.68%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 MAY 2001	FY1999-2000 MAY 2000	FY2000-2001 % EXP BUD
	Electricity	30,000	34,539.44	35,807.79	2,597.85	0.00	115.13%
	Gas	3,500	5,427.96	2,923.31	817.88	420.65	155.08%
	Water	3,750	2,787.08	3,300.43	258.33	294.06	74.32%
2800-00	Total Utilities	37,250	42,754.48	42,031.53	3,674.06	714.71	114.78%
	TOTAL SUPPLIES & SERVICES	546,410	462,363.69	455,306.71	30,064.18	11,805.00	84.62%
3700-00	Taxes, Assessments (Sales Tax)	3,750	1,160.00	3,652.24	0.00	0.00	30.93%
4000-00	Equipment - General Fund	30,000	29,040.02	26,993.32	379.28	10,376.56	96.80%
4000-07	Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	557.59	0.00	0.00	0.00	55.76%
4000-09	Equipment - Families for Literacy	0	0.00	14,436.36	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	31,000	29,597.61	41,429.68	379.28	10,376.56	95.48%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	31,000	29,597.61	41,429.68	379.28	10,376.56	95.48%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	6,611	95,000.00	0.00	95,000.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,317,789	1,300,319.78	1,084,252.84	208,433.88	65,269.88	98.67%

Placentia Library District
Balance Sheet
As of May 31, 2001

	May 31, '01
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	5,645.24
County Exempt - Savings	3,779.21
General Fund - Checking	5,912.08
General Fund - Savings	11,983.51
Literacy Fund - Savings	5,420.44
Payroll Checking	31,785.71
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
174448482	2,500.00
174448483	2,500.00
Total Payroll Checking (CDs)	32,500.00
Payroll Savings (Fees)	2,376.75
Payroll Savings (Int CDs)	3,256.99
Total Checking/Savings	102,659.93
Total Current Assets	102,659.93
TOTAL ASSETS	**102,659.93**
LIABILITIES & EQUITY	
Equity	
Retained Earnings	13,728.93
Total Capital	67,235.16
Net Income	21,695.84
Total Equity	102,659.93
TOTAL LIABILITIES & EQUITY	**102,659.93**

06/20/01

Placentia Library District
Profit & Loss by Class
May 2001

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
COE Cash Register - Copy Cards	453.25	0.00	0.00	0.00	453.25
COE Children's Dept Income	3,000.00	0.00	0.00	0.00	3,000.00
COE Life Insur Suplmt(EDM)	39.88	0.00	0.00	0.00	39.88
COE Meeting Room Income	250.00	0.00	0.00	0.00	250.00
COE Passport Chck Reimbursement	4,269.00	0.00	0.00	0.00	4,269.00
COE Test Proctoring Income	20.00	0.00	0.00	0.00	20.00
GF Bankcard Deposit	0.00	2,537.25	0.00	0.00	2,537.25
GF Cash Register - Fines	0.00	2,278.50	0.00	0.00	2,278.50
GF Cash Register - Lost Items	0.00	190.37	0.00	0.00	190.37
GF Cash Register - Reserves	0.00	100.50	0.00	0.00	100.50
GF County Reimbursements	0.00	440.60	0.00	0.00	440.60
GF Passport Revenue	0.00	6,854.00	0.00	0.00	6,854.00
GF State Library Reimbursements	0.00	2,793.66	0.00	0.00	2,793.66
GF Transfers from County	0.00	0.00	0.00	73,539.00	73,539.00
GF Typewriter Income	0.00	4.05	0.00	0.00	4.05
LIT Interest Inc - Savings	0.00	0.00	7.12	0.00	7.12
PA Interest Inc - CD's	0.00	0.00	0.00	39.10	39.10
PA Interest Inc - Savings	0.00	0.00	0.00	18.62	18.62
Total Income	8,032.13	15,198.93	7.12	73,596.72	96,834.90
Expense					
COE Childn's Summer Rdng Prgm	933.60	0.00	0.00	0.00	933.60
COE Copier Maintenance Contract	229.50	0.00	0.00	0.00	229.50
COE Credit Card Transactions	21.50	0.00	0.00	0.00	21.50
COE Friend's Director's Fund	216.67	0.00	0.00	0.00	216.67
COE Life Insurance payment	0.00	0.00	0.00	39.88	39.88
COE Passport Expenses	4,356.75	0.00	0.00	0.00	4,356.75
GF Debit Card Transfers Passpo	1,459.50	0.00	0.00	0.00	1,459.50
GF Debit Card Usage Bank Exp	0.00	78.57	0.00	0.00	78.57
GF Household Expenses	0.00	47.85	0.00	0.00	47.85
GF Memberships	0.00	30.00	0.00	0.00	30.00
GF Printing	0.00	233.79	0.00	0.00	233.79
GF Registration/trans/travel	0.00	237.00	0.00	0.00	237.00
GF Return Check Item & Fees	0.00	55.00	0.00	0.00	55.00
GF Special Dept Expense	0.00	10.00	0.00	0.00	10.00
GF Transfers to County	0.00	8,560.49	0.00	0.00	8,560.49
PA Employee Benefits	0.00	0.00	0.00	2,175.01	2,175.01
PA Employee Insurance	0.00	0.00	0.00	840.76	840.76
PA Employer Payroll Taxes	0.00	0.00	0.00	13,937.38	13,937.3[illegible]
PA Salaries	0.00	0.00	0.00	32,181.72	32,181.[illegible]
Total Expense	7,217.52	9,252.70	0.00	49,174.75	65,644.97
Net Income	**814.61**	**5,946.23**	**7.12**	**24,421.97**	**31,189.93**

06/20/01

Placentia Library District
Profit & Loss by Class
July 2000 through May 2001

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
Income						
COE Cash Register - Copy Cards	4,195.40	0.00	0.00	0.00	0.00	4,195.40
COE Chair Reupholstery Project	5,500.00	0.00	0.00	0.00	0.00	5,500.00
COE Children's Dept Income	3,035.00	0.00	0.00	0.00	0.00	3,035.00
COE Directors Fund (Friends)	1,000.00	0.00	0.00	0.00	0.00	1,000.00
COE Life Insur Suplmt(EDM)	458.62	319.04	0.00	0.00	0.00	777.66
COE Live @ Library 2000 Grant	625.00	0.00	0.00	0.00	0.00	625.00
COE Meeting Room Income	2,600.00	0.00	0.00	0.00	0.00	2,600.00
COE Miscellaneous Income	250.27	0.00	0.00	0.00	0.00	250.27
COE Passport Chck Reimbursement	29,689.37	0.00	0.00	0.00	0.00	29,689.37
COE Staff Appreciation Reimb	120.00	0.00	0.00	0.00	0.00	120.00
COE Test Proctoring Income	100.00	0.00	0.00	0.00	0.00	100.00
GF Bankcard Deposit	0.00	10,680.47	0.00	0.00	0.00	10,680.47
GF Cash Register - Audio Visual	0.00	69.00	0.00	0.00	0.00	69.00
GF Cash Register - Fines	0.00	20,479.11	0.00	0.00	0.00	20,479.11
GF Cash Register - Lost Items	0.00	2,008.87	0.00	0.00	0.00	2,008.87
GF Cash Register - Misc.	0.00	266.10	0.00	0.00	0.00	266.10
GF Cash Register - Reserves	0.00	946.60	0.00	0.00	0.00	946.60
GF County Reimbursements	0.00	6,772.65	0.00	0.00	0.00	6,772.65
GF Debit Card Income	0.00	3,446.45	0.00	0.00	0.00	3,446.45
GF Miscellaneous Income	0.00	436.14	0.00	0.00	0.00	436.14
GF Passport Revenue	0.00	48,658.65	0.00	0.00	0.00	48,658.65
GF State Library Grants	0.00	30,834.52	0.00	0.00	0.00	30,834.52
GF State Library Reimbursements	0.00	96,953.64	0.00	0.00	0.00	96,953.64
GF State of CA Foundation Funds	0.00	88,826.00	0.00	0.00	0.00	88,826.00
GF Telephone Income	0.00	3.35	0.00	0.00	0.00	3.35
GF Transfers from County	0.00	0.00	0.00	622,645.00	0.00	622,645.00
GF Tranx to raise minimum balan	700.00	0.00	0.00	0.00	0.00	700.00
GF Typewriter Income	0.00	8.05	0.00	0.00	0.00	8.05
LIT Donations to literacy	0.00	0.00	1,500.00	0.00	0.00	1,500.00
LIT Interest Inc - Savings	0.00	0.00	85.45	0.00	0.00	85.45
PA Interest Inc - CD's	0.00	0.00	0.00	1,753.68	0.00	1,753.68
PA Interest Inc - Savings	48.72	365.93	0.00	18.62	0.00	433.27
Total Income	48,322.38	311,074.57	1,585.45	624,417.30	0.00	985,399.70
Expense						
COE Bank fees	100.50	0.00	0.00	0.00	0.00	100.50
COE Chair Reuph Project Exp	5,500.00	0.00	0.00	0.00	0.00	5,500.00
COE Childn's Strytime (Friends)	18.09	0.00	0.00	0.00	0.00	18.09
COE Childn's Summer Rdng Prgm	1,825.96	0.00	0.00	0.00	0.00	1,825.96
COE Children's Camp Library	435.04	0.00	0.00	0.00	0.00	435.04
COE Copier Lease Payments	4,246.71	0.00	0.00	0.00	0.00	4,246.71
COE Copier Maintenance Contract	2,742.09	0.00	0.00	0.00	0.00	2,742.09
COE Credit Card Transactions	21.50	0.00	0.00	0.00	0.00	21.50
COE Friend's Director's Fund	1,056.71	0.00	0.00	0.00	0.00	1,056.71
COE Household Expense	95.89	0.00	0.00	0.00	0.00	95.89
COE Library Board Expenses	106.00	0.00	0.00	0.00	0.00	106.00
COE Life Insurance payment	0.00	0.00	0.00	299.10	0.00	299.10
COE Live at the Library Expense	1,210.70	0.00	0.00	0.00	0.00	1,210.70
COE Meeting Room Upkeep Expense	70.00	0.00	0.00	0.00	0.00	70.00
COE Office Expense	13.00	0.00	0.00	0.00	0.00	13.00
COE Passport Expenses	23,155.00	0.00	0.00	0.00	0.00	23,155.00
COE Staff Appreciation	820.00	0.00	0.00	0.00	0.00	820.00
GF credit card transactions	5,071.84	1,195.60	0.00	0.00	0.00	6,267.44
GF Debit Card Transfers Passpo	6,513.90	3,155.99	0.00	0.00	0.00	9,669.89
GF Debit Card Usage Bank Exp	0.00	520.25	0.00	0.00	0.00	520.25
GF Equipment (400)	0.00	624.66	0.00	0.00	0.00	624.66
GF Food	0.00	233.56	0.00	0.00	0.00	233.56
GF Household Expenses	0.00	376.26	0.00	0.00	0.00	376.26
GF Library Materials (books)	0.00	150.00	0.00	0.00	0.00	150.00
GF Memberships	0.00	135.00	0.00	0.00	0.00	135.00
GF Miscellaneous	112.93	0.00	0.00	0.00	0.00	112.93
GF Office Expense	0.00	647.12	0.00	0.00	0.00	647.12
GF Postage	1.97	62.47	0.00	0.00	0.00	64.44
GF Printing	0.00	488.08	0.00	0.00	0.00	488.08
GF Prof & Spec Services	0.00	1,059.65	0.00	0.00	0.00	1,059.65
GF Registration/trans/travel	0.00	3,591.48	0.00	0.00	0.00	3,591.48
GF Return Check Item & Fees	0.00	178.90	0.00	0.00	0.00	178.90
GF Special Dept Expense	0.00	89.93	0.00	0.00	0.00	89.93
GF Taxes & Fees (370)	0.00	1,160.00	0.00	0.00	0.00	1,160.00
GF Transfers to County	0.00	282,612.97	0.00	0.00	0.00	282,612.97
GF Tranx to Raise Minimum Bala	700.00	0.00	0.00	0.00	0.00	700.00
GF Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00
LIT LVA Expenses	80.00	0.00	0.00	0.00	0.00	80.00
LITTutor Training Expense	0.00	66.10	0.00	0.00	0.00	66.10
PA Bank fees	0.00	0.00	0.00	15.15	0.00	15.15
PA Employee Benefits	0.00	0.00	0.00	26,190.80	0.00	26,190.80
PA Employee Insurance	0.00	239.70	0.00	9,257.75	0.00	9,497.45
PA Employer Payroll Taxes	0.00	0.00	0.00	172,955.34	0.00	172,955.34
PA Payroll Processing Fees	0.00	0.00	0.00	6.56	0.00	6.56
PA Salaries	0.00	0.00	0.00	404,493.61	0.00	404,493.61
Total Expense	53,897.83	296,587.72	0.00	613,218.31	0.00	963,703.86
Net Income	-5,575.45	14,486.85	1,585.45	11,198.99	0.00	21,695.84

Reconciliation Report

General Fund - Checking account reconciled for the period ending 05/31/2001

Cleared Transactions

Previous Balance		5,354.96
Cleared Checks and Payments	10 Items	-2,111.17
Cleared Deposits and Other Credits	20 Items	2,990.35
Cleared Balance		6,234.14

Uncleared Transactions

Uncleared Checks and Payments	10 Items	-412.06
Uncleared Deposits and Other Credits	2 Items	90.00

New Transactions

Account Balance as of 05/31/2001 (statement closing date)		5,912.08
New Checks and Payments	5 Items	-1,536.58
New Deposits and Other Credits	1 Items	0.00
Ending Account Balance		4,375.50

Placentia Library District

Register: General Fund - Checking
From 05/01/2001 through 05/31/2001
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2001			GF County Reimburse...	Deposit		X	440.60	5,459.04
05/01/2001			GF Bankcard Deposit	Deposit		X	80.00	5,539.04
05/01/2001	4314	PGRT-So Cal	GF Registration/trans/t...	Registration for...	195.00	X		5,344.04
05/01/2001	4315	Placentia Chamber of...	GF Registration/trans/t...	Chamber 4-27-...	30.00	X		5,314.04
05/02/2001			GF Bankcard Deposit	Deposit		X	48.40	5,362.44
05/03/2001			GF Bankcard Deposit	Deposit		X	121.00	5.483.44
05/03/2001		Sanwa Bank	GF Debit Card Usage ...		78.57	X		5,404.87
05/04/2001			GF Bankcard Deposit	Deposit		X	30.00	5,434.87
05/07/2001			GF Bankcard Deposit	Deposit		X	145.40	5,580.27
05/07/2001	4316	Smart & Final	GF Household Expenses	Supplies 1000-00	30.23	X		5,550.04
05/08/2001			GF Bankcard Deposit	Deposit		X	15.60	5,565.64
05/09/2001			GF Bankcard Deposit	Deposit		X	61.00	5,626.64
05/09/2001	4318	OCDE	GF Special Dept Expen...	2400-01 Salary...	10.00			5,616.64
05/10/2001	4319	Kenny the Printer	GF Printing	Board Packets ...	103.25	X		5,513.39
05/11/2001			GF Bankcard Deposit	Deposit		X	61.00	5,574.39
05/14/2001			GF Bankcard Deposit	Deposit		X	135.40	5,709.79
05/14/2001	4320	Smart & Final	GF Household Expenses		17.62	X		5,692.17
'5/15/2001			GF Bankcard Deposit	Deposit		X	121.00	5,813.17
05/15/2001	4321	PLAcentia Library D...	GF Debit Card Transfe...	transfer for cre...	1,459.50	X		4.353.67
05/16/2001			GF Bankcard Deposit	Deposit		X	60.00	4,413.67
05/17/2001			GF Bankcard Deposit	Deposit		X	133.40	4.547.07
05/17/2001	4322	Sam's Club	GF Memberships	Membership du...	30.00	X		4,517.07
05/22/2001			GF Bankcard Deposit	Deposit		X	259.80	4,776.87
05/22/2001	4323	ISDOC	GF Registration/trans/t...	Registration for...	12.00			4,764.87
05/23/2001			GF Bankcard Deposit	Deposit		X	306.25	5,071.12
05/24/2001			GF Bankcard Deposit	Deposit		X	253.00	5.324.12
05/25/2001			GF Bankcard Deposit	Deposit		X	157.00	5,481.12
05/29/2001			GF Bankcard Deposit	Deposit		X	241.00	5,722.12
05/29/2001	4324	One Stop Sign Shop	GF Printing	Children's Dept...	130.54			5,591.58
05/31/2001			GF Bankcard Deposit	Deposit		X	308.00	5,899.58
05/31/2001			Total Capital	Balance Adjust...		X	12.50	5,912.08

Reconciliation Report

General Fund - Savings account reconciled for the period ending 05/31/2001

Cleared Transactions

Previous Balance		7,375.22
Cleared Checks and Payments	5 Items	-8,615.49
Cleared Deposits and Other Credits	34 Items	13,237.72
Cleared Balance		11,997.45

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 05/31/2001 (statement closing date)		11,997.45
New Checks and Payments	1 Items	-10,300.56
New Deposits and Other Credits	15 Items	5,239.63
Ending Account Balance		6,936.52

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 05/31/2001

Cleared Transactions

Previous Balance		4,714.48
Cleared Checks and Payments	83 Items	-5,666.27
Cleared Deposits and Other Credits	22 Items	7,458.88
Cleared Balance		6,507.09

Uncleared Transactions

Uncleared Checks and Payments	15 Items	-1,077.25
Uncleared Deposits and Other Credits	4 Items	90.13

New Transactions

Account Balance as of 05/31/2001 (statement closing date)		5,519.97
New Checks and Payments	36 Items	-2,715.33
New Deposits and Other Credits	12 Items	1,833.91
Ending Account Balance		4,638.55

Placentia Library District

Register: County Exempt - Checking
From 05/01/2001 through 05/31/2001
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2001			COE Passport Chck Re...	Deposit		X	205.00	4,069.88
05/01/2001	2669	Passport Services	COE Passport Expenses	Aaron Matthew...	80.00	X		3,989.88
05/01/2001	2670	Passport Services	COE Passport Expenses	Rose Marie We...	90.00	X		3,899.88
05/01/2001	2671	Passport Services	COE Passport Expenses	Amanda Louis ...	25.00	X		3,874.88
05/01/2001	2672	Passport Services	COE Passport Expenses	Bevery Marie ...	80.00	X		3,794.88
05/01/2001	2673	Passport Services	COE Passport Expenses	Brandie JooAn...	80.00	X		3,714.88
05/02/2001			COE Passport Chck Re...	Deposit		X	245.00	3,959.88
05/02/2001	2674	Passport Services	COE Passport Expenses	Chelsea Jane C...	45.00	X		3,914.88
05/03/2001	2675	Passport Services	COE Passport Expenses	Carol Andrea B...	45.00	X		3,869.88
05/03/2001	2676	Passport Services	COE Passport Expenses	Thomas James ...	60.00	X		3,809.88
05/07/2001			COE Passport Chck Re...	Deposit		X	205.00	4,014.88
05/07/2001	2677	Passport Services	COE Passport Expenses	Elizabeth Ann ...	80.00	X		3,934.88
05/07/2001	2678	Passport Services	COE Passport Expenses	Arcelia Barrot ...	80.00	X		3,854.88
05/07/2001	2679	Passport Services	COE Passport Expenses	Mark Benjamin...	45.00	X		3,809.88
05/07/2001	2680	Passport Services	COE Passport Expenses	Marsha Susan ...	45.00	X		3,764.88
05/07/2001	2681	Passport Services	COE Passport Expenses	Vincent Willia...	45.00	X		3,719.88
05/08/2001			COE Life Insur Suplmt...	Deposit		X	19.94	3,739.82
05/08/2001			COE Passport Chck Re...	Deposit		X	90.00	3,829.82
05/08/2001	2683	Passport Services	COE Passport Expenses	Anibal Vargas ...	45.00	X		3,784.82
05/08/2001	2684	Passport Services	COE Passport Expenses	Ok Ja Kwon 6-...	90.00	X		3,694.82
05/09/2001			COE Passport Chck Re...	Deposit		X	182.25	3,877.07
05/09/2001	2687	Passport Services	COE Passport Expenses	Ranguel Todor...	45.00	X		3,832.07
05/10/2001	2688	Passport Services	COE Passport Expenses	Russell James ...	80.00	X		3,752.07
05/10/2001	2689	Passport Services	COE Passport Expenses	John Richard L...	45.00	X		3,707.07
05/14/2001			COE Passport Chck Re...	Deposit		X	205.00	3,912.07
05/14/2001	2690	Passport Services	COE Passport Expenses	Corey Wayne ...	45.00	X		3,867.07
05/14/2001	2692	Passport Services	COE Passport Expenses	Dennis Barry S...	90.00	X		3,777.07
05/14/2001	2693	Passport Services	COE Passport Expenses	Carolina Torres...	70.00	X		3,707.07
05/14/2001	2694	Passport Services	COE Passport Expenses	Marie Elena Fa...	80.00	X		3,627.07
05/15/2001	2695	Passport Services	COE Passport Expenses	Lawrence Puen...	45.00	X		3,582.07
05/15/2001	2696	Passport Services	COE Passport Expenses	Bryan John Gu...	45.00	X		3,537.07
05/15/2001	2697	Passport Services	COE Passport Expenses	Virginia T Cor...	70.00	X		3,467.07
05/15/2001	2698	Passport Services	COE Passport Expenses	Hannah Joy Ho...	45.00	X		3,422.07
05/15/2001	2701	Elizabeth D Minter	COE Friend's Director'...	Reimbursement...	216.67	X		3,205.40
05/15/2001	2702	Raymond Geddes	COE Childn's Summer ...	Inv 438250 dtd...	481.77	X		2,723.63
05/15/2001	2704	U.S. Toy Co/Constru...	COE Childn's Summer ...	Inv 805824040...	451.83	X		2,271.80
05/16/2001			COE Passport Chck Re...	Deposit		X	125.00	2,396.80
05/16/2001			COE Children's Dept I...	Deposit		X	3,000.00	5,396.80
05/16/2001			COE Passport Chck Re...	Deposit		X	195.00	5,591.80
05/16/2001	2699	Passport Services	COE Passport Expenses	Tavis Macalino...	80.00	X		5,511.80

Placentia Library District

Register: County Exempt - Checking
From 05/01/2001 through 05/31/2001
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/16/2001	2700	Passport Services	COE Passport Expenses	Charity Lynn Z...	45.00	X		5,466.80
05/17/2001	2705	Passport Services	COE Passport Expenses	Leonard M Spi...	45.00	X		5,421.80
05/17/2001	2706	Passport Services	COE Passport Expenses	Richard Michih...	45.00	X		5,376.80
05/17/2001	2707	Passport Services	COE Passport Expenses	Anh Hoang Ly ...	80.00	X		5,296.80
05/17/2001	2708	Passport Services	COE Passport Expenses	John MIchael P...	80.00	X		5,216.80
05/17/2001	2709	Passport Services	COE Passport Expenses	Imelda Denina ...	70.00	X		5,146.80
05/21/2001	2710	Passport Services	COE Passport Expenses	Patricia S Mille...	45.00	X		5,101.80
05/21/2001	2711	Passport Services	COE Passport Expenses	Clyde G Griesb...	45.00	X		5.056.80
05/21/2001	2712	Passport Services	COE Passport Expenses	Patrick James ...	45.00	X		5,011.80
05/21/2001	2713	Passport Services	COE Passport Expenses	Ashley Leland ...	25.00	X		4,986.80
05/21/2001	2714	Passport Services	COE Passport Expenses	Steffi N 8-11-9...	70.00	X		4,916.80
05/21/2001	2715	Passport Services	COE Passport Expenses	Adam Grayson ...	72.25	X		4,844.55
05/21/2001	2716	Passport Services	COE Passport Expenses	Rachel Kyley ...	45.00	X		4,799.55
05/22/2001			COE Passport Chck Re...	Deposit		X	45.00	4,844.55
05/22/2001			COE Passport Chck Re...	Deposit		X	1,459.50	6,304.05
05/22/2001			COE Passport Chck Re...	Deposit		X	210.00	6,514.05
05/22/2001	2717	Passport Services	COE Passport Expenses	Dennis Wayne ...	45.00	X		6,469.05
5/22/2001	2718	Passport Services	COE Passport Expenses	James Edward ...	45.00	X		6,424.05
05/22/2001	2719	Passport Services	COE Passport Expenses	Rosendo Tito ...	45.00	X		6,379.05
05/22/2001	2720	Passport Services	COE Passport Expenses	Robert Scott B...	45.00	X		6,334.05
05/22/2001	2721	Passport Services	COE Passport Expenses	Charles Izzard ...	45.00	X		6.289.05
05/22/2001	2722	Passport Services	COE Passport Expenses	Christopher Da...	80.00	X		6.209.05
05/22/2001	2723	Passport Services	COE Passport Expenses	Bessie Chao 2-...	80.00	X		6,129.05
05/22/2001	2724	Passport Services	COE Passport Expenses	Matthew Moth...	80.00	X		6,049.05
05/23/2001			COE Passport Chck Re...	Deposit		X	170.00	6,219.05
05/23/2001			COE Passport Chck Re...	Deposit		X	415.00	6,634.05
05/23/2001			COE Life Insur Suplmt...	Deposit		X	19.94	6,653.99
05/23/2001	2725	Passport Services	COE Passport Expenses	Brian Devin H...	80.00	X		6,573.99
05/23/2001	2726	Passport Services	COE Passport Expenses	Richard Louis ...	80.00	X		6,493.99
05/23/2001	2728	Passport Services	COE Passport Expenses	Stephen Junho ...	45.00	X		6,448.99
05/24/2001			COE Passport Chck Re...	Deposit		X	45.00	6,493.99
05/24/2001	2729	Passport Services	COE Passport Expenses	Jeffrey Tevenu...	45.00	X		6,448.99
05/24/2001	2730	Passport Services	COE Passport Expenses	Jeffrey Matthe...	45.00	X		6,403.99
05/24/2001	2731	Passport Services	COE Passport Expenses	Enriqueta Torr...	45.00	X		6.358.99
05/24/2001	2732	Passport Services	COE Passport Expenses	Richard Rene ...	95.00	X		6.263.99
05/24/2001	2733	Passport Services	COE Passport Expenses	Donna Sue Am...	70.00	X		6,193.99
05/24/2001	2734	Passport Services	COE Passport Expenses	Express mail re...	12.25	X		6,181.74
/29/2001			COE Passport Chck Re...	Deposit		X	90.00	6,271.74
05/29/2001	2735	Passport Services	COE Passport Expenses	Jonathan Dece...	45.00			6,226.74
05/29/2001	2736	Passport Services	COE Passport Expenses	Joanne Yvonne...	90.00			6,136.74

Placentia Library District

Register: County Exempt - Checking
From 05/01/2001 through 05/31/2001
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/29/2001	2737	Passport Services	COE Passport Expenses	Matthew Euge...	80.00			6,056.74
05/29/2001	2738	Passport Services	COE Passport Expenses	Beth Jeanine P...	45.00			6,011.74
05/29/2001	2739	Passport Services	COE Passport Expenses	Tao Chung Ch...	80.00			5,931.74
05/29/2001	2740	Passport Services	COE Passport Expenses	Tiffani S. Vela...	92.25			5,839.49
05/30/2001			COE Passport Chck Re...	Deposit		X	217.25	6,056.74
05/30/2001	2741	Passport Services	COE Passport Expenses	Jamie Rose Cu...	45.00			6,011.74
05/31/2001			COE Passport Chck Re...	Deposit		X	165.00	6,176.74
05/31/2001		Sanwa Bank	GF credit card transacti...		21.50	X		6,155.24
05/31/2001	2742	Passport Services	COE Passport Expenses	Ivett Eileen Mo...	25.00			6,130.24
05/31/2001	2743	Passport Services	COE Passport Expenses	Maria Isabel Gr...	45.00			6,085.24
05/31/2001	2744	Passport Services	COE Passport Expenses	Jimmy 3-1-57 ...	140.00			5,945.24
05/31/2001	2745	Passport Services	COE Passport Expenses	Liliana 8-31-88...	140.00			5,805.24
05/31/2001	2746	Passport Services	COE Passport Expenses	Celina Ruvalca...	80.00			5,725.24
05/31/2001	2747	Passport Services	COE Passport Expenses	Sara Jane Stub...	80.00			5,645.24

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 05/31/2001

Cleared Transactions

Previous Balance		3,238.81
Cleared Checks and Payments	1 Items	-229.50
Cleared Deposits and Other Credits	25 Items	774.58
Cleared Balance		3,783.89

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 05/31/2001 (statement closing date)		3,783.89
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	13 Items	306.85
Ending Account Balance		4,090.74

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 05/31/2001

Cleared Transactions

Previous Balance		5,413.32
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	7.12
Cleared Balance		5,420.44

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 05/31/2001 (statement closing date)		5,420.44
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,420.44

Reconciliation Report

Payroll Checking account reconciled for the period ending 05/31/2001

Cleared Transactions

Previous Balance		8,574.62
Cleared Checks and Payments	35 Items	-48,930.34
Cleared Deposits and Other Credits	3 Items	73,539.00
Cleared Balance		33,183.28

Uncleared Transactions

Uncleared Checks and Payments	5 Items	-1,397.57
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 05/31/2001 (statement closing date)		31,785.71
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		31,785.71

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 05/31/2001

Cleared Transactions

Previous Balance		3,199.27
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	39.10
Cleared Balance		3,238.37

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 05/31/2001 (statement closing date)		3,238.37
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,238.37

ACQUISITIONS REPORT FOR FISCALYEAR 2000-01 THROUGH THE MONTH OF MAY 2001
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	12,425.07	828	706	4,368.60	232	229	16,793.67	1,060	935	2,123.80	105	104	18,917.47	1,165	1,039
Adult Circulating Non-Fiction	33,366.56	1,502	1,465	12,953.44	604	599	46,320.00	2,106	2,064	5,266.99	245	241	51,586.99	2,351	2,305
Adult Reference	15,430.92	199	136	40.72	1	1	15,471.64	200	137	767.90	31	31	16,239.54	231	168
Adult Print Continuations	1,001.40	4	4	0.00	0	0	1,001.40	4	4	0.00	0	0	1,001.40	4	4
Adult Electronic Continuations	17,799.55	6	6	0.00	0	0	17,799.55	6	6	0.00	0	0	17,799.55	6	6
Total Adult Non-Fiction	67,598.43	1711	1611	12,994.16	605	600	80,592.59	2,316	2,211	6,034.89	276	272	86,627.48	2,592	2,483
TOTAL ADULT PRINT MATERIALS	80,023.50	2539	2539	17,362.76	837	829	97,386.26	3,376	3,146	8,158.69	381	376	105,544.95	3,757	3,522
Adult Audio/Music	221.46	22	22	0.00	0	0	221.46	22	22	70.00	6	6	291.46	28	28
Adult Audio Books	6,697.46	156	152	0.00	0	0	6,697.46	156	152	350.00	15	15	7,047.46	171	167
Total Adult Audio	6,918.92	178	174	0.00	0	0	6,918.92	178	174	420.00	21	21	7,338.92	199	195
Adult Video Educational	1,427.60	12	90	0.00	0	0	1,427.60	12	90	375.00	29	28	1,802.60	41	118
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	405.00	23	23	405.00	23	23
Total Adult Video	1,427.60	12	90	0.00	0	0	1,427.60	12	90	780.00	52	51	2,207.60	64	141
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	8,346.52	190	264	0.00	0	0	8,346.52	190	264	1,200.00	73	72	9,546.52	263	336
TOTAL ADULT MATERIALS	88,370.02	2,729	2,803	17,362.76	837	829	105,732.78	3,566	3,410	9,358.69	454	448	115,091.47	4,020	3,858
Juvenile Fiction	6,069.50	670	445	3,176.47	223	168	9,245.97	893	613	1,310.22	156	156	10,556.19	1,049	769
Juvenile Circulating Non-Fiction	22,881.45	1,340	1,104	673.18	32	31	23,554.63	1,372	1,135	948.49	96	94	24,503.12	1,468	1,229
Juvenile Reference	2,952.60	42	31	0.00	0	0	2,952.60	42	31	65.00	3	3	3,017.60	45	34
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	25,834.05	1382	1135	673.18	32	31	26,507.23	1,414	1,166	1,013.49	99	97	27,520.72	1,513	1,263
TOTAL JUVENILE PRINT MATERIALS	31,903.55	2,052	1,580	3,849.65	255	199	35,753.20	2,307	1,779	2,323.71	255	253	38,076.91	2,562	2,032
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	143.66	7	7	2,307.49	101	101	2,451.15	108	108	0.00	0	0	2,451.15	108	108
Total Juvenile Audio	143.66	7	7	2,307.49	101	101	2,451.15	108	108	0.00	0	0	2,451.15	108	108
Juvenile Video Educational	0.00	0	0	1,008.70	99	99	1,008.70	99	99	15.00	1	1	1,023.70	100	100
Juvenile Video Entertainment	0.00	0	0	576.29	41	35	576.29	41	35	294.00	19	19	870.29	60	54
Total Juvenile Video	0.00	0	0	1,584.99	140	134	1,584.99	140	134	309.00	20	20	1,893.99	160	154
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	143.66	7	7	3,892.48	241	235	4,036.14	248	242	309.00	20	20	4,345.14	268	262
TOTAL JUVENILE MATERIALS	32,047.21	2059	1587	7,742.13	496	434	39,789.34	2555	2021	2,632.71	275	273	42,422.05	2830	2294
Total Fiction	18,494.57	1,498	1,151	7,545.07	455	397	26,039.64	1,953	1,548	3,434.02	261	260	29,473.66	2,214	1,808
Total Non-Fiction	93,432.48	3,093	2,746	13,667.34	637	631	107,099.82	3,730	3,377	7,048.38	375	369	114,148.20	4,105	3,746
Total Audio	7,062.58	185	181	2,307.49	101	101	9,370.07	286	282	420.00	21	21	9,790.07	307	303
Total Video	1,427.60	12	90	1,584.99	140	134	3,012.59	152	224	1,089.00	72	71	4,101.59	224	295
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	120,417.23	4,788	4,168	25,104.89	1,333	1,263	145,522.12	6,121	5,431	11,991.40	729	721	157,513.52	6,850	6,152

ACQUISITIONS REPORT FOR THE MONTH OF MAY 2001
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	1,200.54	71	65	0.00	0	0	1,200.54	71	65	230.00	12	12	1,430.54	83	77
Adult Circulating Non-Fiction	6,674.90	290	284	0.00	0	0	6,674.90	290	284	324.90	16	16	6,999.80	306	300
Adult Reference	1,546.34	25	25	0.00	0	0	1,546.34	25	25	70.95	3	3	1,617.29	28	28
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	8,221.24	315	309	0.00	0	0	8,221.24	315	309	395.85	19	19	8,617.09	334	328
TOTAL ADULT PRINT MATERIALS	9,421.78	386	374	9,421.78	0	0	9,421.78	386	374	625.85	31	31	10,047.63	417	405
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	4,151.93	88	86	0.00	0	0	4,151.93	88	86	0.00	0	0	4,151.93	88	86
Total Adult Audio	4,151.93	88	86	0.00	0	0	4,151.93	88	86	0.00	0	0	4,151.93	88	86
Adult Video Educational	1,350.65	8	87	0.00	0	0	1,350.65	8	87	0.00	0	0	1,350.65	8	87
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	1,350.65	8	87	0.00	0	0	1,350.65	8	87	0.00	0	0	1,350.65	8	87
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	5,502.58	96	173	0.00	0	0	5,502.58	96	173	0.00	0	0	5,502.58	96	173
TOTAL ADULT MATERIALS	14,924.36	482	547	9,421.78	0	0	14,924.36	482	547	625.85	31	31	15,550.21	513	578
Juvenile Fiction	1,471.92	161	108	0.00	0	0	1,471.92	161	108	109.20	16	16	1,581.12	177	124
Juvenile Circulating Non-Fiction	650.67	37	27	0.00	0	0	650.67	37	27	0.00	0	0	650.67	37	27
Juvenile Reference	0.00	0	0				0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	650.67	37	27	0.00	0	0	650.67	37	27	0.00	0	0	650.67	37	27
TOTAL JUVENILE PRINT MATERIALS	2,122.59	198	135	0.00	0	0	2,122.59	198	135	109.20	16	16	2,231.79	214	151
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	283.15	13	13	283.15	13	13	0.00	0	0	283.15	13	13
Total Juvenile Audio	0.00	0	0	283.15	13	13	283.15	13	13	0.00	0	0	283.15	13	13
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	283.15	13	13	283.15	13	13	0.00	0	0	283.15	13	13
TOTAL JUVENILE MATERIALS	2,122.59	198	135	283.15	13	13	2,405.74	211	148	109.20	16	16	2,514.94	227	164
Total Fiction	2,672.46	232	173	0.00	0	0	2,672.46	232	173	339.20	28	28	3,011.66	260	201
Total Non-Fiction	8,871.91	352	336	0.00	0	0	8,871.91	352	336	395.85	19	19	9,267.76	371	355
Total Audio	4,151.93	88	86	283.15	13	13	4,435.08	101	99	0.00	0	0	4,435.08	101	99
Total Video	1,350.65	8	87	0.00	0	0	1,350.65	8	87	0.00	0	0	1,350.65	8	87
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	17,046.95	680	682	283.15	13	13	17,330.10	693	695	735.05	47	47	18,065.15	740	742

OUTSTANDING ORDERS AS OF May 31, 2001

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
$14,308.02	$1,365.44	$15,673.46

TO: Elizabeth D. Minter, Library Director

FROM: Alice Kuo, Circulation Supervisor

DATE: June 26, 2001

SUBJECT: Unique Management Services, Inc. Report for Month of May

This report was received from Unique Management on June 11, 2001.
Attachment A is enclosed.
A summary of the current status is as follows:

FY 2000-01	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	20	71	12	680.99	3
August	18	53	8	456.89	16
September	20	69	4	387.85	16
October	16	56	12	797.39	9
November	7	51	7	369.60	11
December	4	41	4	341.60	3
January	26	52	8	457.20	0
February	11	55	6	366.60	8
March	7	48	2	138.00	2
April	13	71	5	785.00	0
May	32	73	4	256.78	1
June	0	0	0	0.00	0
TOTAL YTD	174	640	72	5,037.90	69

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

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 12/31/9999

Accounts Submitted	: 469	Dollars Submitted	: 41,135.79	Dollars Received	: 10,479.41
Bankruptcies	: 0	Dollars in Bankruptcy	: 0.00	Material Returned	: 8,730.20
Incorrect Addresses	: 63	Dollars in Skips	: 4,271.53	Dollars Waived	: 1,486.78
Patron Disputes/Suspends	: 1	Dollars in Dispute	: 0.00	Total Activated	: 26,012.89
Accounts in Process	: 405	Dollars in Process	: 36,091.17	% of Dollars Activated	: 72.08%
# of Accounts Activated	: 270				
% of Accounts Activated	: 66.67%				

TO: Elizabeth D. Minter, Library Director

FROM: Julie Shook, Technical Services Manager

DATE: May 15, 2001

SUBJECT: Unique Management Services, Inc. Report for Month of April

This report was received from Unique Management on May 10, 2001.
Attachment A is enclosed.
A summary of the current status is as follows:

FY 2000-01	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	20	71	12	680.99	3
August	18	53	8	456.89	16
September	20	69	4	387.85	16
October	16	56	12	797.39	9
November	7	51	7	369.60	11
December	4	41	4	341.60	3
January	26	52	8	457.20	0
February	11	55	6	366.60	8
March	7	48	2	138.00	2
April	13	71	5	785.00	0
May	0	0	0	0.00	0
June	0	0	0	0.00	0
TOTAL YTD	142	567	68	4,781.12	68

MS PEGGY BURKICH
PLACENTIA LIBRARY DISTRICT
411 EAST CHAPMAN AVENUE
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 04/30/2001

Accounts Submitted	:	437	Dollars Submitted	:	39,192.02	Dollars Received	:	10,222.63
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	8,638.35
Incorrect Addresses	:	58	Dollars in Skips	:	3,925.81	Dollars Waived	:	1,474.78
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	25,580.51
Accounts in Process	:	378	Dollars in Process	:	34,493.12	% of Dollars Activated	:	74.16%
# of Accounts Activated	:	264						
% of Accounts Activated	:	69.84%						

Agenda Item 18

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE: June 26, 2001

SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT MAY, 2001**

SUMMARY OF PRINTER/COPIER ACCOUNTS MAY, 2001

Beginning Balance 4/30/01 ($7,674.02)

	Income	**Expend.**
Total Deposits in	453.25	
Total Loans from Literacy Fund	0.00	
Total Materials & Supplies		0.00
Total Repairs		0.00
Total Copier Paper Expense		0.00
Total Copier Lease Payments in May		0.00
Total Copier Maintenance Payment in May		229.00
Debit Card System Loan Payback		0.00
	453.25	229.50

Ending Balance 5/31/01 ($7,450.27)

May payment $ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 5/31/01	(8,565.48)
Loan Amount as of 5/31 (Literacy Fund)	7,700.00
May Payment (Fund 702)	0.00
May Payment (Literacy Fund)	0.00
Balance 4/30/01	$ 15,694.02

Prepared by: Wendy Goodson

TO: Placentia Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

DATE: June 26, 2001

SUBJECT: GIFT REPORT

The following gifts were received from May 1, 2001 through May 31, 2001.

ADOPT A BOOK DONATIONS

Sue Hochman	Rodney & Jean Hobson
Pat Irot	Joseph Capraro
Jerry & Nancy Keating	Arnold & Jean Pappas
Ruth Cain	JoAnn Nelson
Rea McDonald	Richard & Marita Tooley
Barbara Robb	Charlotte Baughman
Peggy Dinsmore	Jennifer Burkich
Don & Gwen Ritchie	Kathleen Roe Trevena
Richard & Elsie O'Brien	Cowles H. Wright
Maxine A. Arthur	Jean O Pappas
Jay & Elizabeth Baer	United Way

TOTAL AAB DONATIONS $1,212.50

IN KIND DONATIONS
Munson, Cronick & Assoc

TOTAL ALL DONATIONS $1,307.50

Agenda Item 20

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: June 26, 2001

SUBJECT: BUILDING MAINTENANCE REPORT FOR MAY – JUNE 21, 2001

1. **Plumbing** – Manwill Plumbing Co. repaired the men's public restroom.

2. **HVAC** – Bear State serviced the HVAC system in May.

   Staff and patrons reported the library was extremely warm on June 18, 2001. Bear State was dispatched to fix the HVAC. Mark Nelson (Bear State) reported that one of the compressors was not working. Administration notified Independent Energy Consultants (IEC) Nancy Rorabaugh and Mike Rogers to evaluate the situation. Nancy is currently dealing with the manufacturer, Carrier, to replace the compressor. Costs are unknown at this time.

3. **Pest Control** – Certified Termite sprayed the entire library facility.

Prepared by: Wendy Goodson

TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director EWM

DATE: June 26, 2001

SUBJECT: PERSONNEL REPORT FOR MAY – JUNE 21, 2001

RESIGNATIONS:

None

APPOINTMENTS:

Alice Kuo, Circluation Supervisor, effective June 3, 2001.

OPEN POSITIONS:

Library Clerk I (F/T), Volunteer Coordinator (F/T).

Prepared by: Wendy Goodson

TO: Elizabeth Minter, Library Director

FROM: Cheryl Willauer, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of May 2001

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY00/01 May	FY00/01 YTD	Starting	Cumulative
Andrade, Linda	12.50	86.00	Sep-95	535.50
Backes, Theresa	3.00	39.50	6/98	195.50
Bart, Lillian	6.00	6.00	May-01	6.00
Boelman, Marge	14.25	25.00	Apr-01	25.00
Botha, Jill	0.00	5.00	Apr-01	5.00
Chou, Tzu-Shiu	0.00	3.00	Feb-00	33.50
Clugston, Patricia	10.00	84.00	6/98	213.50
Cravotta, Leo	0.00	2.00	5/99	46.50
Dell, Lyla	0.00	121.50	8/98	524.25
Fioroni, Pete	4.00	41.00	3/97	223.00
Fioroni, Ruth	4.00	41.00	3/97	162.00
Fitzgerald, Joan	12.00	129.00	10/93	1,940.75
Godwin, Nita	8.00	84.00	2/96	313.25
Hemmerling, Barbara	8.50	98.00	9/95	414.00
Hochman, Sue	0.00	22.25	1/98	208.00
Horrocks, Marjorie	2.00	32.00	10/95	267.00
Hyams, Rose	12.00	113.50	7/98	472.75
Irot, Pat	40.50	369.25	2/96	1,863.00
Jertberg, Pat	5.75	102.00	4/98	533.75
Livezey, Jane	14.00	99.25	4/96	533.25
Lord, Audrey	0.00	97.50	Jul-00	97.50
Mignot, Shirley	0.00	53.25	9/95	472.00
Myers, Claire	9.25	135.25	10/95	972.25
Olson, Bob	4.00	40.00	9/95	341.00
Pence, Carol	0.00	2.25	Nov-00	2.25
Pence, Thomas	4.00	52.00	1/99	160.00
Project Independence	20.25	369.75		870.75
Rodriguez, Carmen	8.00	61.00	2/00	86.00
Salem, Rose	6.00	46.25	Oct-00	46.25
Schlichter, Allan	8.00	88.00	10/93	772.50
Schwartzkopf, Jan	0.00	4.00	Mar-01	4.00
Schmidt, Marie	25.25	130.75	4/98	489.75
Shaw, Dixie	1.50	17.00	5/94	178.50
Tapia, Jerry	0.00	8.50	10/1	8.50
Vaughn, Judy	4.00	58.00	8/99	127.75
Walker, Virginia	0.00	11.00	3/1	122.50
Wymer, Betty	13.25	121.00	1/96	704.00
J.T.P.A. / Job Training Partnership Act	0.00	0.00		1,170.50
S.T.E.P. / Senior Training & Employment Prog	0.00	25.00		6,727.75
TOTAL	260.00	2,823.75		21,869.25

CUMULATIVE RECORD OF TEMPORARY VOLUNTEER HOURS (excluding Literacy Services)

	FY00/01 May	FY00/01 YTD
Aaron, Darryl	0.00	7.75
Arellano, Jonathan	0.00	3.00
Barrera, Karen	0.00	5.00
Blanco, Nelson	0.00	59.00
Bone, Shawnda	2.25	22.50
Carey, Kim	0.00	8.00
Chan, Stephanie	0.00	19.00
Chavez, Alfredo	6.25	28.75
Choi, Nathan	0.00	14.50
Cohen, Darleen	2.25	18.50
Cohma, Milessa	3.00	16.25
Cravotta, Brian	0.00	32.00
Davis, Ken	7.00	12.75
De Hart, Desiree	0.00	16.75
Dhupar, Pooja	0.00	21.50
Fartash, Arian	0.00	7.75
Flores, Norma	0.00	2.00
Garcia, Elizabeth	0.00	15.75
German, Cody	9.00	9.00
Gonzalez, Omar	4.00	4.00
Gupta, Sameer	0.00	13.00
Harnett, Tom	0.00	2.50
Harris, Jennifer	0.00	3.75
Hernandez, Mia	0.00	23.75
Hernandez, Ricardo	0.00	14.00
Herzog, Einav	0.00	13.00
Ho, Evelyn	0.00	47.50
Ho, Irene	0.00	2.25
Hung, Yang	0.00	33.00
Keezer, Linda	0.00	5.00
Lam, Phung	0.00	14.00
Laub, Jennifer	0.00	1.00
Lee, Jaclyn	0.00	32.25
Lee, James	0.00	9.50
Lim, Michelle	0.00	4.25
Lin, Cheng	3.00	36.50
Lopez, Daniel	4.00	4.00
Manzo, Robert	10.50	13.00
Maru, Sid	0.00	23.50
Matta, Manal	0.00	35.50
Mendoza, Abel	2.00	2.00
TOTAL	53.25	649.25

	FY00/01 May	FY00/01 YTD
Miller, Jon	0.00	22.75
Mohadro, Steven	7.25	7.25
Molina, Enio	8.25	8.25
Montes, Eric	0.00	16.00
Moya, David	0.00	2.00
McCustian, Nicole	6.75	21.75
Muranaha, Amber	0.00	14.50
Murphy, Jimmy	0.00	6.50
Nguyen, Don	0.00	54.00
Nguyen, Paul	0.00	32.00
Noble, Luciano	0.00	34.00
Nwanezi, Ama	0.00	21.00
Oswal, Alok	0.00	80.25
Padilla, Eric	0.00	5.00
Patel, Bhavik	0.00	18.50
Piha, Richard	4.00	11.50
Pineda, Juanita	0.00	5.00
Plinski, Sara	0.00	18.00
Rabadan, Jessica	0.00	11.50
Ramani, Rupal	0.00	8.50
Ramos, Rosa	14.00	14.00
Robinson, Shawn	0.00	16.00
Rorex, Jamie	0.00	27.25
Ruffin, Marlena	0.00	2.00
Runyon, Beth	0.00	7.50
Serrano, Celine	0.00	5.00
Shah, Hardik	3.75	24.75
Shah, Soham	0.00	20.25
Sobien, Lisa	0.00	36.00
Stark, Jaine	18.00	27.00
Tapia, Mark	0.00	12.50
Temple, Joerg Ryan	12.00	16.00
Timmermans, Krystle	3.50	3.50
Vasquez, Joel	0.00	11.50
Vera, Andrew	0.00	40.00
Vidhyarkorn, Tammy	0.00	14.50
Vu, Elizabeth	0.00	29.00
Vue, Kia	0.00	5.00
Waller, Jennifer	0.00	27.75
Walsh, Cheyanne	0.00	3.00
Yada, Julie	2.25	15.50
Zhou, Charles	0.00	15.75
TOTAL	79.75	772.00

TOTAL Library Volunteer Hours	393.00
TOTAL Literacy Volunteer Hours	1,204.50
TOTAL VOLUNTEERS HOURS	1,597.50

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 FY98/99	FY99/00	FY00/01	Literacy Volunteers FY98/99	FY99/00	FY00/01
July	929.00	601.25	562.00	449.00	222.00	658.00
August	919.25	885.00	563.25	427.00	202.00	662.00
September	531.75	471.25	248.00	261.00	220.00	581.00
October	497.00	490.00	385.00	332.00	458.50	614.00
November	443.75	368.00	369.25	345.00	425.00	685.50
December	312.25	330.50	205.25	179.00	178.00	564.00
January	413.75	397.00	387.25	242.00	142.00	797.00
February	372.00	598.25	376.75	504.00	530.00	617.00
March	478.75	616.25	377.25	347.00	595.00	622.50
April	601.75	610.75	457.25	265.00	632.00	656.00
May	423.25	921.50	393.00	346.00	805.00	1,204.50
June	543.25	608.25		283.00	709.00	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY00/01 May	FY00/01 YTD	Cumulative
Agrazsanchez, Rafael	-	15.00	30.00
Aiama, Antara	-	43.00	43.00
Alcantara, Carmelita	12.00	128.00	128.00
Anderson, Susan	3.00	39.00	39.00
Andreyeva, Anna A.	7.00	53.00	53.00
Barrera, Karen	10.00	77.00	77.00
Bauernfiend, Ida	-	92.00	92.00
Belsher, Kristin	28.00	105.00	105.00
Bereiter, Gretchen	11.00	63.00	104.00
Blanco, Ramon	4.00	46.00	46.00
Bolkovatz, Alta	18.00	67.00	67.00
Bowler, Nathan	3.00	3.00	3.00
Brufuh, Faley	-	3.00	3.00
Bryan, Danny	12.00	35.00	35.00
Bryan, Jennyfer	12.00	36.00	36.00
Cacho, Rosario	-	6.00	6.00
Cantwell, Kenneth	-	229.00	330.00
Carlson, Grace	-	59.00	59.00
Cassidy, Meghan	8.00	18.00	18.00
Chakraborty, Sujata	-	18.50	18.50
Chamatouch, Nattanai	-	28.00	28.00
Chen, April	6.00	42.00	42.00
Cheng, Huichin	-	12.00	12.00
Coffee, Nancy	4.00	64.00	184.00
Colenso, Bill	12.00	51.00	51.00
Counts, Courtney	-	18.00	18.00
Croom, Carolyn	10.00	69.00	189.00
Del Angel, Laura	9.00	64.00	77.00
Duffie, Pat	32.00	128.00	128.00
Dunlop, Mary	-	30.00	30.00
Eckert, Thomas	24.00	166.00	313.00
Ekelund, Lynsie	-	40.00	40.00
Elinsky, Janet	24.00	156.00	156.00
Espinoza, Adriana	8.50	12.50	12.50
Falcon, Maria	-	6.00	6.00
Fartash, Arian	30.00	141.00	141.00
Favaro, Lee	12.00	84.00	118.00
Fenwick, Randy	-	87.00	87.00
French, Susan	-	35.00	35.00
Fukuda, Lynn	-	84.00	84.00
Fuller, Janice	6.00	41.00	50.00
Gast, Polly	49.50	350.50	771.50
Ghosh, Deepa	-	40.50	40.50
Goebel, Trang	24.50	75.50	75.50
Gonzalez, Ariel	-	12.00	12.00
Gonzalez, Lizeth	14.00	71.00	71.00
Gonzalez, Veronica	19.00	54.00	54.00
Goodfriend, Louise	12.00	61.00	181.00
Goodman, Dale	75.00	457.00	1,498.00
Graves, David	12.00	54.00	54.00
Gwatney, Aimee	-	45.50	130.50
Hargett, Sheila	21.50	32.50	32.50
Hawk, John	12.00	92.00	92.00
Heer, Kim	8.00	65.00	65.00
Hernandez, Rosy	12.00	74.00	196.00
Hutton, Katherine (Kate)	12.00	80.00	84.00
Isaia, Monte	6.00	33.00	33.00
Johnson, Nicole	7.50	55.50	55.50
Karbaum, Isabel	-	24.00	24.00
Keller, Christina	16.00	89.00	89.00
Khuu, Michelle	6.00	48.00	48.00
Kramer, Bill	28.00	182.00	182.00
Total	640.50	4,490.00	6,883.00

	FY00/01 May	FY00/01 YTD	Cumulative
Krause, Matt	12.00	65.00	65.00
Kulsum, Khako	12.00	30.00	30.00
Kumagai, Regina	28.00	181.00	277.00
Lagow, Cassie	12.00	54.00	54.00
Larson, Li	8.00	79.00	79.00
Lee, Anyika	8.00	48.00	48.00
Leslie, Sandra	12.00	28.00	28.00
Li, Stephanie	6.00	52.00	52.00
Licari, Lynne	10.00	32.00	32.00
Liou, Betty	-	14.00	14.00
Madurang, Rizza	-	6.00	6.00
Malle, Patty	-	69.00	69.00
Martlaro, Diane	8.00	40.00	40.00
McCartney, Shannon	14.00	48.00	48.00
McMahon, Kelly	12.00	54.00	54.00
Medland, Karen	4.00	20.00	20.00
Merias, Aaron	-	18.00	18.00
Meza, Jack	10.00	18.50	18.50
Mitchell, Cheryl	12.00	66.00	230.00
Mohan, Kshema	6.00	50.00	50.00
Moore, Kim	12.00	63.00	144.00
Moyer, Disa	12.00	72.00	130.00
Murray, Edward	14.00	59.00	59.00
Ngo, Sandy	16.00	28.00	34.00
Nguyen, Anthony	32.00	68.00	68.00
Ornstein, Mary	-	30.00	288.50
Ozsuath, Geoff	-	18.00	94.00
Patel, Deepa	7.00	68.00	68.00
Paulson, Valerie	16.00	92.00	437.00
Pham, An	4.00	26.00	26.00
Pham, Nhu	-	21.00	21.00
Pham, Thuy	6.00	31.00	31.00
Piatt, April	-	12.00	12.00
Pineda, Juanita	4.00	8.00	11.00
Reyes, Mary Lou	14.00	48.00	101.00
Risso, Edith	12.00	82.00	108.00
Rodriguez, Carmen	8.00	55.00	82.00
Roth, Howard	12.00	48.00	48.00
Rowe, Edana	18.00	84.00	84.00
San Jose, Elaine	-	15.00	15.00
Sanchez, Margo	12.00	84.00	146.00
Sciaini, Matthew	8.00	36.00	36.00
Shah, Krishna	12.00	54.00	54.00
Shepherd, Kathy	12.00	59.00	59.00
Skimizu, Ken	16.00	88.00	88.00
Skinner, Courtney	8.00	38.00	38.00
Smith, Charlene	8.00	28.00	28.00
Smith, Jeff	-	4.00	4.00
Stalnaker, Linda	16.00	76.00	171.00
Stichter, Julie	8.00	42.00	42.00
Tellez, Martha	32.00	56.00	56.00
Tooley Marita	12.00	77.00	86.00
Van Zee, Karin	24.00	118.00	144.00
Vert, Joann	12.00	36.00	36.00
Vu, Elizabeth	-	34.00	34.00
Vue, Kia	6.50	32.50	32.50
Vukovich, Ruthrup	-	9.00	9.00
Westfall, Carolyn	16.00	68.00	68.00
Wiegman, Karin	12.50	72.50	72.50
Wilburn, Anthony J	-	2.00	2.00
Zamora, Mary	12.00	72.00	72.00
Zaharoapouos, Jennie	-	10.00	10.00
Total	564.00	2,891.50	4,277.00

Placentia Library District
Circulation Report
JUNE 26, 2001

	FY00-01 YTD	FY99-00 YTD	% CHANGE FY00 TO FY01	FY00-01 MAY 01	FY99-00 MAY 00
1st Time Checkouts	115,086	119,183	-3.44%	12,687	12,522
Phone Renewals	17,735	17,779	-0.25%	2,063	2,284
In-Building Renewals	4,176	3,969	5.22%	399	427
Total Renewals	21,911	21,748	0.75%	2,462	2,711
TOTAL CHECKOUTS	136,997	140,931	-2.79%	15,149	15,233
On-Time Checkins	110,972	114,272	-2.89%	12,753	12,533
Late Checkins	21,930	21,129	3.79%	2,765	2,667
TOTAL CHECKINS	132,902	135,401	-1.85%	15,518	15,200
Holds Placed	2,522	2,673	-5.65%	229	258
Holds Cancelled	497	534	-6.93%	44	53
Holds Filled	2,557	2,562	-0.20%	271	253
Holds Expired	28	18	55.56%	1	4
Overdue Items	8,568	8,255	3.79%	1,237	1,034
Overdue Notices	3,741	3,632	3.00%	539	458
Billing Notices	3,848	4,163	-7.57%	568	527
Patrons Registered	2,742	2,916	-5.97%	307	244
Titles Added	11,328	8,443	34.17%	963	1,109
Volumes Added	13,402	15,319	-12.51%	1,392	1,581
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	55,144	58,194	-5.24%	6,467	6,973
Juvenile Print	66,318	69,174	-4.13%	7,268	7,022
Total Print	121,462	127,368	-4.64%	13,735	13,995
Audio	5,625	4,823	16.63%	570	567
Visual	8,032	4,823	66.54%	808	458
Equipment	0	0	100.00%	0	0
Total Audio Visual	13,657	9,646	41.58%	1,378	1,025
TOTAL CIRCULATION	135,119	137,014	-1.38%	15,113	15,020
Placentia Circulation	85,636	88,542	-3.28%	9,296	9,295
% Placentia Circulation	63.38%	64.62%	-1.93%	61.51%	61.88%
Anaheim/Yorba Linda Circulation	26,248	27,267	-3.74%	2,910	2,844
% Anaheim/Yorba Linda Circulation	19.43%	19.90%	-2.39%	19.25%	18.93%
TYPES OF ACTIVE BORROWERS					
Adult	89,911	90,927	-1.12%	9,948	10,536
Young Adult	3,928	3,945	-0.43%	538	469
Juvenile	31,325	33,688	-7.01%	3,251	3,335
New Borrower	10,307	10,607	-2.83%	1,194	893
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	135,471	139,167	-2.66%	14,931	15,233
TOTAL REGISTERED BORROWERS	16,243	27,447	-40.82% *	16,393	22,691
ATTENDANCE	275,051	343,620	-19.95%	31,273	31,107
Adult Reference - In Building	11,952	7,996	49.47%	1,428	1,228
Adult Reference - Telephone	2,551	1,680	51.85%	193	222
Children's Reference - In Building	7,197	5,792	24.26%	694	457
Children's Reference - Telephone	250	295	-15.25%	23	33
Total Adult Reference	14,503	9,676	49.89%	1,621	1,450
Total Children's Reference	7,447	6,087	22.34%	717	490
Total In Building Reference	19,149	13,788	38.88%	2,122	1,685
Total Telephone Reference	2,801	1,975	41.82%	216	255
TOTAL REFERENCE	21,950	15,763	39.25%	2,338	1,940

* There was a major patron purge in April in preparation for the data migration to the new automation system

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	107.50			16,891.68
Oct-98	12/9/98	6,164.57	818.37	0.00	129.91			7,112.85
Nov-98	1/6/98	0.00	818.37	1,666.85	0.00			2,485.22
Dec-98	2/4/99	2,884.98	818.37	802.75	107.50			4,613.60
Jan-99	3/8/99	2,921.46	818.37	743.32	107.50	3,357.52		7,948.17
Feb-99	3/31/99	3,032.51	818.37	805.98	107.40		2,364.10	7,128.36
Mar-99	4/28/99	3,009.57	892.35	828.49	0.00			4,730.41
Apr-99	6/10/99	3,062.45	833.46	833.96	281.45			5,011.32
May-99	7/7/99	3,302.65	839.51	826.51	107.50			5,076.17
Jun-99	8/1/99	4,547.44		871.47	107.50			5,526.41
TOTAL		43,990.83	9,251.91	9,664.76	1,271.26	3,357.52	2,364.10	69,900.38
AVG		3,665.90	841.08	805.40	105.94			5,825.03

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-99	9/1/99	4,991.68	818.37	864.99	107.50			6,782.54
Aug-99	10/7/99	4,956.38	818.37	870.23	107.50			6,752.48
Sep-99	10/27/99	4,392.31	818.37	863.76	107.50			6,181.94
Oct-99	12/7/99		818.37	829.49	107.50			1,755.36
Nov-99	1/11/00	6,410.86	818.37	831.73	314.56			8,375.52
Dec-99	2/3/00	2,340.88	969.36	1,030.18	107.50			4,447.92
Jan-00	3/1/00	1,405.10	0.00	1,026.95	107.50			2,539.55
Feb-00	3/30/00	2,460.49	863.92	717.50	720.00			4,761.91
Mar-00	4/26/00	2,272.78	1,727.84	608.66	107.50			4,716.78
Apr-00	5/24/00	2,534.75	863.92	611.89	107.50			4,118.06
May-00	7/10/00	2,917.34	1,908.21	608.66	107.50			5,541.71
Jun-00	8/7/00	3,871.11	0.00	607.66	107.50			4,586.27
TOTAL		38,553.68	10,425.10	9,471.70	2,109.56	0.00	0.00	60,560.04
AVG		3,212.81	868.76	789.31	175.80			5,046.67

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								0.00
Jun-01								0.00
TOTAL		31,006.34	10,707.28	6,345.65	2,325.00	0.00	0.00	50,384.27
AVG		3,100.63	1,070.73	634.57	232.50			5,038.43

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98	1,315.54	189.00	17.41	1,521.95	760.98
Oct-98	1,315.54	189.00	19.41	1,523.95	761.98
Nov-98	1,367.26	438.00	4.48	1,809.74	904.87
Dec-98	1,315.54	279.00	10.95	1,605.49	802.75
Jan-99	1,263.22	204.00	19.41	1,486.63	743.32
Feb-99	1,315.54	279.00	17.41	1,611.95	805.98
Mar-99	1,440.04	204.00	12.94	1,656.98	828.49
Apr-99	1,440.04	204.00	23.88	1,667.92	833.96
May-99	1,440.04	204.00	8.97	1,653.01	826.51
Jun-99	1,441.04	281.00	21.89	1,743.93	871.97
TOTAL	16,284.88	2,864.00	181.56	19,330.44	9,665.22
AVG	1,357.07	238.67	15.13	1,610.87	805.44

TOTAL DOLLARS SPENT

FY1999-2000	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-99	1,440.04	279.00	10.94	1,729.98	864.99
Aug-99	1,440.04	281.00	19.41	1,740.45	870.23
Sep-99	1,440.04	281.00	6.48	1,727.52	863.76
Oct-99	1,440.04	206.00	12.94	1,658.98	829.49
Nov-99	1,440.04	204.00	19.41	1,663.45	831.73
Dec-99	1,723.42	324.00	12.94	2,060.36	1,030.18
Jan-00	1,732.42	324.00	6.48	2,062.90	1,031.45
Feb-00	1,194.52	234.00	6.48	1,435.00	717.50
Mar-00	976.84	234.00	6.48	1,217.32	608.66
Apr-00	976.84	234.00	12.94	1,223.78	611.89
May-00	976.84	234.00	6.48	1,217.32	608.66
Jun-00	976.84	234.00	4.48	1,215.32	607.66
TOTAL	15,757.92	3,069.00	125.46	18,952.38	9,476.19
AVG	1,313.16	255.75	10.46	1,579.37	789.68

TOTAL DOLLARS SPENT

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				0.00	0.00
Jun-01				0.00	0.00
TOTAL	10,483.04	2,370.00	108.14	12,961.18	6,480.59
AVG	1,048.30	237.00	10.81	1,296.12	648.06

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Nov-98	267.92	276.80	52.32	51.72	718.50	1,367.26
Dec-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jan-99	267.92	276.80	0.00	0.00	718.50	1,263.22
Feb-99	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Apr-99	298.24	300.10	56.90	0.00	784.80	1,440.04
May-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Jun-99	298.24	300.10	56.90	0.00	784.80	1,440.04
TOTAL	3,336.32	3,414.80	593.84	51.72	8,887.20	16,283.88
AVG	278.03	284.57	49.49	4.31	740.60	1,356.99

DOLLARS BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Aug-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Sep-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Oct-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Nov-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Dec-99	310.16	374.52	59.18	0.00	979.50	1,723.36
Jan-00	310.16	374.52	59.18	0.00	979.56	1,723.42
Feb-00	232.62	249.68	59.18	0.00	653.04	1,194.52
Mar-00	232.62	249.68	59.18	0.00	435.36	976.84
Apr-00	232.62	249.68	59.18	0.00	435.36	976.84
May-00	232.62	249.68	59.18	0.00	435.36	976.84
Jun-00	232.62	249.68	59.18	0.00	435.36	976.84
TOTAL	3,274.62	3,497.94	698.76	0.00	8,277.54	15,748.86
AVG	272.89	291.50	58.23	0.00	689.80	1,312.41

DOLLARS BY TYPE OF WORKER

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						0.00
Jun-01						0.00
TOTAL	2,657.90	2,507.56	593.16	0.00	4,724.42	10,483.04
AVG	265.79	250.76	59.32	0.00	472.44	1,048.30

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98	8.00	10.00	2.00	0.00	30.00	50.00
Oct-98	8.00	10.00	2.00	0.00	30.00	50.00
Nov-98	8.00	10.00	2.00	2.00	30.00	52.00
Dec-98	8.00	10.00	2.00	0.00	30.00	50.00
Jan-99	8.00	10.00	0.00	0.00	30.00	48.00
Feb-99	8.00	10.00	2.00	0.00	30.00	50.00
Mar-99	8.00	10.00	2.00	0.00	30.00	50.00
Apr-99	8.00	10.00	2.00	0.00	30.00	50.00
May-99	8.00	10.00	2.00	0.00	30.00	50.00
Jun-99	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	96.00	120.00	22.00	2.00	360.00	600.00
AVG	8.00	10.00	1.83	0.17	30.00	50.00

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul-99	8.00	10.00	2.00	0.00	30.00	50.00
Aug-99	8.00	10.00	2.00	0.00	30.00	50.00
Sep-99	8.00	10.00	2.00	0.00	30.00	50.00
Oct-99	8.00	10.00	2.00	0.00	30.00	50.00
Nov-99	8.00	10.00	2.00	0.00	30.00	50.00
Dec-99	8.00	12.00	2.00	0.00	36.00	58.00
Jan-00	8.00	12.00	2.00	0.00	36.00	58.00
Feb-00	6.00	8.00	2.00	0.00	24.00	40.00
Mar-00	6.00	8.00	2.00	0.00	16.00	32.00
Apr-00	6.00	8.00	2.00	0.00	16.00	32.00
May-00	6.00	8.00	2.00	0.00	16.00	32.00
Jun-00	6.00	8.00	2.00	0.00	16.00	32.00
TOTAL	86.00	114.00	24.00	0.00	310.00	534.00
AVG	7.17	9.50	2.00	0.00	25.83	44.50

TIME BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT 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						0.00
Jun-01						0.00
TOTAL	70.00	82.00	20.00	0.00	164.00	336.00
AVG	7.00	8.20	2.00	0.00	16.40	33.60

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Status Report on the Placentia History Room Project with the City of Placentia**

DATE: June 26, 2001

I have been notified by Bill Brown, project carpenter, that he will soon begin the work necessary for the glass installation in the exhibit cases.

MEMORANDUM

City of Placentia

TO: MEMBERS OF THE PLACENTIA CIVIC CENTER AUTHORITY

FROM: PUBLIC WORKS DEPARTMENT

DATE: MAY 1, 2001

SUBJECT: CONTRACT AWARDS FOR CIVIC CENTER REPAIR AND REHABILITATION PROJECT

INTRODUCTION:

Over the last several months, the Civic Center Authority has met to discuss the scope of work, cost and financing plans to implement the above-referenced project. Now that the financing decisions have been made, it is time to implement the early phase project elements, outlined below.

DISCUSSION:

Expedited Bidding:

We can quickly move forward on several project elements and take full advantage of the good weather season. Other project elements will require architectural and engineering services and the preparation of plans and bid documents for formalized bidding.

It is recommended that the Authority Board direct staff to seek cost proposals for expediting the award of contracts for the following items:

1. Facia and arbor/trellis, damaged wood replacement and termite work.

   Not to Exceed Cost: $15,000.00

2. Exterior staining and painting of all trim, arbor/trellis including full preparation, power washing. Includes painting of all soffits and walls and gates (P.D. area), and one gazebo. Since new colors are lighter, two to three coats of stain will be needed.

   Not to Exceed Cost: $40,000.00

3. Demolition of old monument sign on corner of Chapman/Kraemer. Includes haul away.

   Not to Exceed Cost: $ 4,000.00

4. Landscape/Irrigation Improvements on Chapman/Kraemer corner per plans for new monument sign.

Not to Exceed Cost: $25,000.00

Staff will solicit bids/proposals from at least three (3) contractors for each of the above tasks, provided that costs for each task are within the established project budget (not to exceed amount). The Board can give staff authority to enter into a purchase order for the task. Alternatively, we can bring each cost proposal back to the Board for decision, but this is not recommended as it will add time to the process.

Professional Services:

Architectural and Landscape Architectural Services for the preliminary project phase were completed by Robert Borders and Associates. The Borders team has proven to be very well qualified to fulfill the Authority's unique needs for this project. Additionally, this architectural firm has extensive knowledge of the Civic Center structures and grounds from several previous City projects. This advantage will save time and budget money. Staff has negotiated a scope of work and associated fees for this work element (copy attached) and recommends the Board enter into a contract with Robert Borders and Associates. The proposal fees are within the industry standard for this type of project, which range from 10-12 percent.

City Hall/Police Department Needs Assessment/Space Planning:

This item is exclusively a City cost work element. Last year, the City conducted a staff level preliminary needs assessment for the future space planning of City Hall and the Police Department. The building space requirements for each department have changed over the years. The assessment will involve a bottoms-up planning approach to solicit input from all the building users. Ultimately, a master space plan will be prepared that will identify future specific improvement or remodel projects that can be programmed and matched to capital project cash flows.

Robert Borders and Associates specializes in the space planning, remodel and construction of government and commercial offices. Last year, Borders completed the updating of the City Hall and Police facilities interior floor plan layouts (to reflect existing conditions). It is recommended that the Board enter into a contract with Borders to complete this much-needed assessment. This firm's working knowledge of our facilities makes them very qualified for this task.

MEMBERS OF THE PLACENTIA CIVIC CENTER AUTHORITY
MAY 1, 2001
PAGE THREE

The project will also include disabled access review. A budget of $25,000.00 was established for this work element and the proposal of $18,510.00 is very competitive.

RECOMMENDATION:

It is recommended that the Civic Center Authority Board take the following actions:

1. Direct Staff to seek three (3) proposals for each of the following tasks:

    a. The replacement of damaged wood and termite services for the facias and arbor/trellis areas
    b. The exterior preparation and painting/staining of all trim, soffits, walls, gates, and one gazebo
    c. The demolition and haul away of the corner monument sign
    d. The landscape and irrigation improvements on Chapman Avenue and Kraemer Boulevard

2. If bids for the above tasks are within the established project budget, direct Staff to complete a purchase order for each of the above, naming the lowest responsible bidder for each task, and proceed with the start of work.

3. Approve a contract for architectural services for the construction documents phase with Robert Borders and Associates in the amount of $45,050.00, plus reimbursables.

4. Approve a contract for architectural services for the City Hall and Police Facilities needs assessment and space planning with Robert Borders and Associates in the amount of $18,510.00, plus reimbursables.

Submitted by:

Christopher Becker
Department of Public Works

CB/sr

Attachment: As stated

cc: Director of Finance

MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION

May 17, 2001 – 8:00 a.m.
Community Meeting Room

The meeting of the Placentia Civic Center Authority Commission was called to order at 8:05 a.m. by Commissioner Castner.

ROLL CALL:

Present: Lee Castner, Commissioner
Chris Lowe, Commissioner
Constance Underhill, Commissioner
Al Shkoler, Commissioner

Absent: Gaeten Wood, Commissioner

Others Present: Robert D'Amato, City Administrator
Carolyn Davis, City Treasurer
Elizabeth D. Minter, Placentia Library Director
Steven L. Brisco, Director of Finance/Secretary
Kris Gundel, Public Works Management Analyst
Robert E. Kuhn, V2C Group, Inc.
Joe Petitpas, Robert Borders and Associates

MINUTES OF PREVIOUS MEETING:

Minutes of the May 17, 2001 meeting were approved.

NEW BUSINESS:

Robert D'Amato introduced Bob Kuhn from V2C Group, Inc. and Joe Petitpas, from Robert Borders and Associates and they gave an overview of changes they are proposing for the courtyard area. They brought in samples of the interlocking paving stone and demonstrated how it would be used.

Elizabeth Minter said she would prefer to keep the existing letter style on Civic Center sign. It was suggested that samples be prepared with two or three letter styles and be brought to next meeting.

Commissioner Shkoler made motion, and seconded by Carolyn Davis, to approve interlocking pavers. Motion passed by unanimous vote.

Motion made by Commissioner Lowe, and seconded by Commissioner Shkoler, to approve landscaping proposals without selection of font on monument sign. Approved by unanimous vote.

ADJOURNMENT:

The meeting was adjourned at 8:38 a.m.

Steven L. Brisco, Secretary

PLACENTIA CIVIC CENTER AUTHORITY

401 E. Chapman Avenue
Placentia, CA 92870

THURSDAY, JUNE 14, 2001
8:00 A.M.
Administrative Conference Room

AGENDA

CALL TO ORDER:

ROLL CALL:

Lee Castner, Commissioner
Chris Lowe, Commissioner
Al Shkoler, Commissioner
Constance Underhill, Commissioner
Gaeten Wood, Commissioner

Carolyn Davis, City Treasurer
Robert D'Amato, City Administrator
Elizabeth D. Minter, Placentia Library Director
Steven L. Brisco, Director of Finance/Secretary
Chris Becker, Director of Public Works

ORAL COMMUNICATIONS: At this time the public is invited to address the members of the Placentia Civic Center Authority concerning any items on the agenda.

MINUTES OF PREVIOUS MEETING: Minutes of the May 17, 2001 meeting.

NEW BUSINESS: Signage review and approval.
Update on working drawings.

ADJOURNMENT:

I, Steven L. Brisco, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the June 14, 2001 meeting of the Placentia Civic Center Authority was posted on June 8, 2001.

Steven L. Brisco
Secretary

LIBRARY OF

CALIFORNIA

May 1, 2001

To: Members, Library of California Board

From: Diana Paqué, Director
Library of California

Tom Andersen, CLSA Program Coordinator

Subject: Library of California Board actions April 25-26, 2001

Purpose of the Library of California Act:

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

Library of California Board Mission and Vision Statements:

Mission Statement: The Library of California Board builds and supports the sharing of resources among all libraries for all Californians.
Vision Statement: The Library of California Board will be the nationally recognized leader of a dynamic statewide system of quality library services.

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Sacramento on April 25-26, 2001:

Adoption of Agenda

1. The agenda of the April 26, 2001 Library of California Board meeting was adopted as modified.

Approval of Minutes

2. It was moved, seconded (Lowenthal/Purucker) and carried unanimously that the Library of California Board adopts the draft minutes of the February 15-16, 2001 as revised.

900 N Street, Suite 500
P.O. Box 942837
Sacramento, CA 94237-0001

(916) 653-6033 phone
(916) 653-8443 fax
www.library.ca.gov
cslloc.ca.gov

Strategic Planning

3. It was moved, seconded (Fong/Purucker) and carried unanimously that the Library of California Board amends the Board Strategic Plan 2000/2003 Goal D. Objective 3: development of a draft mission/purpose statement, changing the date from the April 2001 to the June 2001 Board meeting.

Legislation

4. It was moved by the Legislative Committee (Gaines) and carried unanimously that the Library of California Board supports AB 336, School Library Pilot Program.

5. It was moved by the Legislative Committee (Gaines) and carried unanimously that the Board President and the Legislative Committee Chair be authorized to take appropriate action regarding a state budget augmentation for county law libraries when notified by the county law library community regarding such augmentation in the FY 2001/02 state budget.

Regional Library Network Development

6. It was moved by the Support Services Committee (Kallenberg) and carried by a vote of 7-0 (Member Lowenthal not present) that the Library of California Board disapproves the Plans of Service of all seven regional library networks and instruct its Chief Executive Officer to return them to the regional library networks for revision using the new allocation table and interim budget allocation adopted by the Board at its April 2001 meeting, and to advise the regional library networks to submit their revised Plans of Service to the Library of California Director by May 25, 2001.

7. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the 37 institutions included in Table 1, Completed 2001/02 Member Applications, as members of the specified regional library network effective July 1, 2001, and that state-funded member benefits for their participating libraries commence July 1, 2001, conditional upon the acceptance of the Regional Plans of Service for 2001/02. (See Attachment A)

8. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the 12 additional participating libraries included in Table 2, Additional Participating Library Applications, and that state-funded benefits to these participating libraries commence July 1, 2001 conditional upon the acceptance of the Regional Plans of Service for 2001/02.

Library of California Databases Program

9. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board directs its Chief Executive Officer to allocate Library of California fiscal year 2000/01 funds not to exceed $300,000 for support of fiscal agent workload and administrative costs for cooperative licensing services for Library of California member libraries.

CLSA Statewide Data Base Program

10. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the allocation of 2000/01 funds for a one-time increase in the CLSA Statewide Data Base subsidy to public libraries for ongoing costs of sharing resources via Z39.50 from $500 to $796 per library for the 2000/01 fiscal year, for those libraries that have claimed the subsidy.

11. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the allocation of 2000/01 funds for a one-time increase in the CLSA Statewide Data Base subsidy to CLSA cooperative systems for the ongoing operating costs of providing a regional resource sharing server from $5000 to $7900 per system for the 2000/01 fiscal year, for those systems that have claimed the subsidy.

CLSA Interlibrary Loan and Direct Loan Programs

12. It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board adopts, subject to the concurrence of the State Department of Finance, reimbursement rates for the 2001/02 fiscal year as follows: for CLSA interlibrary loans, a reimbursement rate of $3.87 per eligible transaction; for CLSA direct loans, a reimbursement rate of $.73 per eligible transaction; and that the Chief Executive Officer inform all participants of the 2001/02 reimbursement rates as soon as Department of Finance concurrence is obtained.

Library of California Budget

13. It was moved, seconded (Fong/Lowenthal) and carried unanimously that the Library of California Board adopts allocation model 8 from Exhibit A of this report as the allocation model for Regional Library Networks for the 2001/02 fiscal year. (See Attachment B)

Library of California Budget (continued)

14. It was moved, seconded (Kallenberg/Wang) and carried unanimously that the Library of California Board authorizes that funds allocated to the Regional Library networks be limited to expenditures in the following service categories:
    - Reference and Information Services (Sect. 18846)
    - Delivery (Sect. 18842(c))
    - Training (Sect. 18845)
    - Administration including development and support of the network council (Sect. 18841)
    - Public Relations (Sect. 18847)
    - Telecommunications and online access (Sect. 18842 (a), (b), (d)).

15. It was moved, seconded (Kallenberg/Wang) and carried unanimously that the Library of California Board makes an interim allocation its 2001/02 baseline budget according to the following categories:
    - $675,140 for statewide services
    - $3,312,860 for Regional Library Network services, with $200,000 allocated to the base for each regional library network, and that the regional library network use their member and participating library levels for 2001/02.

16. It was moved, seconded (Purucker/Fong) and carried unanimously that the Library of California Board approves the expenditure of remaining 2000/01 funds to statewide services with the following priority for funding:
    1. Renew subscriptions for statewide services
    2. Provide funding to support statewide full-text database negotiations.

Attached also is the Library of California Board Meeting Schedule and a calendar of meetings, events, and deadlines for 2001. (See Attachment C)

TABLE 1
Completed 2001/02 Member Applications

Golden Gateway

California Academy of Sciences Library
College of Marin Library
John F. Kennedy University Library
MTC-ABAG Library
Marin Community Foundation Library
Meditronic AVE Vascular Clinical Research Library
Mills Peninsula Medical Library
Mountain View Public Library
Novato Unified School District
Piedmont Unified School District
Richmond Public Library
San Jose State University Library
Stanford University Libraries
University of California, San Francisco

Sierra Valley

Dos Palos-Oro Loma School District
Marshall Hospital Community Health Library
Sonora Union High School District

Arroyo Seco

Art Institute of Los Angeles, Orange County
Burbank Unified School District
California State University, Fullerton
Western State University College of Law

Tierra del Sol

Brawley Public Library
California School for the Deaf, Riverside
Christian Heritage College
Colton Joint Unified School District
Grossmont Union High School District
Redlands Junior Academy
San Diego State University

Heartland

Bakersfield College
California State University, Bakersfield
Kaweah Delta Health Care District
Porterville Public Library
San Joaquin Valley College
Veterans' Administration California Health Care System, VA Medical Library
West Hills College

Gold Coast

Brooks Institute of Photography

Allocation Model 8. Distribution of Funds Based on Base + Members + Participants

Region	Base Allocation	Members 2001/02	% LoC Members	Member $ Distribution	Participants 2001/02	% LoC Participants	Participant $ Distribution	TOTAL
Cascade Pacific	$200,000	39	7%	$66,019	95	6%	$52,612	$318,631
Golden Gateway	$200,000	145	26%	$245,455	408	24%	$225,955	$671,410
Sierra Valley	$200,000	75	13%	$126,960	227	13%	$125,715	$452,675
Arroyo Seco	$200,000	126	22%	$213,292	476	28%	$263,614	$676,906
Tierra del Sol	$200,000	91	16%	$154,044	275	16%	$152,298	$506,342
Heartland	$200,000	46	8%	$77,869	176	10%	$97,471	$375,339
Gold Coast	$200,000	43	8%	$72,790	70	4%	$38,767	$311,557
TOTAL	$1,400,000	565	100%	$956,430	1727	100%	$956,430	$3,312,860

Document 1336

LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2001

February 14-16, 2001	Riverside
April 25-27, 2001	Sacramento
June 27-28, 2001	Fresno
August 15-17, 2001	San Diego
November 5-7, 2001	Long Beach

CALENDAR OF MEETINGS/EVENTS/DEADLINES FOR 2001

May 1	CLSA Families for Literacy Applications for 2001/2002 postmarked to State Library
May 3	Peninsula Library System Administrative Council Meeting, San Mateo Public Library
May 3	Santiago Library System Administrative Council Meeting (if needed), Yorba Linda Public Library
May 4	San Joaquin Valley Library System Administrative Council Meeting (call System headquarters for location)
May 7	Tierra del Sol Regional Library Network Board of Directors, Temecula
May 10	Arroyo Seco Library Network Board of Directors*
May 10	Mountain Valley Library System Administrative Council Meeting, North Highlands
May 11	California Library Literacy Service Applications for 2001/2002 postmarked to State Library (libraries applying for first year funding)
May 11	49-99 Cooperative Library System Administrative Council Meeting, Groveland
May 11	Monterey Bay Area Cooperative Library System Administrative Council Meeting (call System headquarters for location)
May 17	Golden Gateway Library Network Membership Meeting
May 17	Serra Cooperative Library System Administrative Council Meeting (call System headquarters for location)
May 18	Bay Area Library & Information System Administrative Council Meeting, Oakland Public Library
May 18	Black Gold Cooperative Library System Administrative Council Meeting, Goleta
May 18	Inland Library System Administrative Council Meeting, Corona Public Library
May 18	North State Cooperative Library System Administrative Council Meeting, Tehama County Library
May 24	Silicon Valley Library System Administrative Council Meeting, Los Gatos Public Library
May 31	Metropolitan Cooperative Library System Administrative Council Meeting, Arcadia Public Library
June 1	2001/2002 CLSA System Plans of Service postmarked to State Library
June 1	2001/2002 CLSA System Advisory Board rosters postmarked to State Library
June 27-28	Library of California Board Meeting, Fresno
June 28	Silicon Valley Library System Administrative Council Meeting, Mountain View Public Library
July 15	4th Quarter 2000/2001 ILL Claims due at State Library
July 26	Gold Coast Library Network Board of Directors
July 31	2000/2001 final reports for CLLS postmarked to State Library

July 12	Arroyo Seco Library Network, Board of Directors, Norwalk
July 15	4th Quarter 2000/2001 ILL Claims due at State Library
July 26	Gold Coast Library Network Board of Directors
July 31	2000/2001 final reports for CLLS postmarked to State Library
August 6	Tierra del Sol Regional Library Network, Board of Directors, Temecula
August 9	Arroyo Seco Library Network, Board of Directors, Norwalk
August 15	2000/2001 final reports for FFL postmarked to State Library
August 13-26	1st 2001/2002 CLSA Direct Loan Sample Period
August 15-17	Library of California Board Meeting, San Diego
August 23	Gold Coast Library Network Board of Directors
September 1	2000/2001 CLSA System Annual Reports, System Uniform Expenditure Reports and 2001/2002 System Uniform Budget Reports postmarked to State Library
September 5	1st 2001/2002 CLSA Direct Loan Sample data due at State Library
September 10	Tierra del Sol Regional Library Network, Board of Directors, Temecula
September 13	Arroyo Seco Library Network, Board of Directors, Norwalk
September 27	Gold Coast Library Network Board of Directors
September 30	CLSA California Library Literacy Service Matching Funds Certifications postmarked to State Library
October 1-14	2nd 2001/2002 CLSA Direct Loan Sample Period
October 11	Arroyo Seco Library Network, Board of Directors, Norwalk
October 15	1st Quarter 2001/2002 ILL Claims due at State Library
October 22	2nd 2001/2002 CLSA Direct Loan Sample data due at State Library
October 22	Tierra del Sol Regional Library Network, Board of Directors, Temecula
October 25	Gold Coast Library Network Board of Directors
November 5-7	Library of California Board Meeting, Long Beach
November 8	Arroyo Seco Library Network, Board of Directors, Norwalk
November 9	CLLS Plans of Service and Budgets for matching funds postmarked to State Library
December 3	Tierra del Sol Regional Library Network, Board of Directors, Temecula
December 6	Gold Coast Library Network Board of Directors
December 13	Arroyo Seco Library Network, Board of Directors, Norwalk

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THE CALIFORNIA STATE L
CONNECTION
LIBRARY OF CALIFORNIA

CALIFORNIA STATE LIBRARY
FOUNDED 1850

ISSUE NUMBER 11
May 2001

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State Library launching Library Awareness Campaign statewide

On March 14, at the Public Library Directors' Forum in Santa Barbara, State Librarian of California, Dr. Kevin Starr, announced that the California State Library (CSL) will launch a statewide awareness campaign this year called "The Library-Check It Out."

THE LIBRARY. *Check It Out.*

"In the past few years, the State Library has invested considerable Library Services and Technology Act (LSTA) funding and staff resources in planning a statewide awareness campaign," Dr. Starr said. "We've tested 'The Library-Check It Out' campaign in San Diego and Fresno. I'm convinced of this campaign's potential for success in California, and I am committing the State Library to take the campaign statewide over the next eighteen months to two years. We'll roll out the campaign around the state--media market by media market--and build on the success we've enjoyed so far."

Librarians first identified that California's public libraries needed a promotional campaign in May 1997, during the California State Library's Convocation on Providing Public Library Service to California's 21st Century Population. In fact, at the convocation and the eight public forums that followed, the librarians recommended that a statewide campaign promoting libraries should be the CSL's number one priority.

Therefore, the CSL established a project task force that discovered, during its research and planning in 1997-1999, the Public Library of Charlotte and Mecklenberg County's (North Carolina) successful 1999 "The Library-Check It Out" campaign. The Charlotte campaign leveraged $60,000 in library funds into a $1.3 million media campaign, an accomplishment that convinced the CSL task force to use North Carolina's paradigm.

The CSL's "Check It Out" campaign message will focus on libraries in general, not just public libraries, a benefit for all types of California's libraries. To promote the general value of libraries, books, and reading, the campaign will use community and celebrity spokespeople.

As part of its research, from January to April 2000, the CSL conducted a TV-only test of "The Library-Check It Out" campaign in San Diego. Using LSTA funds, the CSL hired Specialized Media Marketing & Promotions (the firm that created the campaign in Charlotte) to leverage $50,000 into a media campaign valued at nearly $400,000. The CSL used META Information Services, a Sacramento market research firm, to evaluate the campaign's impact. META concluded that the 13-week campaign was effective: nearly 6 in 10 surveyed San Diego residents were aware of the campaign to which they reacted positively.

This year, the CSL funded a second test campaign from January to April in Fresno, expanding the campaign to include TV, radio and billboards, and using bilingual messages. META Information Services will soon evaluate the impact of the Fresno campaign and report on the results of their evaluation in late May.

When Dr. Starr announced the campaign at the Public Library Directors' Forum, the audience applauded. "This campaign is something the library community has wanted for years," he said. "I believe the State Library is the appropriate agency to take the lead on this and make it a reality."

In addressing how the California campaign relates to the American Library Association's nation-wide "@ your library" campaign, Dr. Starr commented, "We see many opportunities to incorporate ALA's slogan into our campaign, especially on the radio and with library programming. We plan to pursue those opportunities."

Please see Awareness, page 2

Governor's Book Fund kick-off

Last summer, Governor Gray Davis and First Lady Sharon Davis created the Governor's Book Fund in coordination with the California State Library Foundation. The Governor's and First Lady's purpose in starting the fund was, according to Governor Davis, "to develop private sector resources...to increase literacy and to enhance the pleasure of reading for all Californians, especially for our children and youth." One component of the fund is the School Library Enrichment Grant program. This spring, 47 schools from throughout the state were selected in a competitive process to receive $5000 grants for their school libraries through this program.

To celebrate the Governor's Book Fund's distribution of grant monies in 2001, Ms. Davis and State Librarian Dr. Kevin Starr hosted two kick-off events, one in Sacramento and one in Los Angeles. At the celebrations, eager children showed not just a "pleasure of reading," but a passion for it. As the First Lady and Dr. Starr presented each check, the children celebrated the fact that the $5000 checks meant more books for their schools.

In Sacramento on March 27, the opening ceremony was in the California State Library's Gillis Hall. Over seventy representatives from winning schools attended. Students from recipient schools, such as Fruitridge Elementary, sat on alphabet blocks in front of the library's podium as teachers, librarians or principals talked about their schools and how they would use their grants to purchase new books.

On April 2, in Los Angeles, the Los Angeles Public Library hosted the kick-off event in the library's Children's Literature Room. More than one hundred guests joined the First Lady and Dr. Starr in Los Angeles where a large portion of the winning schools is located.

In both northern and southern California, the First Lady talked about how important reading is to a child's future. Defining "reading as a gateway skill," the First Lady asked the students surrounding the podium about their favorite books. The students overwhelmingly voted for the Harry Potter series. Now that the Book Fund's grant money is reaching recipient schools, California children will be able to reach beyond Mr. Potter to many other books.

Office of Library Construction working on construction regs

Staff at the California State Library are performing research and revising drafts of the pre-regulatory bond act program language for the dispersal of funds for library construction and renovation. This next release will have a draft application form included in it as well as the overall program requirements.

"Our goal is to send out the next draft of the pre-regulatory language for Title 5 and Title 24 early in June," says Richard Hall, manager of the library bond act. When the new version is ready, Hall says, it will be made available to the library community for written public comment and suggestions.

from page 1

Awareness

He made it clear, however, that the CSL was committed primarily to "The Library-Check It Out" campaign theme.

"Since 1999 the State Library has invested over $200,000 in LSTA funds to test and evaluate 'The Library-Check It Out' campaign. To abandon that theme at this time would also mean reshooting more than three dozen TV spots we've already produced. I believe we'll be able to effectively support ALA's campaign, while building on our own successful theme here in California."

The CSL issued a Request for Proposals for the campaign in March to over 60 advertising firms. After reviewing the proposals, the CSL anticipates it will issue a contract this spring with the firm that submitted the winning proposal.

This project is supported primarily by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian of California.

For information about the Fresno County Public Library bilingual awareness campaign, see the February 2001 issue of Connection, p. 5.

Any questions or comments about the campaign should be directed to Kathy Low, human resource development consultant, CSL, at (916) 653-6822, or by email to klow@library.ca.gov.

To: "Public Library Directors":;, "System Coordinators":;
Subject: California Campaign

M E M O R ANDUM

TO: California Public Library Directors
CLSA System Coordinators

FROM: Shelly Keller, Campaign Manager
Kathy Low, Project Team Leader
Bessie Tichauer, Project Team
DATE: June 4, 2001

RE: California Campaign for Libraries Time Line

As announced previously, the California Campaign for Libraries promotes libraries, books and reading, using network and cable TV, teen and Spanish-language radio, and bilingual billboards and bus shelters. Work on the 18-month campaign (3rd Quarter 2001 through 1st Quarter 2003) is now underway.

Media market campaigns are scheduled for the 1st and 3rd Quarters because media partners are able to donate more air time during these quarters, and leveraging the media buys will be more successful. Planning and production of the media market campaign is scheduled for the 2nd and 4th Quarters.

Campaign Time Line:

July to September 2001:
Network and cable TV, Spanish and teen radio, and English and Spanish billboards and bus shelters in the San Diego media market*

September 2001 to February 2002:
English and Spanish billboard campaign in North State counties**

January to March 2002:
Network and cable TV, Spanish and teen radio, billboards and bus shelters (English, Spanish and Asian languages) in the Los Angeles and San Francisco Bay Area media markets***

July to September 2002:
Spanish and teen radio campaigns in San Jose and Riverside/San Bernardino media markets****

January to March 2003:
Network and cable TV, Spanish and teen radio, and billboards and bus shelters (English, Spanish, and Asian languages) in the Sacramento and Fresno media markets

In the past 18 months, "The LibraryCheck It Out" campaign was successfully

field-tested and evaluated in two California media markets. Evaluation of the Fresno test campaign will be announced later this month.

The California Campaign for Libraries is being paid for with seed money from federal Library Services and Technology Act grant funds (administered in California by the State Librarian) with the bulk of the advertising costs being covered by our media partners.

Any questions or comments about the campaign should be directed to Kathy Low (klow@library.ca.gov, 916-653-6822) or to Bessie Condos Tichauer (btichauer@library.ca.gov, 916- 653-8293).

*The campaign begins with an expansion of the San Diego TV-only test campaign. Since some media partnerships have already been established and several TV spots have been produced, we'll be able to launch the statewide campaign quickly in San Diego.

**The North State area of California has limited access to major market television and radio coverage, but can be reached by an outdoor billboard campaign. We have purchased 25 billboards that will reach over 700,000 persons who live in the 13-county North State area.

***The Los Angeles and San Francisco Bay Area media market campaigns will run simultaneously. This strategy will aid our efforts to recruit high profile celebrity spokespeople. This will also enable us to maximize our opportunities to leverage our media buys.

****Radio is an excellent way to reach the Spanish-speaking and the 12-18 teenage markets. Radio markets are more fragmented than television markets. While there are five television markets in California (San Diego, Los Angeles, Fresno/Central Valley, San Francisco Bay Area, Sacramento), there are seven radio markets (San Diego, Riverside/San Bernardino, Los Angeles, Fresno/Central Valley, San Jose, San Francisco Bay Area, Sacramento). Using all seven radio markets enables the campaign to cost-effectively expand its reach beyond the give major media markets to San Jose and San Bernardino/Riverside.

# # # # # # #

SDRMA

NOTICE OF DIRECTOR ELECTIONS

SDRMA will have <u>two</u> seats to be filled by election

<u>Nominating Procedure</u>: (excerpt from Board Policy 2001-01)

Candidates and incumbents seeking election or reelection must be nominated by action of the Board of Directors of their respective district/agency. A resolution or copy of the approved Board meeting minutes from the candidate's District/Agency Board of Directors nominating the candidate must be received by the Authority prior to August 1, @ 5:00 P.M., along with:

- A completed and signed candidate's statement form (sample form attached) that includes a statement from the candidate expressing his/her willingness to commit the time and effort necessary to serve. NOTE: The candidate's statement of qualification form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's statement of qualification form will be distributed "exactly as submitted" to SDRMA.

- Within the first full-week after August 1, an Election Committee, comprised of two (2) SDRMA Directors whose seats are not up for election and SDRMA's Chief Financial Officer (CFO), shall review all nominations received and will reject all nominations that do not meet the minimum qualifications specified above. The Committee shall prepare a ballot of qualified nominees for distribution to the membership for election by mail as described below.

- Upon verification or rejection of each nominee by the committee, staff will mail acknowledgment to both the nominee and the district/agency of their acceptance or rejection.

- A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office no later than August 10. After that date, all qualified nominees names shall appear on the ballot mailed to the membership

<u>Important Dates</u>

August 1, 2001	Deadline for member to submit nominations to SDRMA
August 13, 2001	Ballots mailed to SDRMA members
October 11, 2001	Deadline for member to return mail-in ballots to SDRMA
October 25, 2001	Annual Membership Meeting - Northern California - optional voting by those members that did not choose to vote by mail-in ballots and counting of all ballots. Election results announced.

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BYLAWS

OF THE

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

THESE BYLAWS are for the regulation of the Special District Risk Management Authority (SDRMA).

ARTICLE I

MEMBERSHIP

1 Eligibility

Any district or joint powers agency organized under the laws of the State of California, which is a member of the California Special Districts Association, alternately referred to as CSDA, is eligible for membership in SDRMA upon approval of its membership by the Board of Directors of SDRMA.

2 Participating Member

A "participating member district" as that term is used herein is any public entity or joint powers agency described in (1) above, in the State of California whose participation in SDRMA has been approved by the Board of Directors; which is a member of the California Special Districts Association; and which has executed the Joint Powers Agreement or successor document of which these Bylaws are a part, and which participates in the Package Program.

3 Successor Member Entity

Should any participating member reorganize in accordance with the statutes of the State of California, the successor in interest, or successors in interest, if a member of the California Special Districts Association, may be substituted as a participating member upon approval by the Board of Directors.

4 Admission Fee

Upon joining, any district or other eligible agency approved for participation in SDRMA after the effective date of its coverage may be required to pay an admission fee in such amount as may be established by the Board of Directors.

5 Annual Membership Meeting

An annual meeting of the members of the Authority shall be held at a time and place to be determined by the Board of Directors of the Authority. Each and every entity that is a member of the Authority thirty (30) calendar days before said annual meeting, shall receive written notice of the time, place and tentative agenda of the meeting no less than twenty (20) calendar days prior to such meeting. The annual meeting shall be conducted in accordance with policies established by the Board of Directors of the Authority.

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BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

ARTICLE II

BOARD OF DIRECTORS

1 Powers

Under the Joint Powers Agreement or successor document, the Special District Risk Management Authority is empowered to carry out all of its powers and functions through a Board of Directors. The Board of Directors shall have the following powers:

(a) To exercise all powers to conduct all business of SDRMA.

(b) To determine the details of and select joint protection program or programs to be offered by the Authority.

(c) To purchase excess insurance, liability insurance, stop loss insurance, officers and directors liability insurance, and such other insurance as the Authority may deem necessary or proper to protect the program and its employees and participating members.

(d) To defend, pay, compromise, adjust and settle all claims against member districts arising out of acts occurring during the period of coverage.

(e) To fix and collect deposits from members.

(f) To deposit all funds received in separate accounts in the name of the Special District Risk Management Authority.

(g) To invest funds on hand in a manner authorized by law.

(h) To expend funds of SDRMA only for the purpose of carrying out the provisions of the Joint Powers Agreement or successor document and these Bylaws.

(i) To conduct audits at the expense of SDRMA of the business affairs of members in order to verify the proper computation of deposits.

(j) To provide financial administration, claims management services, legal representations, safety engineering, actuarial services, and other services necessary or proper to carry out the purposes of SDRMA either through its own employees or contracts with one or more third parties.

(k) To obtain a fidelity bond, in such amounts as the Authority may determine, for any person or persons who have charge of or the authority to expend funds of SDRMA.

(l) To establish policies and procedures for the operation of SDRMA.

(m) To enter into any and all contracts or agreements necessary or appropriate to carry out the purposes and functions of SDRMA.

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BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

(n) To acquire, hold, manage and dispose of, as provided by law, any and all personal property necessary or appropriate to carry out the purposes and functions of SDRMA.

2 Election, Balloting and Appointment of Directors

(a) The Board of Directors shall consist of one director appointed by the Board of Directors of the California Special Districts Association. Such appointee shall be from an SDRMA member entity that has executed the current operative Joint Powers Agreement and is participating in the joint protection program(s) offered by SDRMA and five directors elected by the members who have executed the current operative Joint Powers Agreement and are participating in one of the joint protection programs offered by SDRMA.

(b) The election of directors shall be held in each odd-numbered year.

(c) Member entities may vote for directors either at the Annual Meeting or by mail-in (absentee) ballot, in accordance with the balloting process guidelines established by policy of the Board of Directors. Each participating member entity shall have one vote in the election per elected position.

(d) Each candidate for election as a director must be a member of the Board of Directors or a management employee of a participating member. Nominations for the office of director may be made by any participating member. Only one representative from any member may serve on the Board of Directors at the same time.

(e) Except as hereinafter provided, the term of office shall be for four years ending on December 31.

(f) The terms of the Directors appointed by CSDA will end on December 31 of the alternate odd-numbered year to coincide with the two SDRMA elected Directors discussed below.

The terms of the five Directors elected by the members will be staggered. Three Directors will serve four-year terms, to end on December 31 of one odd- numbered year. Two Directors will serve four-year terms, to end on December 31 of the alternate odd- numbered year.

3 Vacancy

(a) Upon the death or resignation of a member of the Board of Directors appointed by the Board of Directors of the California Special Districts Association, the vacancy shall be filled for the balance of the unexpired term by appointment by said Board of Directors of the California Special Districts Association.

(b) Upon the death or resignation of any other member of the Board of Directors, the vacancy shall be filled for the balance of the unexpired term by appointment by the remaining members of the Board of Directors of SDRMA.

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BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

4 Meetings

(a) The business of the Board of Directors shall be conducted and exercised only at a regular or special meeting of the Board of Directors held in accordance with law.

(b) Minutes of any and all meetings shall be available to members upon request. A synopsis of Board actions may be mailed or otherwise distributed to members not less frequently than quarterly.

5 Quorum and Required Vote

A quorum of at least four members of the Board of Directors must be present at any meeting before the business of the Board of Directors can be transacted. The vote of a majority of the Board of Directors shall be required for any act or decision of the Board of Directors except as otherwise specifically provided by law.

6 Expenses

CSDA will bear the total board meeting and committee meeting cost of their appointed representative in accordance with their respective policy(ies). Only those Board Members elected by SDRMA members or who are appointed by the SDRMA Board of Directors shall be reimbursed by SDRMA for all reasonable and necessary travel expenses when required or incurred by any director in connection with attendance at a meeting of the Board of Directors or a committee thereof and for such other expenses as are approved by the Board. These expenses shall include, but shall not be limited to, all charges for meals, lodging, air fare, and the costs of travel by automobile at a rate per mile established by the Board of Directors. CSDA's appointee will be reimbursed by SDRMA for all reasonable and necessary travel, lodging, meal and registration expenses when in attendance at an SDRMA Board approved training program or seminar.

ARTICLE III

OFFICERS

1 President, Vice President and Secretary

(a) There shall be three officers: a president, a vice president and a secretary, who shall be members of the SDRMA Board of Directors.

(b) Only those Directors that hold elective directorships shall be eligible to serve as officers. Those Directors who hold CSDA-appointed directorships shall not be eligible to serve as officers.

(c) Elections shall be held at the first meeting following January 1 of each even numbered year and each officer's term shall begin thereafter, and shall end following adjournment of the first meeting following January 1 of the next even numbered year, or as soon thereafter as a successor is elected.

(d) In the event the president, vice president or secretary so elected ceases to be a member of the Board of Directors, the resulting vacancy in the office shall be filled

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by election at the next regular meeting of the Board of Directors after such vacancy occurs.

(e) The president shall preside at and conduct all meetings of the Board of Directors, and shall carry out the resolutions and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe. In the absence of the president, the vice president shall carry out the duties of the president. The secretary shall keep, or cause to be kept, minutes of all meetings, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

2 **Executive Director/Risk Manager**
The Special District Risk Management Authority shall appoint an Executive Director/Risk Manager who shall have general administrative responsibility for the activities of this joint powers authority and who shall be responsible for all minutes, notices, and records of meetings and shall perform such other duties as may be assigned by the Board of Directors. The executive director/risk manager shall be paid by the Special District Risk Management Authority.

ARTICLE IV

DESIGNATED ENTITY

1 The Lewiston Community Services District is hereby designated as the applicable entity for defining the restrictions upon the manner of exercising power as set forth in the California Government Code Section 6509, and as provided for in Paragraph (2) of the Joint Powers Agreement of which these Bylaws are a part.

2 Should the Lewiston Community Services District terminate its membership or be involuntarily terminated in accordance with provisions of these Bylaws, the Board of Directors shall, by resolution, name a successor community services district as the "designated entity" until such time as this Article can be amended in accordance with Article IX hereof.

ARTICLE V

JOINT PROTECTION PROGRAMS

1 **Implementation of Joint Protection Programs**
The Board of Directors may, at any time, offer such joint protection programs as it may deem desirable, other than workers' compensation coverage. Such joint protection program or programs shall be offered on such terms and conditions as the Board of Directors may determine. Members must participate in the Package Program, but participation in any other joint protection program or plan will be optional. The Board of Directors shall establish the amount of deposit or contribution, determine the amount of loss reserve contribution, provide for the handling of claims, determine the amount of excess insurance to be purchased, and otherwise establish the policies and procedures necessary to provide a

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particular joint protection program for participating members.

2 **Method of Calculating Contributions**
The method of calculating contributions for participating members in each joint protection program or plan shall be established annually by the Board of Directors.

ARTICLE VI

FINANCIAL AFFAIRS

1 **Accounts and Records**
SDRMA shall establish and maintain such bank accounts and maintain such books and records as determined by the Board of Directors and as required by good accounting practice. Books and records of SDRMA shall be open to inspection at all reasonable times by authorized representatives of participating members. Periodically, but not less often than annually, financial reports shall be made available to all participating members.

2 **Audit**
SDRMA shall obtain an annual audit of its financial statements, which audit shall be made by an independent certified public accountant and shall conform to generally accepted auditing standards. A copy of said audit report shall be available, upon request, to each of the participating members. Such audit report shall be obtained and filed within six months after the end of the fiscal year under examination.

3 **Risk Sharing**
Any joint protection program established and/or operated under these Bylaws are intended to be risk sharing programs. Notwithstanding this intention, and upon findings by the Board of Directors of the Authority that confirm the value thereof, the Board of Directors may recognize sound risk management and loss control by the members through contribution modifications.

4 **Distribution of Risk Margin**
Any risk margin from the operation of any joint protection program may be distributed to the participating members in such joint protection program under such terms and conditions as may be determined by the Board of Directors, but any such distribution shall be made on a prorata basis in relation to gross contributions paid to that program and shall be made only to those members which participated in the program during the coverage year in which the risk margin was generated.

5 **Assessments**
(a) If, in the opinion of the Board of Directors, claims against participating member in any particular program or plan for any particular program year are of such a magnitude as to endanger the ability of SDRMA to continue to meet is obligations for that program year, each member who has participated in that particular program or plan of SDRMA during the applicable program year shall be assessed by SDRMA a prorata share of the additional amount determined necessary by the Board of

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Directors to restore the ability of SDRMA to continue to meet its obligations for the applicable program year.

(b) Each member's prorata share of the total assessment shall be in the same proportion as that member's gross contributions paid during or due for the applicable program year bears to the total gross contributions paid by or due from all participating members during the applicable program year. In calculating these amounts, the assessment shall not be included in gross contributions.

(c) Failure of any participating member to pay any regular contribution or assessment when due shall be cause for the involuntary termination of that entity's membership in SDRMA. Such assessment shall be a debt due by all members who have participated in the applicable SDRMA program or plan during the applicable program year, and shall not be discharged by termination of membership.

6 **Fiscal Year**
SDRMA shall operate on a fiscal year commencing on July 1 and ending on the following June 30. Such fiscal year shall also be the coverage year or program year for any member in any joint protection program.

ARTICLE VII

TERMINATION OF MEMBERSHIP

1 **Withdrawal**
Any participating member may voluntarily withdraw from any particular joint protection program in accordance with the applicable provision of the Joint Powers Agreement or any successor document thereto.

2 **Involuntary Termination**
A participating member may be involuntarily terminated only for any of the following reasons:

(a) Failure to pay any contribution, deposit, contribution to loss reserve, or assessment when due.

(b) Failure to comply with the Bylaws or with the policies and procedures established by SDRMA.

(c) Failure to sign any properly adopted amendment to the then operative Joint Powers Agreement or successor document when requested to do so.

(d) Failure to maintain membership in the California Special Districts Association.

(e) Dissolution of a participating member entity.

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3 **Payment Upon Termination of Membership**
In the event of a termination of the membership of any participating member by involuntary termination, said member shall thereafter be entitled to receive its prorata share of any distribution of risk margin declared by the Board of Directors that pertains to a coverage year during which the terminated member participated in any particular program of SDRMA for which such distribution is made. Such payment shall be in full settlement and satisfaction of any and all claims that said terminated member may have against SDRMA.

No member that voluntarily withdraws shall be entitled to any refund of contributions, deposits, loss reserve contribution, risk margin, or return of assessment, unless otherwise approved by the SDRMA Board of Directors.

4 **Continued Liability**
Upon withdrawal or involuntary termination of a participating member, that member shall continue to be responsible for any unpaid deposits or contributions and for any assessment(s) levied in accordance with the provisions of these Bylaws.

ARTICLE VIII

TERMINATION OF SDRMA

Upon the termination of SDRMA, provision shall be made for the payment of all known claims; for insuring, reinsuring, or making other provision for the payment of any and all unknown claims covered by any protection program provided by SDRMA to a member and occurring during its period of participation in SDRMA; and for the payment of all debts, liabilities, administrative expenses, and obligations of SDRMA. After having paid or made provision for all such matters, SDRMA shall pay to each member of SDRMA at the time of SDRMA's termination, its prorata share of the remaining assets of SDRMA. A member's prorata share shall be in the same proportion as the total gross contributions, deposits and assessments paid by that member to SDRMA during its period of participation bears to the total gross contributions, deposits and assessments paid to SDRMA during its period of operation by all entities who are members of SDRMA at the time of termination.

ARTICLE IX

AMENDMENTS

These Bylaws may be amended at any time by majority vote of the Board of Directors following a 30-day written notice to all participating members and to CSDA as to the amendment(s) proposed to be adopted, except that these Bylaws cannot be amended in any way that would conflict with the terms and provisions of the Joint Powers Agreement or successor document and any amendment thereof.

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BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

ARTICLE X

PRIOR BYLAWS REVOKED

When approved by the Board of Directors these Bylaws will supersede and replace all prior bylaws.

* * * * *

Approved:

David Aranda, President - Board of Directors
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

April 25, 2001
Date

Attested:

6 AYES 0 NOES 0 ABSTAINED 0 ABSENT

James W. Towns, ARM, Chief Executive Officer
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

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SDRMA

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Policy No. 2001-01

A POLICY OF THE BOARD OF DIRECTORS OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS

WHEREAS, the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, it is the goal of the Board to operate in an efficient and business like manner; and

WHEREAS, the election of Board Members is important for SDRMA members and in helping the Authority meet its mission on behalf of its members; and

WHEREAS, establishing guidelines for the Director elections will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election process, and will help ensure election of the most qualified candidate(s);

NOW, THEREFORE, it is the policy of the Board of Directors of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that:

1.0 Member Notification of Election:

1.1 Authority staff shall provide written notification of the use of an all mail ballot for election to the Board of Directors to all member agencies during May of each election year (approximately 120 days prior to the election). Such notification shall be sent by regular mail with the annual contribution billing and shall include: (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

2.0 **Qualifications:** [Bylaws, Article II, (2) (d)]

2.1 "Each candidate for election as a director must be a member of the Board of Directors or a management employee, of a participating member agency. Nominations for the office of director may be made by any participating member agency. Each participating member agency may nominate only one representative from their agency. Only one representative from any member agency may serve on the Board of Directors at the same time."

3.0 **Nominating Procedure:**

3.1 Candidates and incumbents seeking election or reelection must be nominated by action of the Board of Directors of their respective district/agency. A resolution or copy of the approved Board meeting minutes from the candidate's District/Agency Board of Directors nominating the candidate must be received by the Authority prior to August 1, @ 5:00 P.M., along with:

- A completed and signed candidate's statement form (sample form attached) that includes a statement from the candidate expressing his/her willingness to commit the time and effort necessary to serve. NOTE: The candidate's statement of qualification form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's statement of qualification form will be distributed "exactly as submitted" to SDRMA.

3.2 Within the first full-week after August 1, an Election Committee, comprised of two (2) SDRMA Directors whose seats are not up for election and SDRMA's Chief Financial Officer (CFO), shall review all nominations received and will reject all nominations that do not meet the minimum qualifications specified above. The Committee shall prepare a ballot of qualified nominees for distribution to the membership for election by mail as described below.

3.3 Upon verification or rejection of each nominee by the committee, staff will mail acknowledgment to both the nominee and the district/agency of their acceptance or rejection.

3.4 A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office no later than August 10. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

4.0 Campaigning:

4.1 For all qualified candidates, SDRMA staff will mail the candidate's statement of qualification forms with the ballots.

4.2 Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.

4.3. Staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises. SDRMA staff may provide information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning.

5.0 Balloting:

The election will be conducted by mail-in (absentee) ballots. Member entities shall also have the option to vote for directors by ballots distributed at the Annual Membership Meeting of the Authority.

Mail Ballots -

5.1 Mail ballots shall be distributed to all members, subject to the provisions of Section 5.3 below. Only one ballot per district/agency will be distributed.

5.2 Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.

5.3 In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 5.1 shall be waived.

5.4 A balloting form containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by certified mail, return receipt requested, to each SDRMA member agency not more than 70 days nor less than 60 days prior to SDRMA's annual membership meeting.

5.5 Each ballot mailed shall contain a self addressed, stamped, return envelope.

5.6 It is preferred and recommended that the Board of Directors of each member district/agency vote on behalf of their district. However, if this is not possible, the Board of Directors of the member agency should designate one of its management employees or Board members who shall be authorized to vote on the member's behalf.

5.7 The mail ballot shall show the date and time the ballots must be received in SDRMA's office. The calculated date for the close of the election shall be not less than 14 calendar

days nor more than 20 days prior to SDRMA's annual membership meeting. Ballots received after the designated deadline shall not be counted.

All ballots shall remain sealed until after the closing deadline. Ballots shall be opened and counted at the Annual Meeting.

Annual Meeting Balloting -

5.8 Member entities that have not voted by a mail-in ballot may vote at the Annual Membership Meeting.

5.9 Member entities that elect to vote at the annual meeting shall by resolution (sample copy attached) of their Board of Directors designate by name a Board Member or management employee from their district/agency who shall be authorized to vote on its behalf. The Board approved resolution must be received by Authority staff prior to voting at the annual meeting.

5.10 Authority staff will distribute one (1) ballot only, to each member entity present at the annual meeting that has not previously voted by a mail-in ballot.

6.0 Election Results:

6.1 All ballots (including mail-in ballots) will be opened and counted immediately after the conclusion of the voting process at the annual meeting by the Authority's General Counsel, Chief Financial Officer and a volunteer from the audience. Candidates receiving pluralities shall be declared the ***unofficial*** elected director(s), pending confirmation as set forth in 7.0 of this policy. The following determination of the elected director(s) shall be used in the event of a tie:

Example 1: (2-seats up for election)

Candidate #1 -	140 votes
Candidate #2 -	140 votes
Candidate #3 -	112 votes

In example #1, candidates #1 and #2 would be declared the elected directors.

Example 2:

Candidate #1 -	140 votes
Candidate #2 -	112 votes
Candidate #3 -	112 votes

In example #2, candidate #1 will be declared the elected director of one seat. The tie for

the remaining seat between Candidates #2 and #3 will be decided by the process described in Section 6.2 below.

6.2 In the event of a tie, as in example #2, a coin toss shall be used to determine the director elect. The coin toss shall be conducted at the Annual Membership meeting.

PROCEDURE: A volunteer from the audience at the annual meeting shall be selected at random by the President of SDRMA's Board of Directors to perform the coin toss. The candidate whose last name begins with the letter closest to the end of the alphabet shall be given the option to make the call for his/her choice of the coin toss. In the event of more than two tie candidates, the coin toss shall be between two candidates at a time based on the order in which their name appeared on the ballot. The candidate calling the coin toss correctly shall be the winner. This process shall be repeated, as needed, in cases where there are more than two tie candidates. If a candidate(s) is unable to attend the annual meeting and a tie vote occurs, the coin toss may be conducted by phone, from the meeting or, at a time arranged with the candidate(s).

6.3 If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballot and awarding the seat to the candidate receiving the next highest number of votes during the election.

7.0 Reporting Election Results:

7.1 Within seven (7) days after the annual meeting Authority staff shall review the mail-in ballots, ballots from the annual meeting and member resolutions to confirm that ballots were cast in accordance with the established guidelines.

7.2 Upon confirming and certifying the election results, Authority staff shall advise the candidates in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.

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Adopted this 25th day of April 2001, by the Board of Directors of the Special District Risk Management Authority, at a regular meeting thereof.

This policy rescinds existing Policy No. 99-01 and all other policies inconsistent herewith.

APPROVED:

David Aranda, President
Board of Directors

ATTEST:

James W. Towns, ARM
Chief Executive Officer

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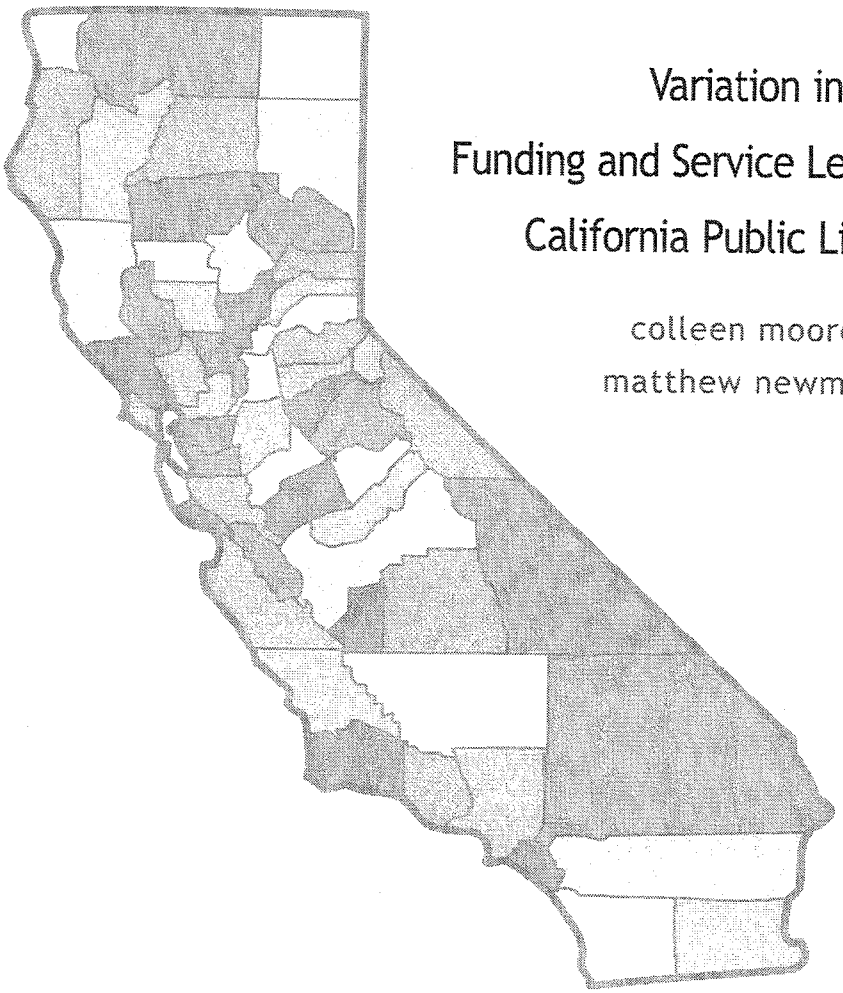
CICG
research brief
MAY 2001



Variation in Funding and Service Levels Among California Public Libraries

colleen moore
matthew newman

CICG California Institute for County Government

Letter from the Institute Director

This ***CICG Research Brief*** examines the significant reductions in funding and service levels experienced by many public libraries in California during the past 25 years. But more than just chronicling declining local service levels, the analysis presented in this report shows how the constraints inherent in the state's system of financing local governments have resulted in dramatic differences in the level of library services available to local residents, differences that cannot be explained simply by variations in demand for library services.

Indeed, the library service available to California residents now substantially depends on which type of local government provides the library service. Less fiscally constrained city governments have been able to provide consistently higher levels of service relative to more constrained county and special district governments.

The disparities in library services are likely to remain as long as the state's system of public finance constrains the ability of local governments—particularly county and special district governments—to raise and spend resources according to local preferences. It is our hope that voters and state-level policy makers will evaluate and consider policies that affect local public finance in light of the results presented in this report.

On behalf of my coauthor, Colleen Moore, I want to thank all of those who assisted with the publication of this report. Juliet Musso helped to improve our statistical analysis. Marianne O'Malley's comments guided us in a more policy-relevant direction. Michael Cohen encouraged us to put our results in historical perspective. Liz Gibson and her staff at the California State Library provided much of the data on which the analyses are based. Susan Fuller, Linda Wood and Gay Strand provided valuable information about the provision and funding of public library services in California. Any errors are, of course, the authors' alone.

Executive Summary

During the past two decades both funding and service levels for California public libraries have declined significantly, and remain below the levels observed in the late 1970s, in spite of the state's significant growth in income and wealth during the intervening period. As a result, California's rank among the 50 states in terms of funding and service levels has also fallen during this period.

These declines in funding and services are the result of fiscal constraints caused by economic factors, ballot propositions, and state budget actions affecting local governments in California. Notably, the passage of Proposition 13 in 1978 and the property tax shifts[1] of the early 1990s acted to significantly reduce the level of support for the state's public libraries.

Though these fiscal constraints have had an impact on all libraries in the state, some public libraries are able to provide a higher level of service than others, as measured by such things as their book stock, circulation of materials, hours of service, staffing levels, and materials acquisition budgets. In fact, California's system of public finance has led to significant disparities in the level of services provided. Specifically, during the past two decades, service and funding levels have declined more sharply for county and special district libraries than for municipal libraries.

The disparity in funding and services is not a function of differences in demand for library services, according to our analysis. Instead, differences in the ability of cities on the one hand, and counties and special districts on the other, to impose taxes and to spend revenue according to local preferences may account for the generally lower level of services provided by county and special district libraries. Our analysis indicates, for example, that while the property tax shifts of the early 1990s had an impact on all public libraries in the state, county libraries experienced much greater declines in funding relative to city libraries. Specifically, our empirical analysis indicates that funding for county general fund libraries is approximately 50 percent more sensitive to changes in property tax revenues than is funding for city libraries. This suggests that, when property taxes decline, cities are better able to find other revenue sources to fund their libraries.

While declining funding and service levels remain an important concern for all types of libraries in the state, California's current system for financing local governments has resulted in significant disparities across local jurisdictions. The library service available to California residents now substantially depends on which type of local government provides the library service, as opposed to merely being a function of local demand for library services. These disparities will remain as long as the state's system of public finance constrains the ability of local governments-particularly county and special district governments-to raise and spend resources according to local preferences. Policies that increase spending obligations or decrease local discretionary revenues will serve to worsen this situation.

Introduction

Public libraries provide important public services. They provide access to a wide variety of information resources including books, periodicals, tapes, reference materials, and electronic resources available on computer disk or over the Internet. In fact, for some residents, the local public library provides the only access to the World Wide Web, and the resources and information available from this increasingly important source. Libraries are often used as de facto day care; they also offer special programs for children and adults, including summer reading programs, homework assistance centers, literacy tutoring services, and public lectures.

Libraries are one of the most popular services provided by local government.[2] Estimates based on the National Household Education Survey conducted by the National Center for Education Statistics (NCES) suggest that 44% of Americans have used a public library in the past month and almost two-thirds have used a library in the past year.[3] The NCES data indicate that rates of use in California are slightly higher than the national average.

In spite of the importance of libraries, both funding and service levels for public libraries in California declined significantly after the passage of Proposition 13 in 1978, and declined even further after the property tax shifts of the early 1990s. On average, both service and funding levels remain below the levels observed 25 years ago.

California's system of public finance further complicates the picture, hindering the ability of many local jurisdictions to make up for funding shortfalls and resulting in significant disparities in the level of services provided. That is, the library service available to California residents depends in part on the type of library that serves the area in which they live. Evidence suggests that declines in funding and service levels have been more pronounced in libraries funded by county as opposed to city governments. As with other local services, fiscal constraints may limit the ability of county governments to provide library services.[4]

Background

California's Public Libraries

Virtually all California residents are served by a local public library, although the level of government providing (and funding) the library services varies.[5] There are three types of public libraries in California: county, city, and special district libraries. County libraries can be further divided into two types, depending on whether they are funded by the county general fund or by a dedicated share of the property tax.

Incorporated cities in the state can choose to establish their own public libraries, although many city residents receive services from counties.[6] Other jurisdictions have organized special library districts to provide library services to residents. Finally, most counties have a public library department established under the state's County Free Library Law.[7] These county libraries provide services to residents not served by a city or special district library.

Although all libraries provide similar services, public libraries in California vary in their method of funding. Cities support their libraries through their general municipal tax base. Special district libraries provide services to a defined geographic area, and generally receive a share of the property taxes paid by

residents and businesses in their service area. County libraries receive funding in one of two ways. Some counties pay for their libraries out of the county general fund, which requires that the local board of supervisors make an annual determination regarding the amount of funding provided to the library department. Other county libraries have a specific share of the property tax that is set aside for their services.[8] Table 1 summarizes the current distribution of public libraries in California according to the type of funding that supports the libraries' services.[9]

Table 1
California Public Libraries by Funding Type, 1999

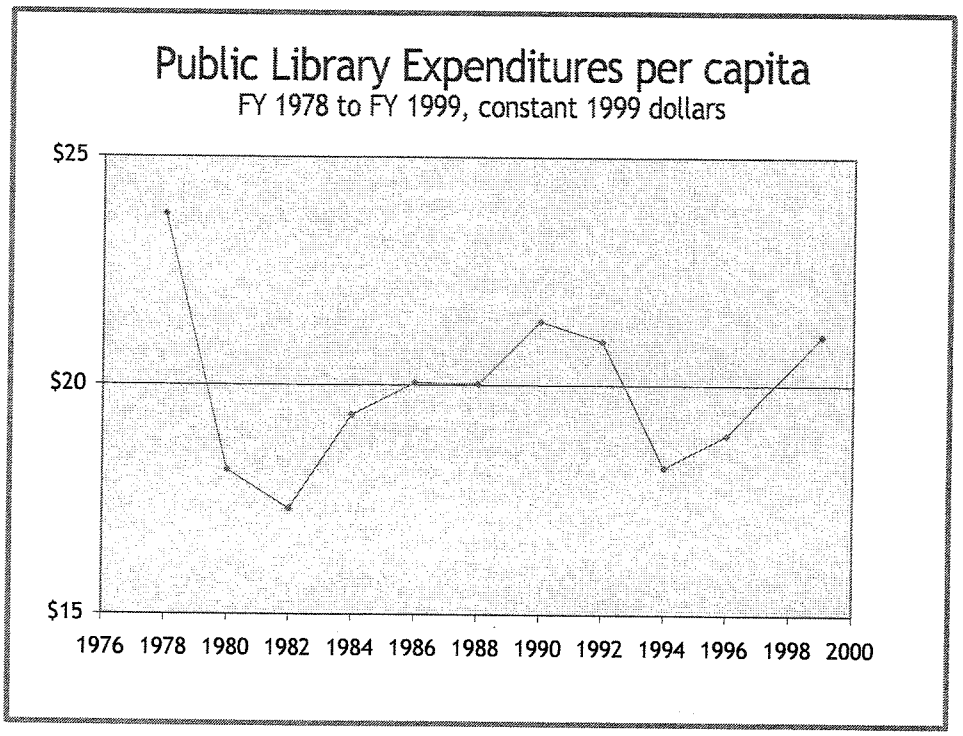
Type of Library	Percent of Libraries	Percent of California Residents Served	Percent of Land Area Served	Percent of Total Funding
County General Fund	13	11	43	7
County Property Tax	14	39	51	31
Special District	7	2	2	2
Municipal	65	48	4	60

note: figures may not add to 100% due to rounding

Funding Reductions in Public Libraries

Though libraries are among the most popular services provided by local government, all types of California libraries have experienced two waves of funding reductions since the 1970s due to ballot propositions and state budget actions, as well as other economic factors. Because of these reductions, the level of funding for California public libraries, as measured in inflation-adjusted, per-capita terms, is lower today than it was 25 years ago, in spite of the tremendous growth in income and wealth in California during the intervening period. The first funding reduction occurred following the passage of Proposition 13 in 1978, which reduced property taxes to local governments by more than 50 percent. After rebounding somewhat during the 1980s, a second wave of funding reductions occurred as a result of the recession and accompanying shifts of property tax revenues during the early 1990s.[10] Funding levels for libraries did increase somewhat during the late 1990s because of the state's strong economy and the success of some local governments in passing ballot measures in support of additional library funding. Though these increases have been significant in some areas, on average, inflation-adjusted, per-capita spending on public libraries still remains twelve percent lower than it was in 1978 (see Figure 1).[11]

Figure 1



In California's rapidly growing economy, the funding reductions experienced by public libraries in California are even more striking when viewed in terms of the percent of state residents' total income devoted to libraries. In 1978, operating expenditures for public library services were approximately $510 million in inflation-adjusted terms, representing .09 percent of that year's total personal income of $567 billion.[12] By 1998, operating expenditures for libraries had grown to $647 million, an increase of 27 percent. During the same period, however, personal income grew to over $900 billion, an increase of 59 percent. As a result, the proportion of Californians' total income spent on libraries declined from .09 percent to .07 percent, a reduction of approximately 22 percent.

Declining Service Levels

In response to cuts in funding, libraries in California have reduced their service levels, often by significant amounts. Figure 2 summarizes changes in service levels over the period 1978 to 1999, using three different measures of service: staff per 10,000 residents, volumes in the collection per capita, and service hours per 100 residents. As shown, service levels across all measures have declined during the past two decades. Though some of these measures have picked up recently, each of these indicators of library service remains below the levels reported in the late 1970s.

Specifically, the number of annual service hours per 100 people has improved since 1994, but remains more than 70 percent lower than in 1978. Staffing levels and volumes in the collection have shown less significant declines, falling by 19 percent and 14 percent, respectively, since 1978.

California's Rank Among the States

Service levels in California public libraries are significantly lower than in libraries in many other states. The National Center for Education Statistics surveys libraries in all 50 states regarding funding and service levels. The most recent report summarizes data from fiscal year 1997.[13] Table 2 shows how California ranks on several measures of library support and service provision.

California currently ranks 31st on library income from all federal, state and local sources. The reduction in funding experienced in recent years has caused California's rank among the states on service measures to fall. The state ranked 30th in circulation per capita in 1990, fell to 37th in 1993, and fell again to 41st in the most recent survey. In 1990, California libraries ranked 34th among the states in the number of full-time-equivalent (FTE) staff per 25,000 population. That rank fell to 46th in 1993 and fell again to 49th in 1997. A similar drop occurred in the number of FTE librarians. California's rank on expenditures for library collections fell from 40th in 1993 to 43rd in 1997, in spite of the state's improving economy over that time.

Figure 2

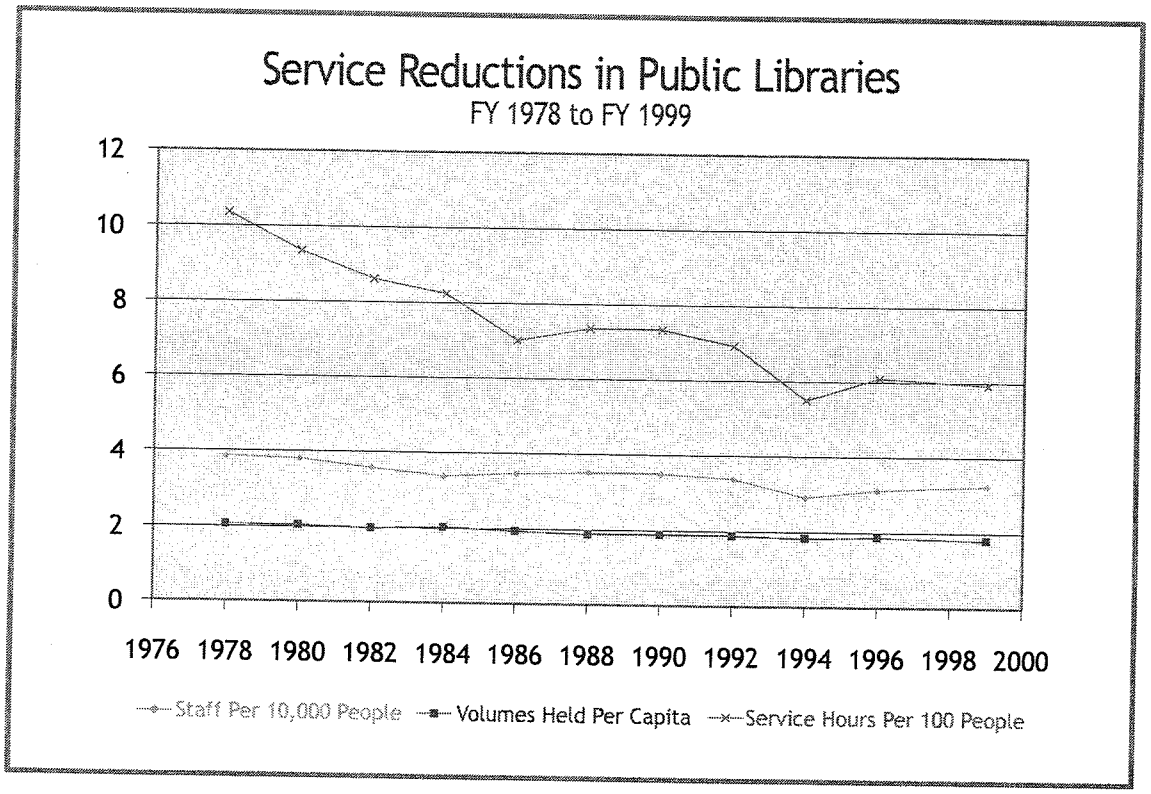


Table 2
California's Rank Among All States on Library Funding and Services, 1990 and 1997

Measure	1990 Rank	1997 Rank
Local Library Income Per Capita	15	28
Total Collections Expenditures Per Capita	33	43
Number of FTE Librarians Per 25,000 Population	38	48
Number of FTE Staff Per 25,000 Population	34	49
Number of Serial Subscriptions Per 1,000 Population	37	42
Number of Book Volumes Per Capita	43	46
Number of Circulation Transactions Per Capita	30	41

Variation in Funding and Service Levels among California Public Libraries

Though the overall level of library services available to Californians has declined during the past two and a half decades, the extent of these changes has varied significantly among the different types of libraries. Many libraries have experienced very significant reductions in service levels, while others have suffered only mild reductions and some have actually increased funding and services.

A review of the data[14] on revenues, expenditures and service provision reveals substantial differences between types of libraries. Indeed, the level of library service depends largely on which type of local government is providing the library service. Specifically, during this period, cities have increased funding for their public libraries while all other types of libraries have experienced reductions in funding.[15]

Local Income

Figure 3 shows the amount of income for operating expenses and capital outlay available from local sources, including property taxes, city or county general fund allocations, and transfers from reserves.[16] The graph reveals a substantial disparity in funding between the different types of libraries, with municipal libraries receiving, on average, higher levels of local funding than all other types of libraries. The graph also shows that the relative distribution of funding levels among the different types of libraries has changed over time. Before the passage of Proposition 13, special district libraries received higher local funding on average than any other type of library.

Before Proposition 13, local districts could increase their property tax rates, and these library districts provided substantially higher levels of service than did any other type of library jurisdiction. After 1978, however, special district libraries had very limited means of replacing the funding they lost when property taxes were reduced, and therefore suffered a significant reduction in funding.

Like special district libraries, county property tax libraries are highly dependent upon the property tax. When property taxes decline, these libraries suffer because they have few other sources of local funding from which to draw. Cities (and, to a lesser extent, counties with general fund libraries) can choose to provide more funding to their libraries from other local revenue sources in the event that property tax revenues decline. While the local income of all libraries declined after the ERAF shifts of the early 1990s (adjusted for inflation), municipal libraries have recovered much better, with local income in 1999 that was 6.6 percent higher than it was in 1990. In contrast, the 1999 local incomes for county and special district libraries remained lower than they were a decade ago, in spite of the strong economic growth during the last half of the 1990s.[17]

The degree of disparity in funding between municipal libraries and other libraries has increased substantially over time. In 1976, municipal libraries received approximately 28 percent more in local funding than county property tax libraries and 37 percent more than county general fund libraries. By 1999, local funding for municipal libraries was 83 percent higher than for county property tax libraries and more than 150 percent higher than for county general fund libraries.

Service Levels

Along with the increasing disparity in local funding levels have come significant disparities in service levels among the different types of libraries. Figure 4 displays the number of FTE

Figure 3

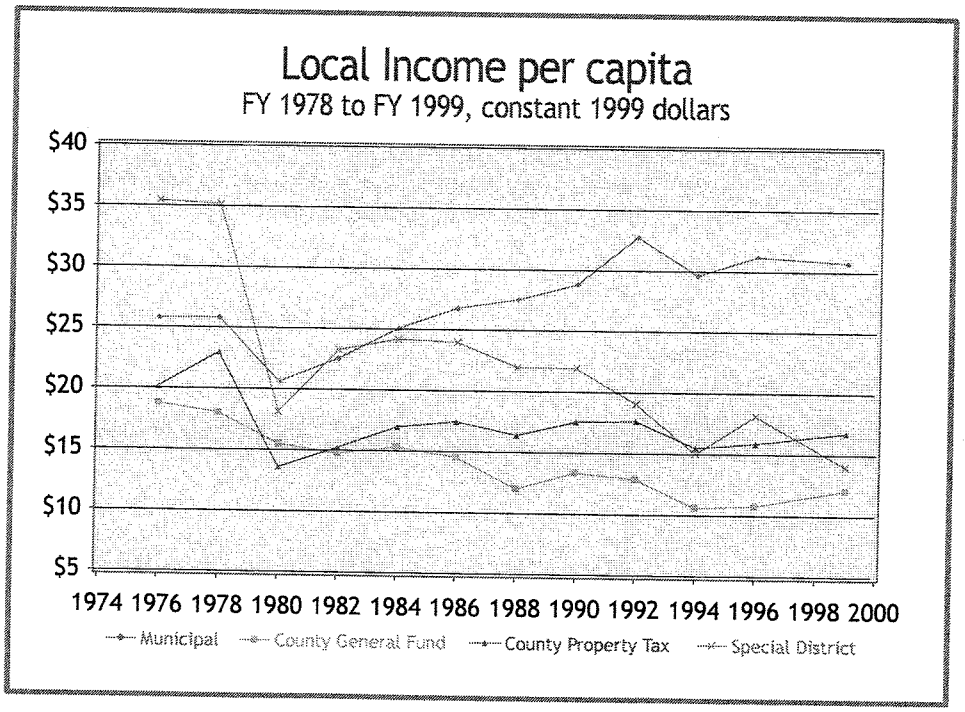
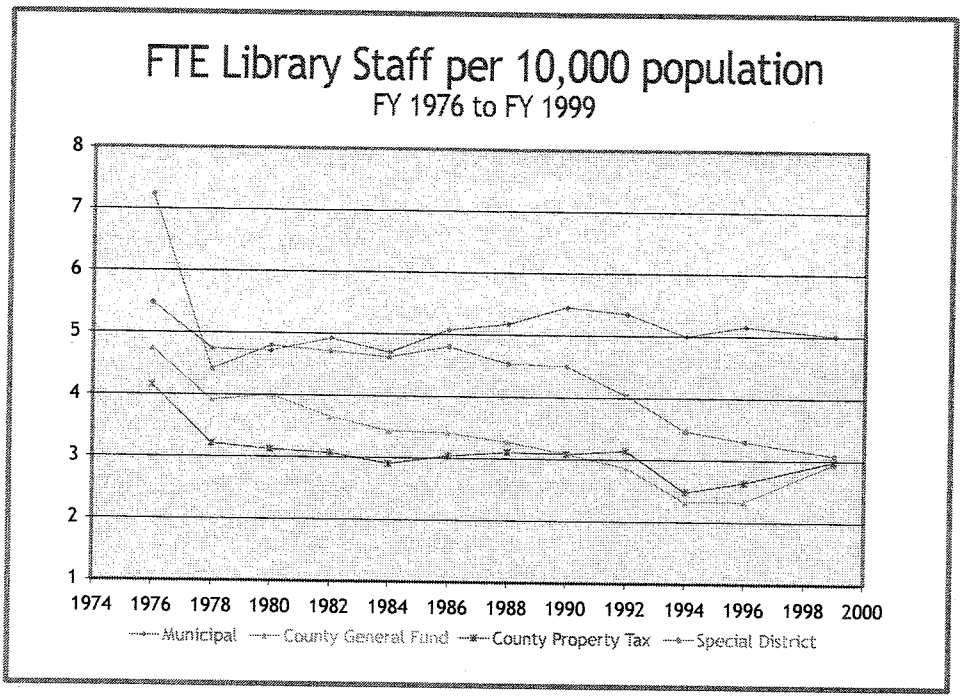


Figure 4



library staff for every 10,000 people living in the library's jurisdiction. Special district libraries had the highest staffing levels in the late 1970s, but were unable to maintain that level of service following the reductions in property taxes brought about by Proposition 13. Staffing levels in municipal libraries were 15 percent higher than in county general fund libraries in 1976, and 32 percent higher than in county property tax libraries. By 1999, municipal libraries provided staffing levels that were 63 percent higher than those in special district libraries and more than two-thirds higher than in county libraries.

Figure 5 shows a similar trend in the average number of items circulated per capita for each type of library. Municipal libraries now provide almost the same level of circulation per capita as in the mid-1970s, while all other libraries have seen significant reductions in their circulation since that time. Municipal libraries circulated approximately 53 percent more items per capita than did county property tax libraries in 1999. In addition, municipal libraries circulated more than twice the number of items per capita than county general fund libraries, and 123 percent more items per capita than special district libraries.

Statistical Analyses

Demand for Library Services Does Not Explain Differences in Funding Levels

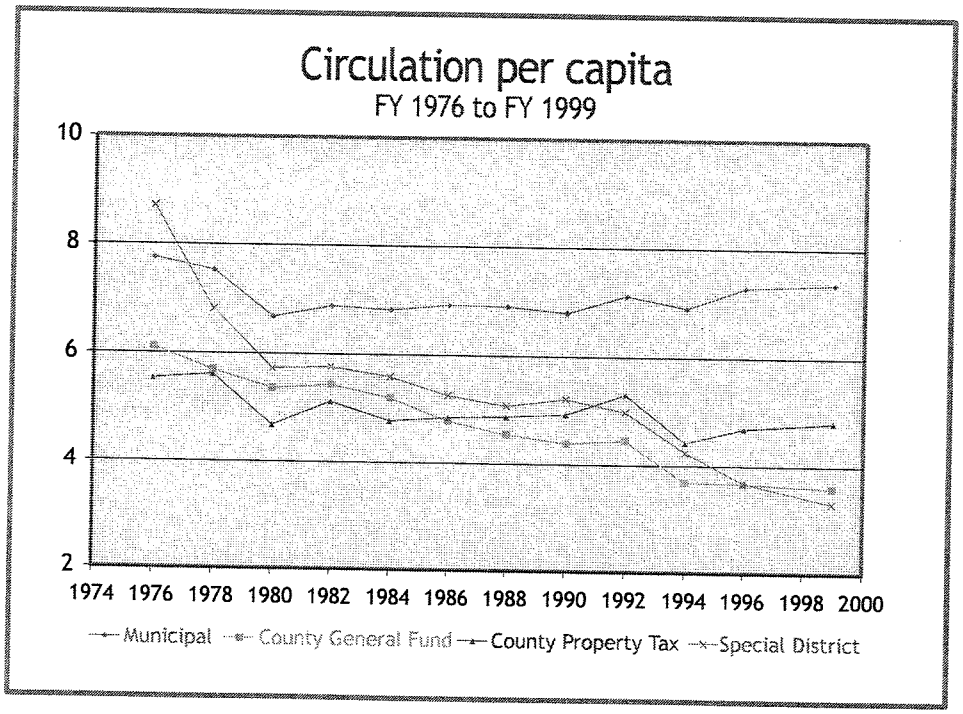
The descriptive analyses presented above indicate that municipal libraries receive greater local financial support and provide higher service levels than county or special district libraries. However, these analyses do not control for other factors that could affect

funding for libraries. Specifically, some communities may express a higher demand for library services, with correspondingly higher levels of funding. In addition, the cost of providing library services may vary across the state, allowing some communities to provide a given level of service at a lower cost. For example, a geographically dense population or small service area may require fewer library branches and other "fixed" costs, effectively lowering cost per unit of service. Additionally, provision of library services may be characterized by economies of scale, with larger library systems able to provide services more efficiently than smaller systems. In these cases, a lower level of funding may not be an indication of a fiscal constraint or a lower level of demand for services.

To more accurately measure the differences in the level of support for public libraries, we conducted a statistical analysis to determine which types of libraries have higher funding levels when taking into consideration these relevant factors.[18] The results of this statistical analysis indicate that, even when accounting for factors such as variation in the demand for library services, the geographic characteristics of the area served, and the potential economies of scale in the provision of library services, city libraries still have significantly higher levels of funding relative to all other types of libraries.

Specifically, our results indicate that when controlling for other relevant factors, city libraries receive, on average, approximately $2 to $10 more in local funding per capita than do other types of libraries. We also found that greater attendance at libraries is associated with higher funding levels, indicating that service levels are at least somewhat responsive to variations in demand for services, although these variations cannot explain all of the observed disparities in funding. Finally, larger populations served were associated with lower levels of library funding per capita, indicating

Figure 5



that there may be some economies of scale in the provision of library services.

Explaining the Differences in Funding

If measurable differences in the demand for library services, geographic characteristics of the area served, economies of scale and other factors do not fully explain the differences in funding, what, then, accounts for these differences among library types? Our descriptive analysis indicates that cities, the local governments with the greatest degree of fiscal flexibility, provide the most funding and highest service levels of all library types. Conversely, special districts and counties, those local governments characterized by relatively greater fiscal constraints, provide lower levels of both funding and service. Fiscal constraints may limit the ability of special districts and counties to provide higher levels of library services or to increase revenues in response to funding reductions.

The fiscal constraints on special districts and county governments act both to limit the ability of these entities to raise additional revenues and to spend revenues according to local preferences. Special library districts typically receive the majority of their resources from a dedicated share of the property tax. The share received is a function of historical factors as modified by state laws controlling the allocation of the property tax (notably, the laws passed to implement Proposition 13 and the property tax shifts of the early 1990s). Districts cannot adjust the level of property taxes that they receive. As a result, they are severely constrained in their ability to respond to changes in this revenue source.

Although they have somewhat more ability to raise revenues than do special districts, counties are nevertheless more constrained in both their ability to raise revenues and to make expenditures according to local preferences than are cities. Counties are more reliant on federal and state transfer funds, which are generally dedicated to specific mandated programs and are not available for discretionary spending on local services such as libraries. Counties also have historically had less flexibility to raise additional discretionary revenues.[19]

Public policy research has confirmed this disparity in fiscal constraints, which is well known to local government managers. For example, a review of government revenue and spending patterns since the passage of Proposition 13 prepared by the Public Policy Institute of California (PPIC) found evidence for the greater fiscal constraints of county governments.[20] According to the PPIC research, revenues from taxes dropped from 36 percent of total county revenues in 1978 to just 15 percent in 1995 as intergovernmental transfers became a much larger share of revenues over that time period. These transfers increased from 47 percent of county revenues in 1978 to 56 percent in 1995. Cities experienced neither the tremendous decrease in the relative importance of tax revenues nor the increase in intergovernmental transfers. The PPIC study is just one of a series of studies, including several reports by California's Legislative Analyst's Office, to document these fiscal constraints.[21]

Effects of Changes in Property Tax Revenues on Library Funding

To test the hypothesis that fiscal flexibility and not merely differences in demand for library services or other factors account for the

disparity in library funding, we conducted a second statistical analysis. This second regression model identified the impact on library income resulting from a change in the level of property tax revenues, while controlling for other relevant factors. Because the property tax is such an important local funding source, variations in property taxes received should have an impact on the level of funding for local libraries. Governments with greater fiscal flexibility, however, should be better able to maintain levels of library funding relative to governments with more fiscal constraints.

This analysis was restricted to municipal and county general fund libraries because the local funding for both is based on allocation decisions made by the city council or board of supervisors, while special district libraries and county property tax libraries receive a designated share of any property taxes collected. A comparison between municipal and county general fund libraries can be used to determine whether city officials have greater flexibility than county officials to support their libraries from funding sources other than the property tax.

The results of our analysis indicate that the resources of county general fund libraries are approximately 50 percent more sensitive to changes in property tax revenues than are the incomes of municipal libraries. Specifically, our results indicate that, for example, a 10 percent reduction in property taxes available to a local government leads to a 2.1 percent reduction in funding for county general fund libraries, but just a 1.4 percent reduction in funding for city libraries.

Our findings indicate that county general fund libraries have more difficulty than city libraries in finding alternative revenue sources when property taxes are reduced. As a result, reductions in property tax revenues, such as those that occur during economic recessions or as a result of Proposition 13 or the ERAF shifts, have greater effects on county general fund libraries than on municipal libraries, with cities apparently being better able to make up the funding shortfalls from other sources of revenue.

Conclusion

Public libraries in California have experienced significant reductions in funding and service levels during the past 25 years. As a result, California's rank among the 50 states has fallen, in terms of both expenditures on libraries and the level of services provided. Not only have funding and service levels fallen, but the state's system of public finance has produced significant disparities in the level of library services available, depending on the type of local government that provides the service.

In general, municipal libraries receive significantly more funding than do county or special district libraries. Our analysis demonstrates that, even accounting for differences in demand for library services, costs to serve more geographically disperse populations, and the size of the populations served, cities spend more and provide a higher level of library services than do counties or special districts. In addition, cities are much better able to maintain funding levels in the face of revenue reductions than are more fiscally constrained counties.

The combination of counties' greater reliance on transfer funds, their more limited tax base, and state-imposed spending mandates leaves county officials with less flexibility to support their libraries. Residents served by these libraries are, therefore, receiving lower service levels than are residents served by municipal libraries. This inequity is caused not

simply by differences among California residents in their preferences for library service, but also by the greater fiscal constraints imposed on counties and special districts. Thus, while increasing fiscal constraints and limited discretionary revenue remain an important issue for many public libraries throughout the state, they are of even greater concern for county and special district libraries.

These disparities in funding are in part a consequence of the state's system for financing local governments. Because both special purpose entities such as library districts and general-purpose governments such as counties have very limited control over the level of funding they receive, these governments also have limited control over the level of services that they are able to provide. Policies that act to increase fiscal constraints or reduce local governments' discretionary revenues will only serve to increase the current disparities in the level of library services provided to California residents.

Appendix 1: Regression Analysis Methods and Results

Regression Model I: Determinants of Funding for Libraries

Descriptive analyses indicate that significant, increasing disparities exist with respect to the level of funding and services provided by California's public libraries. To identify what factors contribute to these disparities, we constructed a regression model to determine the level of local library income per capita as a function of several independent variables designed to measure demand for library services, as well as differences in the cost of providing service to geographically disperse populations, and a proxy for any economies of scale in providing library services. Finally, we included dummy variables for each type of library (city, county general fund, county property tax, and special district) to determine if differences exist with respect to the type of entity providing the service.[22]

Previous research has suggested that financial support for libraries is dependent on the demand for services.[23] As a proxy for variations in demand, we included a variable that measures the number of library visits per capita for each library. Holding other factors constant, a higher number of visits to a library should indicate a higher demand for its services. We expected to find a positive relationship between the number of visits and a library's income. We used visits per capita in place of more traditional demand factors such as personal income and education because this data was not available at the level of the local library jurisdiction.

We also controlled for the population density in each library's service area. Other studies have shown that library usage is higher when there is less distance between the consumer's home and a library outlet.[24] Population density acts as a proxy for library users' proximity to library outlets, and we expected to find a positive relationship to local income. We also included a variable indicating the number of branches each library offers as another measure of proximity to a library outlet, and expected to find a positive relationship to income.

Both population density and the number of branches act as proxies for possible variations in the cost of providing library services due to

the geographic dispersion of the population being served. For example, it may cost more to provide a given level of service in a more geographically dispersed area. A library may need additional stations and outlets to serve such areas, and the costs of providing services to such areas may require that these jurisdictions invest additional resources.

We also hypothesized that the relationship between the size of a library and its local income might not be a simple, linear function of the population served by the library. Specifically, there are likely to be economies of scale in providing library services. To account for this factor, we included a variable designed to grow as the size of the population served increases, but not at a linear rate. We used the log of the population as a proxy for this effect.

Finally, we included dummy variables for the type of library (county general fund, county property tax, city or special district) to measure variations in local income due to the type of library providing the service.

To accommodate the well-known statistical problems associated with using time-series, cross-sectional data, we employed a two-way random effects model in addition to a simple ordinary least squares model. Results for both models are shown below.

Table 3
Regression Results: Two Way Random Effects Model
Dependent Variable: Log of Local Income Per Capita
Mean: 2.84 Std. Dev.: 0.68 R-Squared: 0.101

Variable	Mean (Std. Dev.) for Explanatory Variable	Coefficient Estimate	Standard Error for Estimate	T-Statistic for Estimate
Intercept		4.88	.533	9.16***
Population Density	3155.9 (3265.3)	4.7E-05	.000	3.07***
Library Visits Per Capita	5.09 (3.3)	.013	.004	3.23***
Log of Population Served	11.317 (1.209)	-.242	.047	-5.20***
Number of Library Branches	6.44 (9.13)	.018	.004	4.93***
County General Fund Library	-	-.157	.270	-.58
County Property Tax Library	-	.510	.263	1.94*
Municipal Library	-	.601	.246	2.46**

The regression uses 1,050 observations.
**** Statistically significant at the 99% level; ** 95% level; *90% level.*

Table 3a
Regression Results: Ordinary Least Squares Model
Dependent Variable: Log of Local Income Per Capita
Mean: 2.84 Std. Dev.: 0.68 Adj. R-Squared: 0.51

Variable	Mean (Std. Dev.) for Explanatory Variable	Coefficient Estimate	Standard Error for Estimate	T-Statistic for Estimate
Intercept		3.41	.198	17.23***
Population Density	3155.9 (3265.3)	3.3E-04	.000	5.31***
Library Visits Per Capita	5.09 (3.3)	.072	.004	16.81***
Log of Population Served	11.317 (1.209)	-.12	.018	-6.47***
Number of Library Branches	6.44 (9.13)	.006	.002	2.83**
County General Fund Library	-	-.185	.079	-2.34**
County Property Tax Library	-	.468	.082	5.74***
Municipal Library	-	.517	.072	7.13***

The regression uses 1,050 observations.
**** Statistically significant at the 99% level; ** 95% level; *90% level.*

Regression Results

The results of our analysis confirm the findings of the descriptive analyses: cities do provide greater financial support to their libraries than do counties or special districts, even when controlling for other factors that affect library funding levels.

As suggested by the descriptive analysis, our regression analysis also indicates that county general fund libraries have the lowest income, although the difference between county general fund and special district libraries is not statistically significant (there is no separate dummy variable for special district libraries, which are included in the intercept term). County property tax libraries receive a level of local funding that is statistically higher than special district and county general fund libraries, but lower than the funding received by municipal libraries. Our analysis also reveals that, as expected, libraries serving more densely populated areas receive greater local financial support, as do those that have more branches.[25] Libraries that receive more visits by patrons per capita (an indicator of demand) also have greater local incomes.

Regression Model II: Effects of Changes in Property Tax Revenues on Library Funding

Having determined that municipal libraries receive more local funding than county or special district libraries, we constructed a second model in an effort to determine the extent to which changes in property taxes available to local governments, such as the reductions resulting from Proposition 13 and the property tax shifts, have an effect on the resources available to public libraries.

Our model estimated the level of library income associated with a given level of property tax revenue collected by a city or county. County property tax and special district libraries were not included in the analysis because they receive a dedicated share of all property taxes collected. Their funding is not subject to allocation decisions made by a general-purpose government, as are the funding levels of both

Table 4
Regression Results: Two Way Fixed Effects Model
Dependent Variable: Log of Total Income Per Capita
Mean: 2.98 Std. Dev.: 0.65 R-Squared: 0.940

Variable	Mean (Std. Dev.) for Explanatory Variable	Coefficient Estimate	Standard Error for Estimate	T-Statistic for Estimate
Intercept		6.32	1.818	3.48***
Population Density	104.55 (227.38)	1.3E-04	.000	.49
Library Visits Per Capita	5.09 (3.3)	.012	.005	2.31**
Log of Population Served	11.19 (1.19)	-.265	.147	-1.81*
Number of Library Branches	6.44 (9.13)	.032	.007	4.68***
Log of Property Taxes per Cap - County General Fund	-	.209	.102	2.06**
Log of Property Taxes per Cap - Municipal	-	.144	.069	2.09**

The regression uses 679 observations. Dummy explanatory variables for fiscal years and for library jurisdictions are included but results not recorded.

**** Statistically significant at the 99% level: ** 95% level; * 90% level.*

municipal and county general fund libraries.

The model estimated per capita total income as a function of several explanatory variables believed to be associated with library income, as well as our key policy variable, the amount of property taxes collected.[26] As with the previous model, we converted variables into per-capita terms where appropriate.

As with our first regression, this model estimated total income for libraries as a function of population density, the log of the population served, the number of library visits per capita, the number of library branches, and property tax revenues per capita. Interaction terms were included for both city and county libraries. These terms are equal to the log of the property taxes received or zero, depending on the observation. To address the potential problems associated with time series, cross sectional data, we used a two-way fixed effects model.

Regression Results

The results of these analyses appear in Table 4. All of the included variables exhibit the same signs on the regression coefficients as in Model I. All are statistically significant with the exception of population density. Most importantly, the results demonstrate that funding for municipal libraries is less dependent on the property tax revenues collected than is funding for county general fund libraries. A one percent decrease in per-capita property tax revenues to counties yields about a .21 percent decrease in funding for county general fund libraries, while the same one percent decrease in revenues to cities yields about a .14 percent decrease in funding for municipal libraries.

This finding indicates that counties with general fund libraries have more difficulty than cities in finding alternative revenue sources from which to provide support to their libraries when property tax revenues decline. Reductions in property tax revenues, such as those that occur during economic recessions or because of policies such as the ERAF shifts, have greater effects on the funding of county general fund libraries than on the funding of municipal libraries. Cities are better able to make up the funding shortfalls from other sources of revenue.

Appendix 2: Data Sources

Data	Source of Data
Data specific to each library jurisdiction, including local and total income, population served, number of registered borrowers, and service levels	"California Library Statistics," California State Library
Property Tax Revenues	"Counties Annual Report" and "Cities Annual Report," State Controller

Endnotes

[1] In fiscal years 1993 and 1994, the state permanently redirected about 17 percent of California property tax revenues from cities, counties and special districts to local school districts through the Educational Revenue Augmentation Fund, or ERAF. This action decreased the state's General Fund obligation for funding schools during a time of recession and severe state budget deficits. While the total level of school financing was not affected by this shift, other local government entities suffered dramatic declines in overall revenue.

[2] Loessner, G.A. (1999). Estimating local financial support for public libraries. *Public Productivity & Management Review*, 23(1), 24-39.

[3] National Center for Education Statistics (1997). Use of Public Library Services by Households in the United States: 1996. Washington, DC: NCES.

[4] Legislative Analyst's Office (1996). A perspective on county fiscal constraints. In *Perspectives & Issues*, February 21, 115-124.

[5] There are no public libraries in Sierra County (population 3,143).

[6] Counties are required under the Free Library Law to provide service to city residents who are not served by a municipal library. Cities can choose to contract with the county for a higher level of service than the county would otherwise provide, and can contribute city funds to pay for that higher service level.

[7] Education Code Sections 19100-19180.

[8] These libraries are sometimes referred to as "library districts" but that only reflects their property tax status, not their government. They are governed by the board of supervisors in their counties.

[9] Several libraries are excluded from this table, and from our analyses, because they have unique funding sources. Three libraries are combination city-county libraries. They receive municipal funding like other city libraries, and also receive a contribution of the property tax from their counties in order to provide service to all county residents.

[10] Property taxes were shifted to school districts through ERAF.

[11] Per capita measures regarding library funding and services are less than perfect. Some people use library services provided by a library jurisdiction other than the one where they reside, due to the convenience of the location, better service levels, or some other consideration.

[12] Also adjusted for inflation to 1998 dollars.

[13] National Center for Education Statistics (2000). Public Libraries in the United States: FY 1997. Washington, DC: NCES.

[14] California public libraries report data annually on revenues, expenditures and service provision to the California State Library. The State Library compiles the data and publishes an annual report titled "California Library Statistics."

[15] As measured on a per capita basis.

[16] The data in Figures 3, 4 and 5 represent the trimmed mean for each library type for each year. We removed the top and bottom 5 percent

of responses to eliminate the effect of outliers from libraries with exceptionally high or low responses on each of the measures.

[17] The graph of local library income, and the other analyses that follow, generally show county property tax libraries doing relatively better on average than county general fund libraries. The reader should note, however, that the analysis of county property tax libraries includes several libraries that were exempted from the ERAF shifts by special legislation, as well as several others in relatively high-income urban areas that have been successful in passing local ballot measures for additional library support.

[18] We used a statistical technique called regression analysis. This analytical tool allows researchers to identify the influence of one factor of interest (in our case library type) on an outcome, or dependent variable (in our case funding levels), while holding constant other factors that may impact funding levels (such as demand for library services or the size of the geographic area served). A more detailed discussion of our analytical techniques and results can be found in Appendix 1.

[19] The passage of Proposition 218 has significantly reduced the fiscal flexibility of cities as well as counties.

[20] Shires, M.A. (1999). Patterns in California Government Revenues Since Proposition 13. San Francisco: Public Policy Institute of California.

[21] See, for example, Hill, Elizabeth (1996). A Perspective on County Fiscal Constraints. Published in *Perspectives and Issues*, 115-124. See also, Hill, Elizabeth (1996). Property Taxes - Why Some Local Governments Get More than Others.

[22] While the descriptive analyses were conducted using data for 1976 through 1999, the regression models use data only for 1992 through 1999.

[23] Loessner, G.A., op. cit.

[24] Ottensmann, J.R. (1994). Evaluating equity in service delivery in library branches. *Journal of Urban Affairs, 16*(2), 109-123.

[25] The number of branches is included to account for the cost differences in serving a more geographically dispersed population. The number of branches, however, may not be a simple predictor of library funding. Instead, the level of funding may also influence the number of branches. Such endogeneity is a potential source of bias in many regression models, including the models presented in this report.

[26] The dependent variable (total library income per capita) and the key explanatory variable (property tax revenues per capita) were converted into log form in order to calculate the elasticity of income in relation to property tax revenues.

About the Authors

Colleen Moore is a senior policy analyst for the California Institute for County Government. Prior to joining CICG, Ms. Moore worked as a policy research analyst for BDM International, conducting research on personnel security policy for the Department of Defense's Security Research Center. Ms. Moore also worked for Prevention Research Center on projects related to using alcohol policies at the local level to reduce community problems associated with alcohol use. Ms. Moore received a Bachelor of Arts degree from University of the Pacific and is currently pursuing a Master of Public Policy and Administration degree at California State University, Sacramento.

Matthew Newman is the director of the California Institute for County Government. Mr. Newman's public- and private-sector experience in researching and analyzing public policies includes work as a senior consultant for LECG, an international economics and public policy consulting firm, and as a policy analyst for California's Legislative Analyst's Office, where he published studies of California's property tax, county fiscal constraints, and the earned income tax credit. Mr. Newman received a Bachelor of Arts degree from the University of California at Los Angeles and a Master of Public Policy degree from Harvard University's Kennedy School of Government.

For more information or to request
additional copies of this report,
please contact

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or visit the CICG website:
www.cicg.org

To: "Public Library Directors":;
Subject: California's Public Libraries
Cc: cmayo@cicg.org

MEMORANDUM

TO: California Public Library Directors

FROM: Matthew Newman, CICG Director

SUBJECT: California's Public Libraries

DATE: May 16, 2001

I am very pleased to present the enclosed CICG Research Brief, "Variation in Funding and Service Levels Among California Public Libraries."

Libraries are among the most popular services provided by local governments, yet the fiscal constraints inherent in the state's system of public finance often mean that funding and service levels do not follow changes in the demand for library services. While some libraries are able to provide high levels of services, fiscal constraints prevent others from increasing services, even in the face of high demand for services among local residents.

The result of these fiscal constraints has been an overall decline in the level of library services available to Californians during the past several decades. Indeed, California now ranks near the bottom of the 50 states on several key measures of library service. But the fiscal constraints on local governments have also created a growing disparity in the level of services available from one library jurisdiction to the next. More fiscally constrained counties and special districts have generally decreased services during the past 25 years, while more fiscally flexible cities generally have maintained or increased services.

The analysis presented in the enclosed CICG Research Brief details the current state of library funding and services levels, and explains how different jurisdictions have responded to fiscal constraints, ballot propositions, and changes in available resources.

It is our hope that the analysis presented will be of value to Californians and their elected policy makers as they evaluate policies that affect the state's public finance system.

For more information about CICG, or to receive additional copies of this report, please contact CICG at (916) 324-0796 or visit our website at www.cicg.org.

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WORKERS
COMPENSATION
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Fax: 916.641.2776

California
Special Districts
Association
1215 K Street, Ste 930
Sacramento, CA 95814
Tel: 916.442.7887
Fax: 916.442.7889
www.csda.net

CSDA Finance
Corporation
1215 K Street, Ste 930
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Special District
Risk Management
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Toll-Free Numbers
General: 1.877.924.CSDA
SDRMA/SDWCA Claims &
Coverages: 1.800.537.7790

May 14, 2001

To: SDWCA Member Districts

Re: Change in SDWCA Administrator

Dear Member District:

The Boards of Directors of Special District Workers Compensation Authority (SDWCA) and Special District Risk Management Authority (SDRMA) are pleased to announce that they have endorsed the consolidation of the administrative functions of SDWCA and SDRMA by appointing SDRMA as the SDWCA Administrator effective May 15, 2001. As you are aware, during the last year SDWCA has been cooperating with California Special Districts Association (CSDA) and its other affiliates, SDRMA and the CSDA Finance Corporation in an effort to increase the variety of services available to member districts and the efficiency with which those services are provided. SDWCA has participated with CSDA and the other alliance members in commissioning a study from Sjoberg-Evashenk Consultants, which has resulted in a variety of recommended actions to achieve these goals. One of the recommendations of this study is to consolidate as much as possible the administrative functions of SDRMA and SDWCA to be performed by a single staff at one location with a single phone number. The purpose of this recommendation is to provide "**one stop shopping and service**" to CSDA member districts with respect to all of their insurance needs, whether it be workers' compensation, liability, property, errors and omissions, or other specialized insurance coverages. The SDWCA Board endorses this concept because it believes this will increase the efficiency and breadth of insurance services available to CSDA member districts.

The SDWCA Board of Directors has been active during the last nine months in implementing a plan to achieve these goals. One component of that plan is to transfer the administrative duties of the current SDWCA Administrator, David W. McMurchie, Esq. to the SDRMA staff under the supervision of Jim Towns, ARM. David will remain as SDWCA General Counsel and Special Consultant and will continue to provide his legal and workers' compensation expertise to the SDWCA Board, the new administrative staff, and to SDWCA member districts.

The SDWCA Board and its administrative staff believe that these changes will enhance service to member districts. Should you have any questions or comments as the transition of SDWCA administrative services continues, please do not hesitate to contact us. The CSDA Alliance - CSDA, SDWCA, SDRMA, and the CSDA Finance Corporation - looks forward to continuing to serve your district in the future.

Very truly yours,

William R. Miller

William R. Miller, President
SDWCA Board of Directors

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Legislative Issues for Fiscal Year 2000-2001**

DATE: June 26, 2001

BACKGROUND

Review of Property Tax Shift Issues

In 1992-93 and in 1993-94, $3.6 billion of property tax revenue was transferred from cities, counties and special districts to the Education Revenue Augmentation Fund (ERAF).

This money was directed toward K-14 schools and allowed the State to reduce its general fund spending on education.

The property tax shifts have grown an average of 3% each year and continue today. The shift for Placentia Library District for Fiscal Year 2000-2001 is $1,040,847.67. (The shift for Buena Park Library District is $619,610.24.)

The California Special Districts Association (CSDA) and California Library Association (CLA) Legislative Updates for this report period are Attachment A.

ERAF Orphan Bills

The current focus of attention is now on SB 74/94 (now a combined bill) that since the Board's meeting on May 15 has passed the Senate and is now awaiting action in the Assembly. The emails concerning this are Attachment A (the emails were forwarded to all Trustees with email addresses as soon as they were received). The letters sent by the Library Director are Attachment B. **Please bring copies of letters that you have sent to Lynn Daucher or the Chair of the Assembly Local Government Committee or the Assembly Appropriations Committee to the meeting so that they may be added to the District's files.**

If SB 74-94 passes the Assembly Local Government Committee on Wednesday its next stop with the the Assembly Appropriations Committee. After that it goes to the full Assembly and then to Governor Davis.

Other Legislative Concerns

Information about the State Budget is still in flux and is not likely to be resolved before mid-July. The Governor wants to make deep cuts in several library programs and to eliminate the modest ERAF-relief for local governments. The CSDA update is Attachment C. I sent a handwritten note to Senator

Ackerman thanking him for his support of reinstating the $250 million local government relief that Governor Davis removed in the May Budget Revision.

RECOMMENDATIONS

1. Determine whether the Board wants someone to represent the District at the Assembly Local Government Committee meeting on Wednesday, June 27, determine who it will be and authorize travel expenses if necessary.

2. Determine whether the Board wants someone to represent the District at the Assembly Appropriations Committee meeting if one is scheduled, determine who it will be and authorize travel expenses if necessary.

3. Give direction for future action.

From: "Fuller, Susan" <SFuller@hqmail.lib.CO.Santa-Clara.CA.US>
To: Marilyn Crouch <mcrouch@sdcl.org>, Linda Wood <lwood@aclibrary.org>,
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Cc: Gay Strand <GStrand@hqmail.lib.CO.Santa-Clara.CA.US>,
Christina Dillon
<cmdillon30@hotmail.com>
Subject: Assembly Local Government and SB 74 and SB 94
Date: Tue, 19 Jun 2001 14:07:53 -0700
X-Mailer: Internet Mail Service (5.5.2232.9)

Hi all, It is very important to have a good showing at Assembly Local Government Committee on June 27. I know that you all are at ALA right now but when you return could you give this some thought and then contact me. If you can come, great. Also terrific would be bringing Board members or elected officials.

We need to be sure that we do have an impressive number of folks. I am sorry to say that I can't be there that day but we are glad to coordinate the show.

Look forward to hearing from you. Susan

From: "Strand, Gay" <GStrand@hqmail.lib.CO.Santa-Clara.CA.US>
To: "Fuller, Susan" <SFuller@hqmail.lib.CO.Santa-Clara.CA.US>,
Margaret Donnellan Todd <mdt@jps.net>, ACousineau@solanocounty.com,
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Starrett Kreissman
<starrett@rain.org>,
"Tema, William" <tema@earthlink.net>, Thomas Trice
<ttrice@co.napa.ca.us>,
Wendy Romano <exec@colapl.org>
Subject: Hearing Notice - SB74 & SB94
Date: Tue, 19 Jun 2001 13:33:46 -0700
X-Mailer: Internet Mail Service (5.5.2232.9)

Greetings!: Our two ERAF bills are set for hearing in the Assembly Local Government Committee on
Wednesday, June 27th at 1:30 p.m., State Capitol Room 126.

If you haven't already done so, please send letters to the Committee

members:

Patricia Wiggins, Chair
Joseph Canciamilla
Dave Cogdill
Lou Correa
Lynn Daucher
Manny Diaz
Tom Harman
Jay La Suer
Alan Lowenthall
Gloria Negrette McLeod
Fran Pavely
Simon Salinas

And, plan on attending the hearing, if you can.

To: cdillon@mfdillon.com,
"Fuller, Susan"
<SFuller@hqmail.lib.CO.Santa-Clara.CA.US>,
ACousineau@solanocounty.com, Ann Cousineu <acousine@snap.lib.ca.us>,
Subject: FW: Amazing News and Action Request

Resent with Committee file.

> -----Original Message-----
> From: Strand, Gay
> Sent: Wednesday, June 06, 2001 12:28 PM
> To: 'cdillon@mfdillon.com'; Fuller, Susan;
> 'ACousineau@solanocounty.com'; 'Ann Cousineu'; 'Anne Turner'; 'Brian
> Lewis'; 'Brian Reynolds'; 'Carol Starr'; 'Clara DiFelice'; 'Daniel
> Robles'; 'Diana Moreno'; 'Ed Kieczykowski'; 'Elaine Reed'; 'Elizabeth
> Minter'; 'Fjeldsted, Steven'; 'Gary Christmas'; 'Hurlburt, Diane'; 'John
> Adams'; 'John Kallenberg'; 'Kathleen Jansen'; 'Katsouleas, Linda'; 'Linda
> Wood'; 'Liz McCumsey'; 'Marilyn Costamagna'; 'Marilyn Crouch'; 'Mary
> Stephens'; 'nancy brower'; 'Nicky Stanke'; 'Paul Underwood'; 'Robert
> McElroy'; 'Stacey, Carolyn'; 'Starrett Kreissman'; 'Tema, William';
> 'Thomas Trice'; 'Wendy Romano'
> Subject: Amazing News and Action Request
>
> Wow! Both SB 74 and SB 94 passed out of the Senate yesterday! You did a
> great job mobilizing phone calls on short notice.
>
> We can take a short breath before taking on the home stretch effort on the
> Assembly side and with Governor Davis. The next stop will be in Assembly
> Local Government Committee. We don't know yet the date the bills will be
> heard, but the deadline is July 13th. Then, the bills will move on to
> Assembly Appropriations which is a huge hurdle based upon what we
> experienced with Dutra's AB 315 that did not get out of the Committee.
> Hopefully, the delayed enactment to FY 2003-04 will take some pressure off
> the committee members and their focus on the current-year grim revenue
> forecasts. The Appropriations Committee action deadline is August 31st.
>
> Here's what we should be doing over the course of the next several weeks.
> Everyone should send a letter to the Chairs of Assembly Local Government
> and Assembly Appropriations and the Governor. If your jurisdiction has a
> member on either of the committees, they should be hearing from you again
> even if you have already sent a letter. Please contact all of your
> Friends, Commissioners, League of Women Voters, neighbors, etc. to have
> them send yet another letter to Governor Davis and Committee Chairs. (The
> Governor can influence what bills come to him from Committees.) If
> (when?) the Bills emerge from the committees, we will have to again
> mobilize phone calls to the Assemblymembers to mirror our success in the
> Senate. The final push will come in September to urge the Governor's
> signature. That's the game plan and enough of my sports metaphors.
>
> Enclosed here is a list of the Assembly Local Government and

> Appropriations Committee members. Also, the state leginfo web page has
> the Senate Floor analyses of both bills and they are quite compelling
> arguments for support.
>
> THANK YOU FOR YOUR WORK. THE PHONE CALLS TO THE SENATE MADE A DIFFERENCE!
> <<Assembly Local Gov & Approp. Committee.doc>>

Assembly Local Gov & Approp. Committee.doc

Reply-To: "Ralph A. Heim" <heim@hnks.com>
From: "Ralph A. Heim" <heim@hnks.com>
To: "Elizabeth Minter" <eminter@placentialibrary.org>
Subject: ERAF BILLS
Date: Wed, 13 Jun 2001 15:27:03 -0700
X-Mailer: Microsoft Outlook Express 4.72.3110.5

Elizabeth,
Under the rules of both houses, Monday, June 11, was the first day committees could resume hearings. Given that the deadline for bills introduced this year to pass the Assembly/Senate was June 8, the rules do not allow committees to meet for the two-weeks preceeding that deadline. Therefore, I suspect the bills will be set soon. While I do not anticipate problems in the policy committee, the Assembly Appropriations Committee held all Assembly-introduced ERAF bills, which does not bode well for the Senate bills. Perhaps the delayed implementation dates amended in the Senate will help. One step at a time. Good to hear from you and let me know if you have any additional questions.
Ralph

June 13, 2001

The Honorable Carole Migden, Chair.
California State Assembly Committee on Appropriations
State Capitol
P.O. Box 942849
Sacramento, CA 94249-0001

RE: SB 74 and SB 94, Property Tax Revenue Shifts for District Libraries

Dear Chair. Migden and Members of the Committee on Appropriations:

The California State Assembly Committee on Appropriations will soon have the opportunity to take action on SB74 and SB94, bills that will provide California's county dependent library districts and independent special library districts with the means to provide the same level of services as the other public libraries in the State by restoring the property tax shifts of 1992-1993 and 1993-1994.

Placentia Library District lost 50.41% of its property tax in these shifts. In Fiscal Year 2000-2001 the shift is $1,040,848. Since property tax is the only tax revenue source for our library the impact has been devastating. We went from a sixty-hours per week schedule over seven days to a thirty-nine hours per week schedule over five days. The book budget was severely reduced. Programming for school-age children was virtually eliminated. Building maintenance issues have been deferred. These reduced services have impacted our entire community.

Placentia Library District was established by area voters in 1919, six years before the incorporation of the City. It has the oldest library-based literacy program in Orange County and has an eighty-one year history of promotion of lifelong learning, literacy and opportunities for individual growth.

Restoration of the property tax shift funds will enable Placentia Library to return to a full-service program, including much-needed family programming and after school tutoring. Reinstatement of morning hours at the Library will mean enhanced access for members of our business community and our ever-growing population of retirees. Provision of access to the full range of library services and programs to all members of our community is the highest priority of our Library Board.

Promotion of lifelong learning is a core responsibility of each public library in California. Please help us assure this right to the residents of Placentia Library District by supporting SB74 and SB94 so that the District's property tax funding may be fully restored and its services re-established.

I have enclosed a copy of Resolution No. R – 2001-10 of the City of Placentia that endorses supporting a California property tax revenue shift exemption for dependent and independent library special districts.

Please feel free to contact me if you have any questions about the positive impact that the enactment of SB74 and SB94 will have on public library services for the California citizens served by Placentia Library District.

Yours truly,

Elizabeth D. Minter
Library Director

June 13, 2001

The Honorable Lynn Daucher
California Assemblymember, 72nd District
State Capitol
Sacramento, CA 95814

RE: SB 74 and SB 94, Property Tax Revenue Shifts for District Libraries

Dear Lynn:

The California State Assembly Committees on Local Government and Appropriations will soon have the opportunity to take action on SB74 and SB94, bills that will provide California's county dependent library districts and independent special library districts with the means to provide the same level of services as the other public libraries in the State by restoring the property tax shifts of 1992-1993 and 1993-1994.

As a member of both of these Committees I hope that you will be able to continue your active support of bills designed to relieve the fiscal crisis of California's library districts. There are three libraries in Orange County that will be impacted: The Orange County Library, Buena District Library District and Placentia Library District. Together we represent more than half of the residents of the County.

The implementation date for both bills has been changed to Fiscal Year 2003-2004 in order to minimize the impact on the current energy fiscal situation.

Placentia Library District lost 50.41% of its property tax in these shifts. In Fiscal Year 2000-2001 the shift is $1,040,848. Since property tax is the only tax revenue source for our library the impact has been devastating. We went from a sixty-hours per week schedule over seven days to a thirty-nine hours per week schedule over five days. The book budget was severely reduced. Programming for school-age children was virtually eliminated. Building maintenance issues have been deferred. These reduced services have impacted our entire community.

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Please feel free to contact me if you have any questions about the positive impact that the enactment of SB74 and SB94 will have on public library services for the California citizens served by Placentia Library District.

Yours truly,

Elizabeth D. Minter
Library Director

June 13, 2001

The Honorable Gray Davis
Governor, State of California
State Capitol
Sacramento, CA 95814

RE: SB 74 and SB 94, Property Tax Revenue Shifts for District Libraries

Dear Governor Davis:

The California State Assembly Committees on Local Government and Appropriations will soon have the opportunity to take action on SB74 and SB94, bills that will provide California's county dependent library districts and independent special library districts with the means to provide the same level of services as the other public libraries in the State by restoring the property tax shifts of 1992-1993 and 1993-1994.

Placentia Library District lost 50.41% of its property tax in these shifts. In Fiscal Year 2000-2001 the shift is $1,040,848. Since property tax is the only tax revenue source for our library the impact has been devastating. We went from a sixty-hours per week schedule over seven days to a thirty-nine hours per week schedule over five days. The book budget was severely reduced. Programming for school-age children was virtually eliminated. Building maintenance issues have been deferred. These reduced services have impacted our entire community.

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Promotion of lifelong learning is a core responsibility of each public library in California. Please help us assure this right to the residents of Placentia Library District by supporting SB74 and SB94 so that the District's property tax funding may be fully restored and its services re-established.

I have enclosed a copy of Resolution No. R – 2001-10 of the City of Placentia that endorses supporting a California property tax revenue shift exemption for dependent and independent library special districts.

The implementation date for SB74 and SB94 is Fiscal Year 2003-2004. This means that they should have minimal impact on the current energy situation.

Please feel free to contact me if you have any questions about the positive impact that the enactment of SB74 and SB94 will have on public library services for the California citizens served by Placentia Library District.

Yours truly,

Elizabeth D. Minter
Library Director

California Special Districts Association
LEGISLATIVE UPDATE
May 24, 2001

Legislation

Assembly Bill 1355 (Daucher), relating to modifications of the property tax growth increment, is now a two-year bill. Assemblymember Daucher decided to hold the measure over until next year after a number of concerns were raised by interested parties, CSDA included. CSDA currently opposed AB 1355, but will continue to work with Assemblymember Daucher on amendments to ensure that independent special districts do not lose additional property tax revenues.

State Budget

On Tuesday, May 22, the Senate Budget Committee adopted the Senate version of the state budget, the first step in moving the measure to the Budget Conference Committee. At the conclusion of the Senate Budget Committee hearing, Vice Chair Ackerman expressed his desire to reinstate a number of items deleted in the Governor's May Revision. Among them was the additional funding for local government fiscal relief. Senator Peace indicated that he has had conversations with both Senators and Assemblymembers regarding reinstating the additional funding, and most of them support that action. Senator Peace also indicated that reinstating the funding presents the Legislature with opportunities for confronting local needs, including, but not limited to, infrastructure, water/sewer, and housing.

Governor's Office of Planning and Research (OPR)

OPR has established a working group to allow and facilitate input into the development of the municipal service review guidelines. Two special district representatives (Rita Velasquez of Elk Grove CSD and Harry Ehrlich of Olivenhain MWD), as well as CSDA's Executive Director Catherine Smith, are currently participating in this development process. The draft guidelines should be completed by the end of July, at which time OPR will hold meetings to gather feedback on the draft and to refine the final product. CSDA will continue to update its members on the progress of this working group.

Energy Conservation Outreach Program

If your district has not yet done so, please send a copy of your board resolution regarding your energy conservation efforts to CSDA as soon as possible. CSDA will continue to deliver these resolutions to the Governor's office.

The California Public Utilities Commission (PUC) is currently accepting applications from electricity users who may be exempt from rolling blackouts on the basis of public health and safety issues. The deadline for applications is June 1, 2001, 5:00pm. Applications will be prioritized based on the degree of risks posed to publish health and safety, and will be acted upon no later than August 2, 2001. To submit an application to the PUC, please fill out the form on their website, www.rotating-outages.com. If your agency does not have internet access, please call 888.741.1106 to receive information on alternative means of submitting an application.

Mark your calendars! CSDA's 32nd Annual Conference will be held September 19-21, 2001, at the Sheraton Grand Hotel in Sacramento. Watch your mailbox for more information!

CSDA is now accepting nominations for its Board of Directors. If your district did not receive a nomination form in the mail, or you would like more information, please contact us.

Be sure to check the CSDA website on a regular basis to obtain up-to-date information on legislative and education activities!

CSDA
1215 K Street, Suite 930
Sacramento, CA 95814
(916) 442-7887*(877) 924-CSDA*(916) 442-7889 fax
www.csda.net

To: "Chris Voight" <cjv@cwo.com>,
"Rita Velasquez" <rita_velasquez@netzero.net>,
"David Stammerjohan" <davids@csda.net>,
"Catherine Smith" <casmith@csda.net>,
Subject: Senate Budget Committee

This morning the Senate Budget Committee adopted the Senate version of the state budget, the first step in moving the measure to the Budget Conference Committee. The Senate is expected to vote on the bill, Senate Bill 75, on Thursday. The Assembly Budget Committee meets this afternoon and is also expected to pass the Assembly version of the budget to the floor for action, also expected on Thursday. At the conclusion of the Senate Budget Committee hearing, Vice Chair Ackerman express his desire to reinstate a number of items deleted in the Governor's May Revision. Among them was the $250 million for local government fiscal relief. Senator Peace indicated that he has had conversations with both Senators and Assembly Members regarding reinstating the $250 million, most of whom support that action. Senator Peace also indicated that reinstating the $250 million presents the Legislature with opportunities for confronting local needs, including, but not limited to, infrastructure, water/sewer, and housing. If the Budget Conference Committee reinstates the $250 million, we may go through the same drill as we did last year, wherein the Budget Conference Committee passed the allocation of the $250 million to another conference committee.
Ralph

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Discussion of ways to expand the Library's visibility in the community**

DATE: June 26, 2001

BACKGROUND

Trustee Wood led a discussion with the Board at its March 21, April 17 and May 15, 2001 Regular Meetings concerning ways to expand the Library's visibility in the community through Trustee activities.

Trustee Wood requested that each Trustee think about ways that he/she could promote Placentia Library and be prepared to discuss the item further at the June Board Meeting.

RECOMMENDATIONS

Give direction for future action.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Staff Appreciation Dinner for July 12, 2001**

DATE: June 26, 2001

BACKGROUND:

At its Meeting on May 15, 2001 the Library Board set the date of July 12, 2001 for the Staff Appreciation Dinner and authorized Trustee Wood to make the arrangements.

Trustee Wood has made reservations at The Phoenix Club in Anaheim. Invitations are in the process of being distributed. Spouses and guests will be invited at a cost of ~~$25.00~~ 22.00 per person.

Administrative Assistant Goodson is processing the reservations and coordinating the staff and trustee service awards.

RECOMMENDATION:

Give direction for future action.

TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Technical Services Manager

DATE: June 26, 2001

SUBJECT: Technical Services Issues

Circulation

Our new circulation supervisor, Alice Kuo, started work on June 3rd. Her training and orientation has been ongoing since then.

The patron database has been purged recently in preparation for the transition to the new automation system. We have received copies of the manuals and forms that need to be filled out in preparation and will be meeting with staff from Anaheim and Yorba Linda next month to finish this portion of paperwork.

We hope to have a work-study student soon to take over dealing with collections patrons.

Processing

Most materials processing is done by Brodart, Books on Tape, Recorded Books, etc., but some processing is done here. Bestsellers that we order direct from Ingram, some titles that we receive directly from the publishers, general paperbacks, and donations are processed here. Materials are property stamped, bar-coded, and entered into the database. The addition of an additional Tech Services person to assist with the physical processing of materials is looked forward to with great anticipation.

Acquisitions

Titles are selected by the staff and entered into selection lists in the computer. Orders are transmitted electronically to Brodart, and order acknowledgments are received the same way.

Machine troubleshooting

Troubleshooting computer and other equipment problems (both public and staff) is done almost daily.

Local Area Network

During the past year we replaced four older PCs on the LAN, so we currently have eleven stations with Internet access, as well as access to our online and in-house databases.

Automation system

The most recent timeline has the new automation system coming up sometime around December, or more likely early January.

Web Page

In July we will be adding links from our web page to our magazine indexes, so patrons can access these databases from home. These include the General Magazine Index, the General Business File, the Business and Company Resource Center, the Health and Wellness Resource Center, the Health Reference Center, and the InfoBase Phone Directory, which is a national directory of both business and personal telephone numbers. To use these services from home patrons must input their library card number.

Also this summer, we will be adding to both our webpage and LAN an Ebsco database called Novelist, which is a reader's advisory aid for both adult's and children's popular titles.

Other News

The last of the public asynchronous "dumb" terminals was removed from the floor this month. The asynchronous terminal at the check in desk will be replaced by a PC this month. The only remaining asynchronous terminals are at the reference desk, and will be gone by the end of summer.

We have just expanded our audiobook offerings by starting a collection of audiobooks on CD with a standing order program from Recorded Books.

The Future

Our new technology plan, which is an important component for our E-Rate application, will be completed this summer. Our E-Rate application will be submitted this fall.

We will be looking into software for LAN/Internet access time management, statistics, scheduling, etc., possibly using 'smart card' technology.

TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Technical Services Manager

DATE: June 26, 2001

SUBJECT: Review Loan Period Limitations Policy

BACKGROUND

Two issues are becoming more common at the circulation desk. One is the question of some elements of our loan limitation policy, and how many of a particular type of item can be borrowed with one card. The other related issue is who can use whose library card to borrow materials.

Current	Proposed
2 videocassettes	6 videocassette
3 books on tape	4 adult audiobooks
NA	4 juvenile audiobooks
3 books on the same subject	3 books on the same subject
3 music CDs	5 music CDs
5 music cassettes	5 music cassettes
3 magazines of the same title	3 magazines of the same title
3 children's book/cassette sets	4 children's book/cassette sets

35 items at one time, borrow from a 5 item, 1st month.

Staff reviewed the policies using the following assumptions:

As a small library, we strive for good personal service

We have a responsibility for tax purchased materials.

All patrons should be treated in the same manner.

RECCOMENDATIONS

sounds good.

1. The changes in loan limitations as reflected in the above chart.
2. To borrow Library materials, the patron must either present his/her library card, or a photo identification.
3. For children too young to have a school identification card, if he/she does not have his/her Library card then he/she must be able to provide a home phone number and one additional element of information from his/her registration record.
4. Patrons can borrow Library materials only with his/her own card. A patron may not charge materials on the card of a family member or friend.
5. Library staff has the authority at any time to request photo ID to verify the identity of a borrower presenting a library card.

The proposed policy statement is Attachment A. Resolution 01-2 is Attachment B.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Library Card Transactions & Item Loan Limits Policy

Proposed to the Library Board of Trustees
June 26, 2001

Library Card Transactions

- To borrow Library materials, the patron must either present his/her library card, or a photo identification.
- For a child too young to have a school identification card, if he/she does not have his/her Library card then he/she must be able to provide a home phone number and one additional element of information from his/her registration record.
- A patron may borrow Library materials only with his/her own card. A patron may not charge materials on the card of a family member or friend.
- Library staff has the authority at any time to request a photo identification to verify the identity of a patron presenting a Library card.

Item Loan Limits

- 6 videocassettes
- 4 adult audiobooks (cassette or CD)
- 4 juvenile audiobooks (cassette or CD)
- 3 books on the same subject
- 5 music CD's
- 5 music cassettes
- 3 magazines of the same title
- 4 children's book/cassette sets

55 ds

RESOLUTION 01-2

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT THE LIBRARY CARD TRANSACTIONS AND ITEM LOAN LIMITS POLICY FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19645 of the Education code of the State of California Establishes that the Board of Trustees shall make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library, and all property belonging to it; and

WHEREAS, Section 19661 of the Education Code of the State of California Establishes that for violation of any rule, regulation, or bylaw a person may be fined or Excluded from the privileges

BE IT RESOLVED, that the Placentia Library District of Orange County Board Trustees adopts the Placentia Library District Library Card Transactions and Item Loan Limits Policy dated June 26, 2001; and implements such on Jun 16, 2001.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange county herby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty sixth of June, 2001.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty sixth Day of June, 2001.

_____
Geoff Braun, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Public Hearing on the Fines & Fees Schedule for Fiscal Year 2001-2002**

DATE: June 26, 2001

BACKGROUND:

Attachment A is the Proposed Fines & Fees Schedule for Fiscal Year 2001-2002. There are no changes recommended from the Fiscal Year 2000-2001 Schedule.

The Fines & Fees Schedule needs to be adopted and set for public hearing. Final adoption will take place after the public hearing. The recommended date for the public hearing is the August Board Meeting. The public hearing on the Fines & Fees Schedule and the Budget will take place at the same meeting.

RECOMMENDATIONS:

Saunder/Gow.

1. Adopt the Fines & Fees Schedule for Fiscal Year 2001-2002.
2. Authorize the publication of the Notice of Public Hearing for the August 21, 2001 Library Board Meeting at 7:30 P.M.

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHED

Adopted by the Library Board of Trustees, June 21, 1993
Revised Auguast 16, 2000

FINES	PER DAY
All Items	$ .20

There is a two day *grace period* on fines. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

MAXIMUM FINE PER ITEM	MAXIMUM
All Items	$ 10.00

RESERVES & SHELF CHECKS	PER ITEM
All Items	$ .50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

LOST MATERIALS		DEFAULT*
Adult Books	Item Cost + $ 5.00	$ 25.00
Children's Books	Item Cost + $ 5.00	15.00
Magazines	Item Cost + $ 2.00	3.00
Records/Cassettes	Item Cost + $ 5.00	10.00
Pamphlets	Item Cost + $ 2.00	2.00
Videos	Item Cost + $ 5.00	50.00
Compact Discs	Item Cost + $ 5.00	15.00
CD-ROMs	Item Cost +$15.00	60.00
Books on Tape	Item Cost + $ 5.00	30.00
Paperback - Adult	Item Cost + $ 5.00	5.00
Paperback - Children's	Item Cost + $ 5.00	3.50
Paperback - Foreign Language	Item Cost + $ 5.00	9.00

**Default price will be used in the event the item cost is not available. The processing fee of $2.00, $5.00 or $15.00 is not part of the default price and needs to be added for the total amount due.*

SPECIAL SERVICES	PER ITEM
Library card replacement	$ 1.00
Laminating, per sheet	1.00
Printing, black ink, per page	.10
Photocopy, black ink, per page	.15
Printing & Photocopy, color, per page	1.00
Passport check preparation	1.00

MULTIPURPOSE ROOM	PER DAY
Up to four hours	$ 30.00
Additional hours, in four hour increments	30.00
Set-up fee	15.00
Clean-up fee	15.00

SURCHARGES	
Returned check, up to 30 days	$ 20.00
Returned check, 30th day and over: the greater of 3 times value of check or	100.00
Report to Collection Agency, per report	15.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

Adopted by the Library Board of Trustees, January 18, 1993.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Establish the District's Appropriations Limitation (Gann Limit) for Fiscal Year 2001-2002**

DATE: June 26, 2001

BACKGROUND:

Each year local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2001-2002.

Attachment C is Resolution 01-3 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2000-2001 in the amount of $2,511,659.

RECOMMENDATIONS:

1. Read Resolution 01-~~3~~ 2 by Title only.
2. Adopt Resolution 01-~~3~~ 2 by Roll Call Vote.

Placentia Library District
Gann Limitation Worksheet
June 19, 2001

	1996-1997	1997-1998	1998-1999	1999-2000	2000-2001	2001-2002
"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)		1.0467	1.0415	1.0453	1.0491	1.0782
"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)		1.0096	1.0279	1.0374	1.0173	1.0154
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"		1.05674832	1.07055785	1.08439422	1.06724943	1.09480428
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	$ 1,752,223	$ 1,851,659	$ 1,982,308	$ 2,149,603	$ 2,294,163	$ 2,511,659

DEPARTMENT OF FINANCE
OFFICE OF THE DIRECTOR

GRAY DAVIS, GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 1, 2001

Dear Fiscal Officer:

PRICE AND POPULATION INFORMATION

APPROPRIATIONS LIMIT

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction uses their percentage change in population factor for January 1, 2001, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2001-2002. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2001-2002 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations, as noted.

POPULATION PERCENTAGE CHANGE FOR SPECIAL DISTRICTS

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228, for the various population options available to special districts to assess population change in their district. Article XIII B, Section 9 of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. No State agency reviews the appropriations limit.

POPULATION CERTIFICATION

The population certification program applies only to cities and counties. Revenue and Taxation Code 11005.6 mandates the Department of Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **The Department of Finance will certify the higher estimate to the Controller by June 1, 2001.**

Address questions about the price and population data to the Demographic Research Unit at (916) 323-4086.

Sincerely,

B. Timothy Gage

B. TIMOTHY GAGE
Director

Enclosure

May 1, 2001 **Enclosure I**

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage changes to be used in setting the 2001-2002 appropriation limit are:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2001-2002	7.82

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2000-2001 appropriations limit.

2001-2002:

Per Capita Change = 7.82 percent
Population Change = 1.81 percent

Per Capita converted to a ratio: $\frac{7.82+100}{100} = 1.0782$

Population converted to a ratio: $\frac{1.81+100}{100} = 1.0181$

Calculation of factor for FY 2001-2002: $1.0782 \times 1.0181 = 1.0977$

Enclosure II
Annual Percent Change in Population Minus Exclusions (*)
January 1, 2000 to January 1 , 2001 and Total Population January 1, 2001

County City	Percent Change 2000-2001	Population Minus Exclusions 1-1-00	Population Minus Exclusions 1-1-01	Total Population 1-1-2001
ORANGE				
ANAHEIM	1.28	332,064	336,316	336,316
BREA	1.54	35,536	36,085	36,085
BUENA PARK	1.38	78,962	80,053	80,053
COSTA MESA	1.08	108,932	110,111	110,932
CYPRESS	1.40	46,496	47,148	47,148
DANA POINT	1.69	35,214	35,809	35,809
FOUNTAIN VALLEY	1.06	55,288	55,875	55,875
FULLERTON	1.59	127,206	129,229	129,229
GARDEN GROVE	1.39	166,890	169,212	169,212
HUNTINGTON BEACH	1.79	190,342	193,740	193,740
IRVINE	5.30	142,525	150,077	150,077
LAGUNA BEACH	1.54	23,791	24,157	24,157
LAGUNA HILLS	8.17	31,350	33,910	33,910
LAGUNA NIGUEL	2.14	61,883	63,207	63,207
LAGUNA WOODS	1.05	16,551	16,725	16,725
LA HABRA	2.15	59,538	60,816	60,816
LAKE FOREST	29.69	59,107	76,655	76,655
LA PALMA	1.06	15,515	15,679	15,679
LOS ALAMITOS	1.02	11,612	11,730	11,730
MISSION VIEJO	3.77	93,064	96,568	96,568
NEWPORT BEACH	4.16	69,104	71,982	71,982
ORANGE	2.17	130,009	132,826	132,826
PLACENTIA	1.54	46,897	47,619	47,619
RANCHO SANTA MARGARITA	2.05	47,365	48,336	48,336
SAN CLEMENTE	4.78	50,061	52,455	52,455
SAN JUAN CAPISTRANO	1.41	34,120	34,600	34,600
SANTA ANA	1.00	344,700	348,143	348,143
SEAL BEACH	1.13	23,562	23,828	24,520
STANTON	1.10	37,887	38,305	38,305
TUSTIN	1.72	68,029	69,199	69,199
VILLA PARK	1.66	6,020	6,120	6,120
WESTMINSTER	1.18	88,881	89,927	89,927
YORBA LINDA	1.37	59,205	60,017	60,017
UNINCORPORATED	-6.43	167,121	156,378	157,769
COUNTY TOTAL	2.02	2,864,827	2,922,837	2,925,741

(*) Exclusions include residents in state mental institutions, federal military installations, and state and federal correctional institutions.

RESOLUTION 01-3

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE APPROPRIATIONS LIMITATION FOR THE FISCAL YEAR 2001-2002

WHEREAS, the voters of California on November 6, 1979 added Article XIIIB to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2001-2002.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be $2,511,659.00 for Fiscal Year 2001-2002.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange county herby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty sixth of June, 2001.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty sixth Day of June, 2001.

Geoff Braun, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Adoption of Holiday and Library Public Service Schedule for Calendar Years 2001 and 2002**

DATE: June 26, 2001

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Employee Manual.

Past practice is that the Library is closed on the Sunday preceding Monday holidays.

Attachment A is the Proposed Holiday and Public Service Calendar for Calendar Years 2001 and 2002.

Attachment B is Resolution 01-~~4~~3, establishing the Placentia Library District Holiday Schedule for Calendar Years 2001 and 2002.

RECOMMENDATIONS:

1. Read Resolution 01-~~4~~3 by Title only
2. Adopt Resolution 01-~~4~~3

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Holiday and Library Public Service Schedule for Calendar Years 2001 and 2002

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

2001

New Year's Day	**Monday**	**January 1**
Day before Monday Holiday	Sunday	February 18
President's Day	**Monday**	**February 19**
Easter	Sunday	April 15
Day before Monday Holiday	Sunday	May 27
Memorial Day	**Monday**	**May 28**
Independence Day	**Wednesday**	**July 4**
Day before Monday Holiday	Sunday	September 2
Labor Day	**Monday**	**September 3**
Veteran's Day	**Sunday**	**November 11**
Thanksgiving Day	**Thursday**	**November 22**
Day before Monday Holiday	Sunday	December 23
Christmas Eve Day	**Monday**	**December 24**
Christmas Day	**Tuesday**	**December 25**
Holiday Furlough		December 26-30
New Year's Eve Day	**Monday**	**December 31**

2002

New Year's Day	**Tuesday**	**January 1**
Day before Monday Holiday	Sunday	February 17
President's Day	**Monday**	**February 18**
Easter	Sunday	March 31
Day before Monday Holiday	Sunday	May 26
Memorial Day	**Monday**	**May 27**
Independence Day	**Thursday**	**July 4**
Day before Monday Holiday	Sunday	September 1
Labor Day	**Monday**	**September 2**
Day before Monday Holiday	Sunday	November 10
Veteran's Day	**Monday**	**November 11**
Thanksgiving Day	**Thursday**	**November 28**
Christmas Eve Day	**Tuesday**	**December 24**
Christmas Day	**Wednesday**	**December 25**
Holiday Furlough		December 26-30
New Year's Eve Day	**Tuesday**	**December 31**

RESOLUTION 01-~~4~~ 3

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE HOLIDAY AND LIBRARY CLOSURE SCHEDULE FOR CALENDAR YEARS 2001-2002

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees established its Holiday Schedule for Calendar Year 2001-2002 dated June 26, 2001.

AYES: TRUSTEES;

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES;

State of California)
)ss.
County of Orange)

I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange county herby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty sixth of June, 2001.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty sixth Day of June, 2001.

_____
Geoff Braun, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Adoption of Personnel Allocation Schedule and Organization Chart for Fiscal Year 2001-2002 Budget effective July 1, 2001**

DATE: June 26, 2001

BACKGROUND:

The Proposed Personnel Allocation for Fiscal Year 2001-2002 is Attachment A and the Proposed Organization Chart for Fiscal Year 2001-2002 is Attachment B.

The changes incorporated into the Fiscal Year 2001-2002 personnel charts are:

- Addition of .50 FTE Library Aide in Circulation Services to reflect the current staffing level.
- Addition of 1.00 FTE Library Clerk with the hours allocated .50 FTE to Administration for Passport processing on Saturdays and evenings, and .50 FTE to Technical Services to manage physical processing.

RECOMMENDATIONS:

Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2001-2002.

Placentia Library District

Personnel Allocation for Fiscal Year 2001-2002

Allocation Adopted by the Library Board of Trustees for FY1999-2000

	Admin	Prof. Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Principal Librarian		0.50	0.50					1.00
Administrative Assistant	1.00							1.00
Librarian II			1.25				0.75	2.00
Librarian					1.00			1.00
Library Assistant	0.75			0.50		1.00	0.25	2.50
Library Clerk II								0.00
Library Clerk I						2.00		2.00
Library Aide	0.25					1.50	0.50	2.25
Page						0.50		0.50
TOTAL	3.00	0.50	1.75	0.50	1.00	5.00	1.50	13.25

Allocation Adopted by the Library Board of Trustees for FY2000-2001

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II			1.00		1.00			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I						1.00		1.00
Library Aide	0.25					1.50	0.50	2.25
Page						0.50		0.50
TOTAL	3.25	0.50	2.00	1.00	1.25	5.00	1.50	14.50

Personnel Allocation Proposed for for FY2001-2002

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II			1.00		1.00			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.00	0.50	2.00
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.50	2.00	1.00	1.25	5.50	2.00	16.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2001-2002
Proposed Effective July 1, 2001

Library Staff
(16.00 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services
(7.50 FTE)

Technical Services Manager
(.75 FTE)
Shook

Circulation Services
(5.50 FTE)

Library Assistant
(1.00 FTE)
Kuo

Library Clerk II
(1.00 FTE)
Wnek

Library Clerk I
(1.00 FTE)
Quintanar

Library Aide/(Lead Shelver)
(2.00 FTE)
Guzman
Hampton
Jones
Perez
Strysik

Library Student Assistant
(Shelvers)
(.50 FTE)

Acquisitions & Processing Services
(1.25 FTE)

Library Assistant
(.25 FTE)
Matas

Library Clerk
(.50 FTE)
Vacant

Library Aide
(.50 FTE)
Choice

Administrative Services
(2.75 FTE)

Administrative Assistant
(1.00 FTE)
Goodson

Library Assistant
(Volunteer Coordinator)
(1.00 FTE)
Vacant

Library Clerk
(.50 FTE)
Vacant

Library Aide
(.25 FTE)
Jones

Public Services
(4.75) FTE)

Public Services Manager
(.50 FTE)
Roberts

Adult Services
(2.00 FTE)

Librarian II
(1.00 FTE)
McClain

Technical Services Manager
(.25 FTE)
Shook

Library Assistant
(.75 FTE)

Literacy Services
(1.00 FTE)

Public Services Manager/
Literacy Coordinator
(.50 FTE)
Roberts

Children's Services
(1.25 FTE)

Librarian
(1.00 FTE)
Smith

Library Assistant
(.25 FTE)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Resolution to adopt Salary Schedules for Fiscal Year 2001-2002 Budget effective July 1, 2001**

DATE: June 26, 2001

BACKGROUND:

This is the first year that Placentia Library District will be operating without a Memorandum of Understanding (MOU) with its staff. The Orange County Employees Association is no longer willing to represent the staff and it has not yet acquired a new representative.

The expired Contract provided for a percentage salary increase in Fiscal Year 2001-2002 equal to the percent rise, to the nearest tenth (0.1) of one percent, in the cost-of-living for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area. Attachment A shows the percentage increase for March 2000 to March 2001 to be 3.2%.

Attachment B is the Proposed Salary Schedule for Placentia Library District exempt and non-exempt employees effective July 1, 2001. The definitions of "exempt" and "non-exempt" staff follow the requirements of the Fair Labor Standards Act. It contains the following:

- A 3.2% increase for all non-exempt staff
- A 3.2% increase for all exempt staff except Page
- Page hourly rate is in compliance with California minimum wage requirements and no change is recommended

Attachment C is Resolution 01-5 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2001-2002.

RECOMMENDATIONS:

1. Read Resolution 01-5 by Title only.
2. Adopt Resolution 01-5 by Roll Call Vote.

Text version

Metropolitan Area at a Glance

Orange County, CA

About the data

History	Oct 2000	Nov 2000	Dec 2000	Jan 2001	Feb 2001	Mar 2001
Labor Force Data						
Civilian Labor Force (1)	1,528.0 (B)	1,522.2 (B)	1,524.7 (B)	1,525.9	1,524.0	1,532.5
Employment (1)	1,490.5 (B)	1,487.7 (B)	1,494.1 (B)	1,489.8	1,487.3	1,496.2
Unemployment (1)	37.5 (B)	34.6 (B)	30.6 (B)	36.1	36.7	36.3
Unemployment Rate (2)	2.5 (B)	2.3 (B)	2.0 (B)	2.4	2.4	2.4
Nonfarm Wage and Salary Employment						
Total (3)	1,409.6	1,418.7	1,425.3	1,405.6	1,413.5	1,420.2 (P)
12-month % change -- Total	3.7	3.8	3.6	4.1	3.7	3.3 (P)
Mining (3)	0.7	0.7	0.8	0.8	0.8	0.8 (P)
12-month % change -- Mining	0.0	16.7	33.3	33.3	33.3	33.3 (P)
Construction (3)	83.1	83.0	83.2	80.7	80.7	81.7 (P)
12-month % change -- Construction	6.8	7.0	8.1	9.1	8.0	7.5 (P)
Manufacturing (3)	232.2	233.0	233.1	233.3	234.0	234.6 (P)
12-month % change -- Manufacturing	1.5	1.6	1.3	2.7	2.2	1.9 (P)
Transportation and Public Utilities (3)	52.3	52.8	53.0	52.5	52.7	52.8 (P)
12-month % change -- T&PU	5.4	5.8	5.8	5.6	5.4	4.3 (P)
Trade (Wholesale and Retail) (3)	342.6	347.2	351.2	340.6	341.1	341.8 (P)
12-month % change -- Trade	2.7	3.1	2.2	2.4	2.5	2.1 (P)
Finance, Insurance, and Real Estate (3)	105.9	105.8	106.0	106.0	106.4	106.9 (P)
12-month % change -- FIRE	1.5	1.3	1.8	1.9	1.5	1.7 (P)
Services (3)	444.3	445.5	447.5	444.5	447.0	449.8 (P)
12-month % change -- Services	5.5	5.5	5.7	6.0	5.4	4.9 (P)
Government (Federal, State, and Local) (3)	148.5	150.7	150.5	147.2	150.8	151.8 (P)
12-month % change -- Government	3.3	3.4	3.2	2.9	2.4	2.4 (P)
Consumer Price Index: Los Angeles-Riverside-Orange County, CA						
CPI-U, All items, Index (4)	173.8	173.5	173.5	174.2	175.4	176.2
CPI-U, All items, 12-month % change (4)	3.9	3.8	3.7	3.8	3.6	3.2
CPI-W, All items, Index (5)	166.9	166.6	166.7	167.3	168.3	169.1
CPI-W, All items, 12-month % change (5)	3.9	3.7	3.6	3.7	3.6	3.2

Footnotes:

(1) Number of persons, in thousands, not seasonally adjusted
(2) In percent, not seasonally adjusted
(3) Number of jobs, in thousands, not seasonally adjusted
(4) All Urban Consumers, base: 1982-84=100, not seasonally adjusted
(5) Urban Wage Earners and Clerical Workers, base: 1982-84=100, not seasonally adjusted
(P) Preliminary

Last Update: May 4, 2001

Source: Bureau of Labor Statistics

Geographically based survey data available from BLS:

Employment & Unemployment

- Nonfarm Payroll Statistics from the CES (State and Area)
- Local Area Unemployment Statistics
- Covered Employment and Wages
- Mass Layoff Statistics
- Occupational Employment Statistics
- Geographic Profile

Prices & Living Conditions

- Consumer Price Index
- Consumer Expenditure Survey

Compensation & Working Conditions

- National Compensation Survey
- Employment Cost Index
- Safety and Health Statistics

Additional information is available from the BLS Regional Economic Analysis and Information Office in San Francisco.

Economy at a Glance

Data Home Page

BLS Home Page

Bureau of Labor Statistics Data

Data extracted on: May 07, 2001 (06:49 PM)

Consumer Price Index-All Urban Consumers

Series Catalog:

Series ID : cuura421sa0

Not Seasonally Adjusted
Area : Los Angeles-Riverside-Orange County,CA
Item : All items
Base Period : 1982-84=100

Data:

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
1991	140.0	139.9	139.7	140.7	140.8	140.8	141.5	141.7	142.6	142.9	143.5	143.1	141.4
1992	144.3	144.9	145.5	145.8	146.0	146.2	146.7	146.9	147.4	148.4	148.2	148.2	146.5
1993	149.2	150.0	149.8	149.9	150.1	149.7	149.8	149.9	150.2	150.9	151.6	151.9	150.3
1994	152.2	152.2	152.5	152.0	151.4	151.3	151.7	152.0	152.7	153.4	152.9	153.4	152.3
1995	154.3	154.5	154.6	154.7	155.1	154.8	154.5	154.4	154.6	155.2	154.4	154.6	154.6
1996	155.7	156.2	157.3	157.7	157.5	156.7	157.6	157.3	158.2	158.8	158.4	158.3	157.5
1997	159.1	159.2	159.8	159.9	159.5	159.4	159.5	159.7	160.5	161.1	160.7	161.2	160.0
1998	161.0	161.1	161.4	161.8	162.3	162.2	162.1	162.6	162.6	163.2	163.4	163.5	162.3
1999	164.2	164.6	165.0	166.6	166.2	165.4	165.8	166.3	167.2	167.2	167.1	167.3	166.1
2000	167.9	169.3	170.7	170.6	171.1	171.0	171.7	172.2	173.3	173.8	173.5	173.5	171.6
2001	174.2	175.4	176.2										

Economy at a Glance

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BLS Home Page

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2001-2002
Effective July 1, 2001
NON-EXEMPT

		1	2	3	4	5	6	7	8	9	10
CLERK I	HR	10.56	10.82	11.09	11.37	11.65	11.94	12.24	12.54	12.86	13.50
	PP	844.80	865.60	887.20	909.60	932.00	955.22	979.16	1,003.10	1,028.70	1,079.88
	AN	21,964.80	22,505.60	23,067.20	23,649.60	24,232.00	24,835.70	25,458.20	26,080.70	26,746.14	28,077.00
	MO	1,830.40	1,875.47	1,922.27	1,970.80	2,019.33	2,069.64	2,121.52	2,173.39	2,228.84	2,339.75
CLERK II	HR	11.94	12.24	12.54	12.85	13.17	13.51	13.84	14.12	14.54	15.27
	PP	955.22	979.16	1,003.10	1,027.87	1,053.47	1,080.71	1,107.13	1,129.42	1,163.27	1,221.89
	AN	24,835.70	25,458.20	26,080.70	26,724.67	27,390.11	28,098.47	28,785.37	29,364.94	30,245.03	31,769.09
	MO	2,069.64	2,121.52	2,173.39	2,227.06	2,282.51	2,341.54	2,398.78	2,447.08	2,520.42	2,647.42
LIBR ASST	HR	14.18	14.53	14.89	15.27	15.66	16.04	16.43	16.86	17.28	18.13
	PP	1,134.37	1,162.44	1,191.34	1,221.89	1,252.44	1,282.98	1,314.36	1,349.03	1,382.05	1,450.58
	AN	29,493.73	30,223.56	30,974.86	31,769.09	32,563.32	33,357.54	34,173.24	35,074.79	35,933.41	37,715.06
	MO	2,457.81	2,518.63	2,581.24	2,647.42	2,713.61	2,779.80	2,847.77	2,922.90	2,994.45	3,142.92
LIB I	HR	16.77	17.19	17.64	18.07	18.51	18.98	19.45	19.95	20.44	21.44
	PP	1,341.42	1,375.45	1,410.95	1,445.63	1,481.13	1,518.28	1,556.26	1,595.88	1,635.51	1,715.60
	AN	34,877.02	35,761.69	36,684.71	37,586.27	38,509.29	39,475.24	40,462.66	41,493.00	42,523.35	44,605.52
	MO	2,906.42	2,980.14	3,057.06	3,132.19	3,209.11	3,289.60	3,371.89	3,457.75	3,543.61	3,717.13
LIB II	HR	19.53	20.02	20.52	21.03	21.56	22.10	22.64	23.21	23.79	24.98
	PP	1,562.04	1,601.66	1,641.29	1,682.57	1,724.68	1,767.61	1,811.37	1,856.77	1,903.01	1,998.78
	AN	40,612.92	41,643.26	42,673.61	43,746.89	44,841.64	45,957.85	47,095.53	48,276.13	49,478.21	51,968.22
	MO	3,384.41	3,470.27	3,556.13	3,645.57	3,736.80	3,829.82	3,924.63	4,023.01	4,123.18	4,330.68
LIB AIDE	HR	7.21	7.40	7.57	7.77	7.89	8.16	8.37	8.58	8.79	9.23
	PP	577.09	591.96	605.99	621.68	631.58	653.05	669.56	686.07	703.41	738.09
	AN	15,004.45	15,390.84	15,755.75	16,163.60	16,421.18	16,979.29	17,408.60	17,837.91	18,288.69	19,190.25
	MO	1,250.37	1,282.57	1,312.98	1,346.97	1,368.43	1,414.94	1,450.72	1,486.49	1,524.06	1,599.19

Signature_____: Date June 26, 2001
Al Shkoler, President

PLACENTIA LIBRARY DISTRICT
PROPOSED SALARY SCALE FOR
FISCAL YEAR 2001-2002
Effective July 1, 2001
EXEMPT

		1	2	3	4	5	6	7	8	9	10
LIB	HR	44.13									
DIR	PP	3,530.27									
	AN	91,786.91									
	MO	7,648.91									
ADMIN	HR	16.21	16.60	17.03	17.46	17.88	18.33	18.80	19.26	19.75	20.73
ASST	PP	1,297.02	1,328.39	1,362.24	1,396.92	1,430.76	1,466.27	1,504.24	1,540.57	1,580.20	1,658.63
	AN	33,722.46	34,538.15	35,418.24	36,319.80	37,199.88	38,122.91	39,110.32	40,054.81	41,085.16	43,124.39
	MO	2,810.20	2,878.18	2,951.52	3,026.65	3,099.99	3,176.91	3,259.19	3,337.90	3,423.76	3,593.70
PUB SVC &	HR	23.15	23.74	24.33	24.92	25.54	26.18	26.85	27.51	28.20	29.61
TECH SVC	PP	1,851.82	1,898.88	1,946.76	1,993.82	2,043.36	2,094.55	2,148.21	2,201.05	2,256.36	2,368.65
MGR	AN	48,147.34	49,370.88	50,615.88	51,839.42	53,127.36	54,458.23	55,853.49	57,227.29	58,665.48	61,584.81
	MO	4,012.28	4,114.24	4,217.99	4,319.95	4,427.28	4,538.19	4,654.46	4,768.94	4,888.79	5,132.07

Signature_____: Date June 26, 2001
Al Shkoler, President

RESOLUTION 01-~~5~~ 4

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE SALARIES FOR EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation for all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2001-2002 dated June 26, 2001, and implements such on July 1, 2001.

AYES: TRUSTEES;

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES;

State of California)
)ss.
County of Orange)

I, Geoff Braun, Secretary of the Board of Trustees of the Placentia Library District of Orange county herby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty sixth of June, 2001.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty sixth Day of June, 2001.

_____
Geoff Braun, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Motion to Continue the Spending Authorization of the Fiscal Year 2000-2001 Budget until August 31, 2001, pending adoption of the State Budget and the availability of the Orange County Property Tax estimates**

DATE: June 26, 2001

BACKGROUND:

At its May 15, 2001 Regular Meeting the Library Board reviewed the preliminary revenue budget for Fiscal Year 2001-2002. The Library Director will present updated estimates at the Board Meeting.

Despite the modest anticipated growth in the property tax revenues the status of State Library subsidies continues to be uncertain.

The news from Sacramento is that the State Budget may not be in place by July 1. Since there are several items in the State Library budget that may significantly impact Placentia's revenue I recommend that the District Budget not be finalized until the State Budget is adopted. The Orange County Property Tax estimates are usually available by mid-July.

RECOMMENDATIONS:

Motion to Continue the Spending Authorization of the Fiscal Year 2000-2001 Budget until August 31, 2001.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Authorize Agreement between the City of Anaheim and Placentia Library District for the City providing automated library system services to the District consisting of the Horizon System as implemented for the City by Epixtech, Inc. and the cataloging databases as implemented for the City with its respective vendors. This contract continues from year to year unless canceled by either party.**

DATE: June 26, 2001

BACKGROUND:

The City of Anaheim is the lead agency in the operation and management of the Tri City Library Network (the library operation system shared by Anaheim, Yorba Linda and Placentia libraries).

The City of Anaheim, with participation from the Yorba Linda and Placentia library staff, has selected a new library operation system that will be purchased in Fiscal Year 2001-2001. The operating share for Placentia Library District for the new system is estimated to be approximately 20% less than the current system.

Whenever a new system is purchased the City of Anaheim can exercise its privilege of having the operating agreement between the participating libraries updated.

Attachment A is the proposed operating agreement between the City of Anaheim and the Placentia Library District. There are no substantive changes from the previous agreement.

RECOMMENDATIONS:

1. Motion to Approve the Agreement between the City of Anaheim and Placentia Library District for the provision of automated library services.

2. Authorize signature of the Agreement documents by the Library Board President.

A G R E E M E N T

THIS AGREEMENT, dated for purposes of identification only this _____ day of_____ , 2001, is made and entered into by and between the

CITY OF ANAHEIM, a municipal corporation, hereinafter referred to as "CITY,"

A
N
D

PLACENTIA LIBRARY DISTRICT, a municipal corporation, hereinafter referred to as "DISTRICT."

W I T N E S S E T H:

WHEREAS, CITY has implemented an Automated Library System for its own use; and

WHEREAS, the System implemented is capable of processing multiple jurisdictions; and

WHEREAS, DISTRICT desires that CITY provide automated library services.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES, COVENANTS AND CONDITIONS HEREIN CONTAINED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. GENERAL

CITY will provide automated library system services to DISTRICT consisting of the Horizon System as implemented for CITY by Epixtech, Inc. and the cataloging databases as implemented for City with its respective vendors.

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2. SERVICES PROVIDED BY CITY

A. Automated printing of overdue notices, bills, reserve pick-up notices and reserve cancellation notices.

B. Automated system statistics as provided by the Horizon system.

C. Automated generation of various reports upon request.

D. Automated telephone and e-mail notification of overdue notices, reserves, etc.

E. Availability of electronic mail system to allow message delivery.

F. Offline backup system for circulation downtime.

G. Network infrastructure for reliable delivery of data.

H. Availability of LC/MARC and cataloging record databases for identification of bibliographic records for monographs, serials and audio-visual materials.

3. SERVICE CHARGES AND COSTS

DISTRICT shall:

A. Reimburse CITY for the procurement of networking equipment and other such equipment used solely by DISTRICT, and also for part of Anaheim's central server computers.

B. Procure and pay for telephone lines necessary to communicate with the Central Computer Equipment installed at the CITY.

C. Procure and pay for bar-code labels and any other supply items used at DISTRICT.

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4. PAYMENT

A. DISTRICT shall pay CITY as follows for the use of the system:

1. An annual fee based on a percentage of annual operating costs attributable to services delivered to DISTRICT including, but not limited to, maintenance of the mainframe and other hardware and software, administrative overhead, on-line charges, on-line Internet service costs and fees incurred in the operation and maintenance of the system. DISTRICT's percentage of shared annual operating costs will bear the same relationship to the total of those costs as DISTRICT's usage will bear to the total usage of the system. The formula used to calculate DISTRICT's percentage will be based on the percentage of networked workstations and ports serviced by the On-Line System.

2. An annual fee based on a percentage of common capital costs prorated over a period of five (5) years. The same formula described in Paragraph 4.A.1 above will be used to calculate the percentage of capital costs attributed to DISTRICT.

B. In addition to the above annual fees, custom work requested by DISTRICT will be charged to DISTRICT at an agreed-upon hourly rate.

C. DISTRICT shall pay CITY within thirty (30) days after submission to DISTRICT of invoices itemizing services.

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5. TERM AND TERMINATION

A. This Agreement shall commence upon execution by CITY and shall continue from year to year unless terminated by either party pursuant to the terms of Paragraph 5B below.

B. Either CITY or DISTRICT may terminate this Agreement upon giving the other party at least sixty (60) days' prior written notice.

C. In the event of termination, CITY shall provide DISTRICT, at cost, a computer tape containing a copy of all of DISTRICT patron records, title records and associated item records.

D. In the event of termination, DISTRICT shall pay DISTRICT's share of fees and costs outlined in Paragraph 4, pro-rated to the date of termination.

6. LIMITATION OF LIABILITY

In no event shall CITY be liable for any incidental, indirect, special or consequential damages, or lost profits, even if CITY has been advised, knew of or should have known of the possibility of such damages. DISTRICT shall indemnify and hold harmless CITY, its officers, agents, and employees from and against any and all claims, demands, losses, or liabilities of any kind or nature which CITY, its officers, agents, and employees may sustain or incur or which may be imposed upon any of them for injury to or death of persons, or damage to property as a result of, or arising out of actions of DISTRICT, its officers, agents, employees, and students under this Agreement. DISTRICT shall bear its share of the cost of repair, replacement, or other damage to the on-line system caused by or contributed

by DISTRICT, its employees, agents or representatives.

7. INSURANCE

DISTRICT will insure any equipment owned by CITY and utilized by DISTRICT under this Agreement in the same manner and under the same terms as DISTRICT insures its own equipment.

8. CONFIDENTIALITY OF INFORMATION

CITY shall not maintain a history of items checked out by individual patrons except as required to track outstanding items and items which have not been returned.

9. ENTIRE AGREEMENT

This writing constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all oral or written agreements which may have been entered into between the parties. No modification or revision shall be of any force or effect, unless the same is in writing and executed by the parties hereto.

10. ASSIGNMENT

Neither DISTRICT nor CITY may assign or transfer this Agreement, or any part thereof, without the written consent of the other party.

11. DESIGNATION OF AGENTS

The Community Services Director, or his or her designee, shall represent the CITY in all matters pertaining to this Agreement.

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12. NOTICES

Notices and communications concerning this Agreement shall be sent to the following addresses:

CITY	DISTRICT
City of Anaheim Attention: City Clerk 200 South Anaheim Blvd. Anaheim, CA 92805	PLACENTIA LIBRARY DISTRICT Attn: Secretary of the Board 4111 East Chapman PLACENTIA, CA 92870

Either party may, by notice to the other party, change the address specified above. Service of notice or communication shall be complete when received at the designated address.

13. EFFECTIVE DATE AND AUTHORITY

CITY and DISTRICT's signators represent that the signators hold the positions set forth below their signatures and that the signators are authorized to execute this Agreement on behalf of DISTRICT and to bind DISTRICT hereto.

The effective date of this Agreement shall be the latest date of execution hereinafter set forth opposite the names of the signators hereto. In the event DISTRICT fails to set forth a date of execution opposite the name(s) of DISTRICT's signator(s), DISTRICT hereby authorizes CITY, by and through its representative, to insert the date of execution by DISTRICT's signator(s) as the date said Agreement, as executed by DISTRICT, is received by CITY.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates hereinafter respectively set forth.

CITY OF ANAHEIM, a municipal corporation

By_____
Mayor

DATE OF EXECUTION:

_____

ATTEST:

_____
City Clerk

"CITY"

DATE OF EXECUTION:

_____

PLACENTIA LIBRARY DISTRICT

By _____

Printed Name_____

Title_____

"DISTRICT"

APPROVED AS TO FORM:

JACK L. WHITE, CITY ATTORNEY

By_____

Date_____

40169.2/CFlynn

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Review Meeting Schedule for Placentia Library District Board of Trustees**

DATE: June 26, 2001

BACKGROUND:

At its May 15, 2001 Regular Meeting the Library Board requested a discussion of its regular meeting time. A new regular date and/or time may be established.

RECOMMENDATIONS:

Motion to establish regular Library Board of Trustees meeting date and time.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Discuss "Effective Board Meeting Preparation" checklist from May 2001 issue of *Board and Administrator***

DATE: June 26, 2001

BACKGROUND:

At the May 15, 2001 Regular Meeting Library Board President Shkoler requested a discussion the "Effective Board Meeting Preparation" checklist from the May 2001 issue of Board and Administrator. The checklist is attachment A.

Please bring the completed checklist to the meeting.

RECOMMENDATIONS:

Determine future action.

Constituent pressure and board service

There are times that the nonprofit's supporters and clients will question you as a board member. And, they'll usually want a quick response to their concerns.

As a board member, however, you're in a much better position to provide good information when you are measured in your response to these kind of requests and complaints. Here are three effective tips to help you handle inquiries.

Three tips to handle pressure

1. ***Don't make hasty decisions.*** A Pennsylvania board has a policy that states, "If the board doesn't review a matter prior to the board meeting, the board will not vote on it at the meeting." "People know that if they try to run something in at the last minute, it won't go through with this board," says Board Member **George Swartz** (Littlestown, PA). "If we don't have time to check something out and investigate it, we won't address it."
2. ***If you don't have an answer for the public, get the facts first.*** "Tell people that you'll find out what you need to know and ask your executive director to get back to them," says Swartz. "Many times you think you know something, but you don't have the entire story. That just makes matters worse. Shoot straight and don't fabricate."
3. ***Listen to the entire story.*** "Sometimes, with board service it seems like nothing we do is right to those on the outside," he says. "And it can get tiresome listening to people's complaints. But our job is to listen carefully, make sure you have the facts straight, and then check matters out with the administrator." ■

Effective board meeting preparation

Use the following checklist to determine whether your board and administrator team prepare effectively for meetings. Check "A" for Adequate, or "NI" for Needs Improvement to evaluate how well you prepare for board meetings. ■

	A	NI
1. Does the board have a procedure for setting the meeting agenda?	✓	
2. Do meeting preparation materials arrive in time to give members a chance to prepare?	✓	
3. Do the board chairperson and administrator discuss agenda items in advance of meetings and anticipate problems that might occur?	✓	✓
4. Are matters which require action thoroughly studied and discussed before coming to the board in the form of a written recommendation from the administrator?		
5. Does the meeting agenda specify which items will require board action?	✓	
6. Does your administrator provide a recommended action for action items, which has his or her recommendation, alternatives and the impact of the decisions on the organization?	✓	
7. Do board members bring items up at board meetings, without giving the board and administrator time to prepare?	3	2
8. Do board members come to meetings well prepared and ready to discuss agenda items?	3	1
9. Are committee reports and recommendations distributed to board members in advance of meetings?		
10. Do staff members attend meetings to provide advice and background information on issues, as needed?		
11. Is the board meeting space adequate and conducive to effective decision making?		

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Determine level of liability limits for Special District Risk Management Authority (SDRMA) insurance renewal**

DATE: June 26, 2001

BACKGROUND:

Each year SDRMA gives its members an opportunity to review and change their coverage limits. The District has been carrying $2.5 million limits. I am recommending an increase to $5.0 million. The proposal from SDRMA is Attachment A.

The difference in costs is outlined below:

Limits	Policy Amount	Increase over cost for $2.5 Million
$ 2.5 Million	$ 4,908.85	-0-
$ 5.0 Million	$ 5,279.54	$ 370.69
$10.0 Million	$5,779.54	$ 870.69

RECOMMENDATIONS:

Authorize renewal of SDRMA liability insurance policy with $5.0 million limits for General Liability, Automobile Liability and Errors and Omissions coverages.

SDRMA

Renewal Contribution Invoice
2001-2002 Program Year

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870-6198

Friday, May 25, 2001

Property Liability Coverage for reported values (including contents): $3,876,935	$2,311.15
Mobile/Floater Equipment Coverage for reported value of $0	$0.00
Vehicle Liability Coverage for 0 vehicles	$40.00
General Liability Activities: Library Coverage: 1 Third Party Certificates	$4,939.34
Items included in the Program Package at no additional cost.	
Boiler & Machinery	$0.00
Employee Blanket Bond	$0.00
Errors & Omissions	$0.00
Gross Package Program:	$7,290.49
CIP Refunds	$776.69
Other Discounts	$1,604.95
Net Package Contribution	$4,908.85

Other Coverages

Comp/Collision Coverage for 0 vehicles	$0.00
Trailers Reported value of $0	$0.00
Other Coverages	$0.00
Net Other Coverages	$0.00

Total Renewal Contribution *(Please select coverage limits desired)*

____ Your Grand Total due for 2001-2002 with $2.5M limits for G/L, A/L, and E&O is:	$4,908.85
or	
____ Your Grand Total due for 2001-2002 with $5.0M limits for G/L, A/L, and E&O is:	$5,279.54
or	
____ Your Grand Total due for 2001-2002 with $10.0M limits for G/L, A/L, and E&O is:	$5,779.54

Return blue copy to:

SDRMA
1481 River Park Drive, Suite 110
Sacramento, CA 95815
For assistance and/or questions, please call: 800-537-7790

The amount you select above is due to SDRMA no later than July 13, 2001

Agenda Item 46

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager

DATE: June 13, 2001

SUBJECT: Program Committee Report for the month of May

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
ADULT SERVICES	**1**	**130**
TYD Total	**2**	**156**
CHILDREN'S SERVICES		
Community Center Story Times	5	27
Head Start Story Times	28	560
Class Visits	18	409
Wed. PM Story Times	5	44
Th. AM Story Times	5	62
Lapsits	5	113
Music Times (3-4 Yrs.)	5	133
Music Times (5-6 Yrs.)	5	45
SRP school visits	3	2,812
TOTAL FOR May	**79**	**4,205**
YTD TOTAL	**470**	**14,409**

LITERACY SERVICES	***May* 2000-01**	**FY2000-01 YTD**
Total Tutors	117	164
Total Students	166	193
Total Hours	1,063	8,492

For more detailed literacy statistics, see Agenda Item 34, page 2 of 2.

TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian CMS

DATE: June 26, 2001

SUBJECT: May activities in the Children's Department

Programming- the final programming session of the 2000/01 fiscal year ended in May. There were a total of 25 programs this month with 241 children and 156 adults attending. As shown in the program committee report, the breakdown per storytime is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	**5**	**60 children / 53 adults**
Storytimes, 3 – 6 years (a.m.)	**5**	**40 children / 22 adults**
Storytimes, 3 – 6 years (p.m.)	**5**	**29 children / 15 adults**
Musictimes 3 – 4 year olds	**5**	**84 children / 49 adults**
Musictimes 5 – 6 year olds	**5**	**28 children / 17 adults**
TOTALS	**25**	**241 children / 156 adults**

Class/Group visits- Class visits from local schools continued. Eighteen classes visited the library this month, with 373 children using the library and it's services.

Off-site Programming – Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were 5 storytimes at the Community Centers with a combined attendance of 27. Four storytimes were performed for each of the seven Head Start classes with a combined attendance of 560.

Summer Reading Program- Plans for the Summer Reading Program are under way. School visits to tell children about the Summer Reading Program have been scheduled and began May 21. Eight schools have scheduled visits by the librarian and volunteers. Special thanks to this year's volunteers: Jane Livezey, Jason Smith, Peggy Thomas and April Kaleis. Once again the Children's Department will be relying on teen volunteers to help with the Summer Reading Program. Nineteen volunteers have been scheduled to work the Summer Reading Program this year. The Summer Reading Program begins June 17th.

Community Outreach- The Librarian attended Placentia Head Start's day in the park at Whitten Center on Thursday May 17. A table was set up with library materials, and the librarian told stories to classes from the Head Start Program and area Kindergarten classes. Several hundred children and their teachers attended this two-hour event.

Agenda Item 48

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager

DATE: June 13, 2001

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

Tutor Training. The Literacy Coordinator conducted a tutor training workshop on Sunday, May 6 and nine tutors were trained, six adults and three teens. Additionally, one adult and one teen tutor received accelerated training for a total of eleven for the month. All eleven new tutors are matched and tutoring in the Library. The next tutor training is scheduled for June 7.

New Families for Literacy (FFL) Program Status. We had one new family begin in May. Erin, one of our FWS staff, continues to be on site at Placentia Head Start every Monday and Wednesday morning. She is there to interface with the Head Start classes and to recruit FFL families.

Partnership for Change (PFC) Coalition Spanish Literacy Continues. PFC is a coalition, consisting of the Library, the City of Placentia, Placentia Head Start, and Altrusa. There are two classes: one is an intermediate class and the second is a beginning one. There are currently eight students enrolled in both classes.

Rotary Reading Assistance Program (RRAP) Continues. RRAP, a partnership with the Placentia and Yorba Linda Rotary Clubs, the Placentia/Yorba Linda Unified School District, and the Library, continued in April at three district high schools: El Dorado, Esperanza, and Valencia. A concept developed by Jeff White of the Yorba Linda Sunrise Rotary Club, RRAP offers high school students the opportunity to get community service hours by volunteering at local elementary schools. RRAP Tutors began going to local elementary schools the last week of March and continued in April. Placentia Library's Literacy Coordinator developed the training for the program, and had trained over 100 volunteers high school volunteers by the end of May. We expect the RRAP to become even bigger next school year.

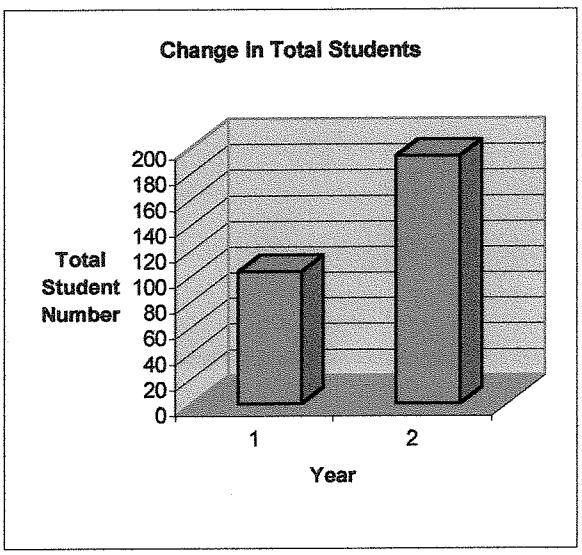
Reach Out and Read Partnership Continues. In May, the Placentia Library Literacy Services continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. On Monday mornings, one of our staff members, Charris Medina, and a volunteer, Diane Martlo, go to the Whitten Center in Placentia and read to children in the waiting room while they are waiting to see the St. Judes pediatric staff.

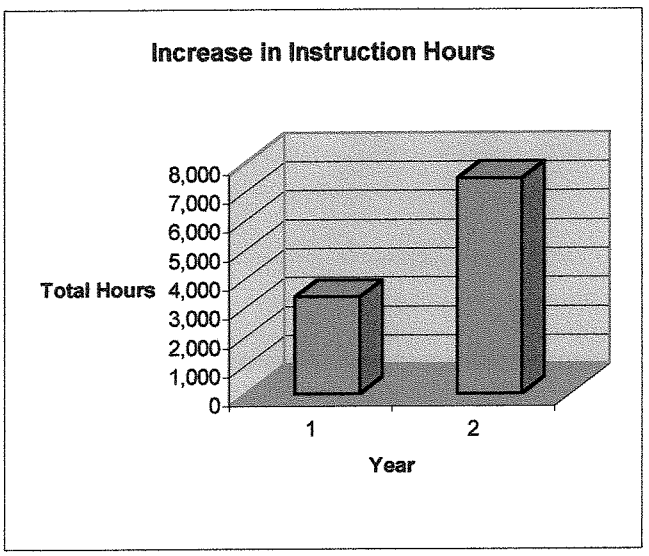
Literacy statistics. See Agenda Item 34, page 2 of 2.

Placenta Library Literacy Services

Report of Growth and Progress

	May 1999-00	May 2000-01	YTD May 1999-0	YTD May 2000-0
Tutors:				
Adult	65	86	67	112
Teen	25	36	28	52
Hours Instruction	535	1039.5	3,343	7,429
Other Volunteer Hours	270	24	1062	452
Total Hours	805	1063.5	4,405	7,881
Training Workshops				
Workshops Held	1	2	8	21
Tutors Trained	7	10	76	116
Students				
With Adult Tutors	72	193	72	118
With Teen Tutors	25	33	25	73
In Groups	6	17	6	2
Total Active Students	103		103	193
Families for Literacy				
Family Students	NA	9	NA	14
Family Tutors	NA	9	NA	14
Hours of Instruction	NA	64	NA	283
Total Tutors	90	117	95	164
Total Students	103	166	103	193
Total Instruction Hours	535	708	3,343	7,429





Agenda Item 49

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager

DATE: June 13, 2001

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

In April, the Placentia Library District had 20,647 "hits" on the Web Site, an average of 677 a day. Frank Frizell updated the Library's Web Page again in April. The following are our year to date statistics:

PlacentiaLibrary.Org Visits getting
the most hits.

Pages Visited	Dec-00	1-Jan	1-Feb	1-Mar	1-Apr	1-May
Borrowers	637	984	865	901	1,143	1,256
Friends	627	978	858	916	1,129	1,232
Hours	640	986	879	904	1,148	1,261
Information	643	988	877	914	1,151	1,247
Foundation	629	963	858	897	1,125	1,232
History Room	626	966	851	892	1,121	1,229
Literacy/CLC Logo	971	1,498	1,302	1,367	1,716	1,248
Passports	632	972	863	912	1,136	1,245
Total Views Most Hit	5,405	8,335	7,353	7,703	9,669	9,950

TO: Elizabeth Minter, Library Director

FROM: Cheryl Willauer, Library Assistant

DATE: June 26, 2001

SUBJECT: Publicity materials produced for May 2001

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Program asking for volunteers
6. Children's storytime, lapsit and musictime programs
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday except May's sale will be May 20th
9. Closed for Memorial Day holiday Sunday, May 27th and Monday May 28th

Newspaper articles published:

1. Lapsit stories for ages 2 and younger, held at Placentia Library.
2. Placentia Quarterly, listing community events now available at the Placentia Library.
3. Literacy Tutor Training session held at the Library on Tuesdays.
4. Way Out Wednesday's special Summer Reading Program events start in June.
5. Musictime for ages 3 & 4 and 5 & 6 meets at the Library.
6. City celebrates 75th anniversary.
7. A tale of 2 cities' libraries (Santa Ana & Anaheim)

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

Placentia News
Weekly MAY - 3 2001

TODAY 332

'Lapsit' stories for ages 2 and younger are held from 11 to 11:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

Story times for children ages 3 to 6 are held from 6:30 to 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.**Community Band** meets at 6:30 p.m. at Kraemer Middle School, 645 N. Angelina Drive. Call 993-8117.**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. Call 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 President Jean Lasley, 996-4088.

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

Placentia News
Weekly MAY 2 4 2001

Wednesday series starts 332

The Placentia Library District is presenting "Way Out Wednesdays," beginning June 20.

It will be part of the library's Summer Reading Program. Passes are free for children ages 4-13 who are registered with the program. Seating is limited.

Upcoming events include:

June 20: Franklin Haynes will entertain children with his marionettes.

June 27: The Gypsy Folk Ensemble will perform dances from Russia, Italy and America.

July 11: Pierre Cruzette will spin a historic tale of the Lewis and Clark trail with music.

Events will be held from 1 to 2 p.m. at the library, 411 E. Chapman Ave. Information: 528-1906, Ext. 212.

pacific clippings
p m b 1 1 7 8 9
santa ana, calif. 92711

The Register
Daily MAY 2 8 2001

PLACENTIA 332

• **Summer planning:** The city's Summer 2001 Placentia Quarterly is now available at the Placentia Library and the Community Services Office at City Hall. The quarterly includes a calendar of community events, a list of recreation classes and registration information. The library and City Hall are in the Civic Center on the 400 block of Chapman Ave. Information: (714) 993-8232.

Fax items to City Editor Diane Reed at (714) 704-3714 or e-mail to dreed@ocregister.com.

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Placentia News
Weekly MAY - 3 2001

TUESDAY

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

Musictime for ages 3-4 meets from 6 to 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 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. Reservations are not required. Call 528-1906, Ext. 212.

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Placentia News Weekly MAY - 3 2001

WEDNESDAY 332

Exercise classes for seniors are held at 10 a.m. at the Senior Center, 134 Bradford St. Call 986-2332.

Canasta players meet for tournaments at 12:30 p.m. at the Senior Center, 134 Bradford St. Call 986-2332.

Story times for children ages 3 to 6 are held from 6:30 to 7 p.m. at the Placentia Library, 411 E. Chapman Ave. Free. Reservations are not required. Call 528-1906, Ext. 212.

Heritage Festival Committee meets at 7 p.m. at the Community Meeting Room, 401 E. Chapman Ave. Call 993-8117.

*****What is happening in your club, organization or civic group? Call 704-3796 or fax information to 704-3714. Listings must include phone numbers.**

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Placentia News Weekly MAY 24 2001

TUESDAY 332

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Spanish literacy classes slated 332

The Placentia Human Services Division is offering Spanish Literacy classes for adults who did not have the opportunity to go to school in their native country. The 12-week classes will be held at the Oberle Gymnasium, 974 S. Melrose Ave. Space is limited. Reservations are required. Times and dates will be set based on the numbers of participants.

For information, call the Human Services Department, at 986-2333 or the Placentia Library at 528-1906.

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Placentia News Weekly MAY 24 2001

TODAY 332

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The Register
Daily MAY 0 8 2001

LA PALMA 332
Library upgrades: The City Council recently gave $40,000 to the La Palma Branch Library for various improvements. The library, which is a part of the Orange County Public Library system, will use the money to install three more Internet workstations, improve lighting and replace broken doors.

– Theresa Salinas
(714) 704-3788
tsalinas@ocregister.com

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santa ana, calif. 92711
The Register
Daily MAY 2 9 200

PLACENTIA 332
Anniversary savings: To commemorate the city's 75th anniversary, the July 4th Planning Committee is offering a $1-off coupon for food or games. Tickets go on sale Friday at City Hall. The event will be at Bradford Stadium at Valencia High School. Information: (714) 993-8232.

– Karen Robes
(714) 704-3796
krobes@ocregister.com

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Daily MAY 9 2001

PLACENTIA 332
Missing mayors: To help mark the city's 75th anniversary this year, staff members are looking for pictures of two former city leaders to complete the Wall of Mayors at City Hall. Missing are pictures of Anton Wilson, who was mayor in 1946, and Paul Breting, who served in 1960. To help: e-mail Marie Schmidt, schmarie@yahoo.com.

– Karen Robes
(714) 704-3796
krobes@ocregister.com

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Weekly MAY - 3 2001

County library adds a new Web site 332

The Orange County Public Library has added a new Web site, www.ocpl.org, which offers links to teen and children sites, including homework help, as well as direct access to the library's online databases.

Patrons with library cards can now search business, health, technology and law databases, in addition to the library's full catalog of items. They can also place holds online, and check personal library records.

The Costa Mesa and Mesa Verde libraries are part of the OCPL system.

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Daily MAY 2 6 2001

PLACENTIA 332
City celebrates: A calendar of events commemorating the 75th anniversary of Placentia's cityhood is available at the Community Services Department in City Hall. Upcoming activities will include a Fourth of July celebration, summer concerts at the park and Taste of Old Town. Call: (714) 993-8232.

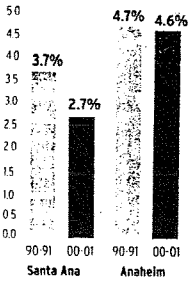
– Karen Robes
(714) 704-3796
krobes@ocregister.com

Books and kids

Nearly one in three Orange County children under 18 live in either Santa Ana or Anaheim. The two cities take very different approaches when it comes to funding their library systems, which are a key way for cities to reach their younger residents.

Library spending

Percentage of general fund spent on libraries:



What larger cities spend...

What the three largest cities spent on children's library materials for each person under 18. Fiscal year 1999-2000.

...compared with others

Mission Viejo $2.37

Newport Beach $7

Yorba Linda $4

Fullerton $2.85

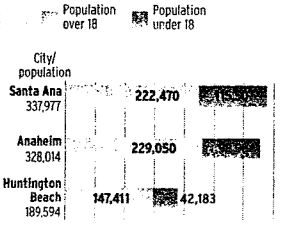
Placentia $1.75

Buena Park $1.18

Sources: 2000 U.S. Census, California State Library

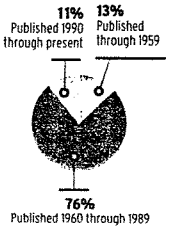
Population breakdown

Number of residents of selected cities, over and under 18 years old.



Old books

Breakdown of outdated science books that Santa Ana libraries have discarded:



Reporting: Valeria Godines

The Register

A tale of 2 cities' libraries

Census • Anaheim and Santa Ana have different priorities for funding.

By VALERIA GODINES
The Orange County Register

The high school assignment was simple enough: Research the growing criticism of Freud's work in psychology.

But when Lilly Dang, 17, dug into Santa Ana's library, she only came up with books that were as outdated as Freud's methods.

"I had to go to the Huntington Beach library to find anything current," Dang said one recent afternoon while studying at the Newhope branch in Santa Ana.

"They have more resources there and they also have more space. It's quieter."

The Register examined city library budgets in Anaheim and Santa Ana because about 28 percent of the county's children live in these two cities. Cities often try to reach their young populations through library programs.

CENSUS 2000 WHO WE ARE

Both cities had explosive growth in under-18 residents from 1990 to 2000, according to census figures. The increase in Anaheim was 43 percent; in Santa Ana, 29 percent.

The cities are about the same size. Santa Ana has a population of 338,000; Anaheim's population is 328,000. Both have large Hispanic populations – 76 percent for Santa Ana, 46 percent for Anaheim.

Both cities operate their own libraries, whereas many other cities are in the county system. And both cities take a different approach toward their libraries. Santa Ana spent about $200,000 on books, whereas Anaheim spent about 2½ times more on books last year, according to city reports.

And Santa Ana spent about 38 cents on library materials – books, videos and other resources – per child under 18 in 2000, while Anaheim spent four times as much, and Huntington Beach, whose population is about 190,000, spent about eight times as much per child, according to a draft report on 1999-2000 fiscal year spending from the California State Library and census 2000 figures.

MORE THAN 100 CHILDREN a day file into the Newhope library, one of three branches in the Santa Ana system. Students utilize the college tutors at the library, but also encounter crowded study areas • Photos: Daniel A. Anderson / The Register

Dang had a hunch that Santa Ana spent fewer dollars on library materials. The Fountain Valley teen spends her afternoons at the Newhope branch to take advantage of the tutoring services offered there. She studies at the Santa Ana branch because it is closer to her home.

More than 100 children cram into the library daily to do homework. When it gets too crowded, some children sit on the floor to do their schoolwork. On a recent afternoon, a few scattered adults sat among the chattering kids, looking stunned and out of place.

"This isn't even that packed," Dang said above the din of the children's voices.

Michelle Na, 13, a Santa Ana resident, said she was taken aback when she first began using the Newhope library. She had used Huntington Beach and Anaheim libraries in the past.

"To be honest, I thought this one was kind of cheap," she said. "The staff here is really nice and friendly and they are so helpful, so it's not all bad."

Students take advantage of the college tutors who work at the library. Dang thanks the tutors for helping bring her grades up in pre-calculus. Also, the tutors helped her fill out college scholarship applications and showed her the different grants she would qualify for.

Santa Ana city officials defend their spending practices, saying other services demand immediate attention.

"We have had particular priorities ... streets, curbs and gutters," said Santa Ana City Councilwoman Alberta Christy.

"That had been placed on hold for a long time – especially because the bankruptcy zapped everything – and people had been complaining about that. We may not spend as much as Anaheim but we have had some other crucial things that we were looking at" such as street repairs, said Christy. "Education is a priority. ... But you have to look at other needs of the community."

DISCUSSING their library experiences are, from left, Michelle Na, Sandy Nguyen and Lilly Dang.

Santa Ana has three libraries, two bookmobiles and 104,000 library cardholders. Anaheim has five libraries, one bookmobile and 98,000 cardholders.

The two cities take different approaches to their libraries: Santa Ana spends 2.7 percent of its $162 million general-fund budget on libraries, according to the current fiscal year budget. Anaheim spends 4.6 percent of its $162 million general-fund budget.

A good portion of Santa Ana's collection is outdated. City librarians recently determined 25 percent of its entire collection was outdated, mostly from the 1970s.

That is especially worrisome to Kathy Sabine, principal at Heninger Elementary in Santa Ana.

"I think it's terribly important, especially when we are asking children to be held accountable for information that they are being tested on, and if they don't have access to recent information that they are being tested on, then there is quite a gap there," Sabine said.

A staff member from the city's library system used to read to children at her school once a week, but the program ended this year because of budget cutbacks, according to Sabine.

"We have multiple challenges. There is probably no social ill in this community that can't be solved through education," said Rob Richard, library director in Santa Ana.

• Staff writers Ronald Campbell and Jim Hinch contributed to this report.

Agenda Item 51

SAFETY COMMITTEE MEETING
MAY 24, 2001
MINUTES

I. Call to Order: 9:30 A.M.

II. Members Attending: Wendy Goodson
Katie Matas
Cindy McClain
Cyrise Smith

Members Absent: Esther Guzman

III. Old Business

1. The janitor closet was straightened to make supplies accessible.
2. The linoleum floor in the workroom is uneven near the door to the cubicles. Solutions are being reviewed by administration.
3. The dividers in the children's restroom are being repaired.

IV. New Business

1. A risk management consultant for the Special District Risk Management Authority inspected the building and will present the library with a report.
2. The loading dock light will be replaced.
3. The drinking fountain in the Children's Department will be repaired.
4. The building was sprayed for insects.

The next meeting will be June 21, 2001 at 9:15 A.M.

Respectfully submitted,

Katie Matas

Katie Matas

THE CALIFORNIA STATE LIBRARY

CONNECTION

LIBRARY OF CALIFORNIA

CALIFORNIA STATE LIBRARY
FOUNDED 1850

ISSUE NUMBER 12
June 2001

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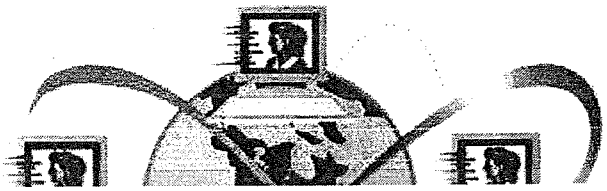
Videoconferencing:
A boon to rural libraries

By Dan Theobald,
i2i Communications



People in rural communities prefer the slower pace of small-town life, but often miss the cultural and educational opportunities available in big cities. Now California's rural librarians, patrons, schools, businesses, and civic groups can have the best of both worlds. Thanks largely to the California State Library's Rural Initiative, more than two dozen rural public libraries are using videoconferencing equipment for a variety of public programming, staff training, online research, and virtual meeting applications.

The technology - a combination of television monitors, cameras, microphones, and high-speed phone lines - allows people at two or more locations to see and hear each other in living color.

Rural librarians can save staff time, as well as travel and hotel expenses, by using videoconferencing for training. The InFoPeople project, a major provider of continuing education for public libraries, is offering videoconference workshops on Internet Filtering Policy, Customer Service, LAN (Local Area Network) Management, and Managing Change.

"Videoconferencing brings rural librarians face-to-face with top-quality trainers, consultants, and legal and policy experts," said InFoPeople coordinator Holly Hinman.

In addition to saving money, distance learning can also help with fund raising. After a videoconference workshop on how to identify rare editions, librarians at the Brawley Public Library paid more attention to the books donated for their sales. "We took a box of books to a rare bookseller in San Diego," said Director Marjo Mello. "He bought them for $400. Without the workshop, we'd have put them on our sale table for about $10."

Virtual workshops also let librarians exchange ideas with colleagues at other libraries. "It helps to hear that other libraries are having similar problems and may be able to share solutions," said San Luis Obispo County Librarian Judy Rohr.

Local business and civic groups also use videoconferencing equipment at rural libraries. Businesses use it for recruitment and meetings with out-of-state headquarters. Social workers and probation officers take video depositions and meet with clients, family members, and caretakers. Some libraries charge a small fee for the meeting room and the cost of the video call.

The Nevada County Library in Nevada City recently hosted a videoconference on Alzheimer's. Fifty attendees from the Family Caregiver Alliance participated in the meeting with doctors from Los Angeles and San Francisco. The Northern Sierra Air Quality Management District board spares the air by meeting via videoconference with members living in Quincy.

Although primarily a tool of rural libraries at this point, urban libraries are using videoconferencing too. Some of them serve as broadcast sites for the programming that's transmitted to rural libraries, while others, such as Sacramento Public Library, use it for video recruitment with out-of-state job candidates.

Two popular videoconferencing projects are Video Author Visits and Windows on the

Please see Videoconferencing, page 2

First Asian and Pacific American conference for librarians to be held in San Francisco

The first conference for Asian and Pacific American librarians will be held at the Grand Hyatt on Union Square June 13-15 in San Francisco. Called "Shared Visions: the National Conference on Asian Pacific American Librarians," the conference will focus on how to improve library service to the growing, under-served Asian Pacific American community in California and throughout the nation.

The sponsors chose California as the site for this first-ever conference because California is home to an enormous population of Asian Pacific residents. Currently, libraries under-serve Asian Pacific residents, so promoting library services to Asian Pacific communities through training and education is one of the goals of the San Francisco conference.

Jointly sponsored by the Asian Pacific American Librarians Association (APALA) and the Chinese American Librarians Association (CALA), this conference precedes the annual American Library Association conference and will feature leadership training, educational programs, poster sessions, exhibits, and keynote speakers such as Eugenie Prime, manager of the Hewlett-Packard Labs Research Library.

This conference is partially funded by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the state librarian.

To register for the conference or to view the preliminary program, visit the conference web site at http://bioac.uky.edu/ncapal. If you have any questions or need further information, contact Ken Yamashita, APALA, at kyamashita@stockton.lib.ca.us, or Kathy Low, human resources consultant, CSL, at (916) 653-6822, or by email to klow@library.ca.gov.

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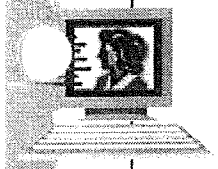
Videoconferencing



World. Funded by the Library Services and Technology Act, a federal grant program for libraries, with additional support from Pacific Bell, Video Author Visits lets authors pay virtual visits to communities around the state. Each presentation is followed by discussion with the author, with all sites being able to participate. In Calexico - a small California town across the border from Mexicali, Mexico - for example, getting authors to visit via videoconference is quite a coup. Yolanda Nava, author of *It's All in the Frijoles: 100 Famous Latinos Share Real-Life Stories, Time-Tested Dichos, Favorite Folktales, and Inspiring Words of Wisdom,* gave a presentation that was a big hit with a local high school Spanish class.

"Calexico's population is about 98 percent Hispanic, so we were happy to take advantage of the opportunity to hear a Latino author," said City Librarian Sandra Tauler.

Other "virtual" author visits for this project have included mystery writer John Lescroart, who made a virtual visit to California libraries on May 11. Gary Soto visited on May 24; Jeff Shaara and John Saul will visit in August; and Pulitzer Prize-winning author Michael Chabon will visit in the fall.

Windows on the World, another project funded by LSTA, provides virtual tours of museums, zoos, aquariums, and research institutes. The interactive presentations are augmented by information posted on a Windows on the World web site, with links to the sites of each museum or content provider.

During a three-day arts festival in April, the Paso Robles Public Library took advantage of a Windows on the World program from the Los Angeles County Museum of Art. A museum educator discussed American history as seen through the eyes of its artists. She showed how changes in society were reflected in art from the Colonial period to the 20th century.

"Her presentation was more like a private tour," said Paso Robles City Librarian Annie Robb. "It really added prestige to our programming."

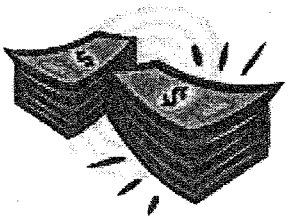
In Chico, Library Assistant Oliver Allen finds that videoconferencing is a natural match for the inquisitiveness of children. Local fifth- and sixth-graders came to hear David Macaulay, author of *The Way Things Work.*

"A library volunteer took Macaulay's books to the school beforehand, so the kids were ready with lots of questions," said Allen. "If you can spark just one kid's interest, it's really worth it."

As the use of videoconferencing equipment proliferates throughout California, libraries are including the technology in their plans for new structures. Waynn Pearson, city librarian of Cerritos, is opening the "library of the future" this fall, and videoconferencing technology is a big part of the new facility.

For further information on the two videoconferencing projects, contact Dan Theobald, principal consultant with i2i Communications in San Francisco, at (415) 431-0329 or by email to dtheobald@i2icom.com; or contact Ira Bray, electronic information resources consultant, CSL, at (916) 653-0171, or by email to ibray@library.ca.gov.

Loan compensation under LoC to change beginning July 1, 2001



Under the Library of California interlibrary loan (ILL) program, academic, public, school, and special libraries can be compensated for the loans made to public and non-public libraries. Starting July 1, 2001, libraries must be members of the LoC in order to participate in its loan programs.

The LoC loan program is similar to the ILL compensation program available for public libraries under the California Library Services Act (CLSA). Both support resource sharing and use CLSA's current ILL reimbursement rate. But that is the extent of their similarities. Under LoC, services and resource sharing are limited to LoC members. All the non-public libraries that have been approved by the LoC board, up to and including its April 26, 2001 meeting, will be eligible to participate in the LoC loan programs. Non-public libraries that submit their applications between April 1, 2001 and March 31, 2002, can participate in the LoC loan compensation program beginning July 1, 2002.

Public libraries can still be reimbursed for loans to other libraries under CLSA and are thus not bound by any LoC membership restrictions. However, the LoC board is anxious to remove any inequities between public and non-public library loan compensation, and therefore has started examining the transition of CLSA loan programs into the LoC programs. The California State Library is currently commissioning a major study - the first since 1983 - to determine the handling costs for California libraries that participate in the LoC interlibrary and direct loan programs. The results of this study will allow loan compensation rates to be set under LoC, and thus will help the board actively begin the transition process from CLSA to LoC. Since transitioning these programs involves a change in state budget line items, considerable lead-time must occur in advance of the fiscal year in which the CLSA program will be transitioned. Currently the LoC board does not envision a complete transition of CLSA loan programs to the LoC before July 1, 2003. When transition does occur, public libraries will have to meet the same membership requirements as non-public libraries in order to be reimbursed for loans.

The LoC direct loan program must follow the same membership requirements outlined above. The LoC board has not yet decided when to begin a direct loan program, which will allow non-public LoC members to receive compensation for direct loans they have made to the clientele of other LoC member libraries.

For general information about the LoC ILL program, see the August 2000 issue of *Connection*, p. 6. If you have questions or comments, contact Tom Andersen, CLSA program coordinator, CSL, at (916) 653-7391, or by email to tandersen@library.ca.gov.

Amigos Library Services to be offered to LoC members

As directed by the Library of California board at its April 2001 meeting in Sacramento, the Library Development Services bureau of the California State Library is working with Amigos Library Services to bring cooperative licensing services as well as discounts on library products and supplies to LoC members. A nonprofit organization, Amigos is one of the nation's largest library resource sharing networks and a leader in providing information technology to libraries. The Amigos Membership includes over 650 libraries and cultural institutions.

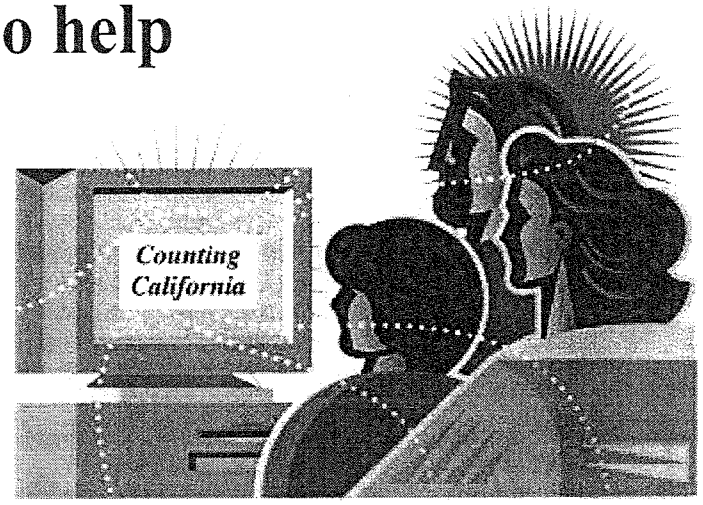
LoC members who choose to join Amigos will receive services that are part of Amigos' A-Plus package available to general members. A-Plus services include discounted pricing on electronic resources such as e-journals, e-books, e-dictionaries and encyclopedias, citation and full text databases, library supplies, document delivery, and barcode labels.

Amigos will also work with LoC members to create specific opportunities for discounted licensing and purchases for those databases and resources that are not currently available through the A-Plus Services.

It is anticipated that everything will be in place and LoC member libraries can begin signing up for Amigos services by the end of May 2001. An advisory group will work with CSL staff to assure that the services Amigos provides are responsive to the needs of LoC members. LoC regional library networks and their members will be notified once a formal agreement is in place and Amigos has begun providing services.

For general information about the A-Plus package of Amigos, visit their web site at www.amigos.org/aplus.htm. For further information, contact Ira Bray, electronic information resources consultant, CSL, at (916) 653-0171, or by email to ibray@library.ca.gov.

New online database to help Californians access government data



Government data serves a clientele as varied as the population of California itself, ranging from private citizens and businesses to some of the most prominent education and research institutions in the world. However, the digital technologies that have revolutionized data distribution in recent years have also created unintentional problems. What was once a stable system of print materials has given way to a diffuse, constantly changing array of electronic media, each using different formats and access methods. The current situation often leaves many would-be users frustrated or bewildered; each new upgrade of software and web browsers only exacerbates the problem. Preservation and consolidation of historical, or time-series, data are similarly at risk. Government agency web sites often integrate new information, but may not follow any systematic plan to preserve historical data as each update supersedes the previous version.

The California Digital Library (CDL) of the University of California will be unveiling a new research tool this July called *Counting California* that is intended to solve this problem. It is a collaborative project funded by the Library of California and CDL, with additional federal funding from a Library Services and Technology grant. The purpose of *Counting California* is to enhance California citizens' access to the growing range of social science and economic data produced by government agencies. In a departure from more static formats, this database's interface will allow users to access the actual raw data compiled by federal, state, and local government agencies. Not only that, but users will also be able to collate and integrate data by topic, geography, title, and provider. *Counting California* also addresses the serious preservation dilemma posed by ever-changing technology and data formats, ensuring easy and continuous access to historical and current information.

How is this done? *Counting California's* goals respond directly to the challenges of accessing this type of data:

- To provide flexible, user-friendly access that meets the diverse needs of the California citizenry;
- To ensure uniform, continuous access to both current and historical government data;
- To foster the ability of government agencies and other members of the data community to work together so data can be shared.

Counting California is tentatively scheduled for public release on July 1, 2001. For more information on the database, please contact project manager Patricia Cruse, CDL, at (510) 987-9016, or by email to Patricia.Cruse@ucop.edu. For more information on the Library of California's collaboration in this effort, contact Tom Andersen, CLSA program coordinator at (916) 653-7391, or by email to tandersen@library.ca.gov.

Librarian shortage reported in LA Times

An April 30, 2001 *Los Angeles Times* article tells about a "vexing shortage of public librarians" in Los Angeles. Reporter Sue Fox writes, "building more libraries and increasing hours of operation only worsens the crunch."

Fox says that World Wide Web online design companies, and similar organizations, are "hungry for info-savvy workers" and that the phenomenon challenges large urban libraries. With the high-cost of living in cities such as Los Angeles, entry-level librarians are likely to find dotcom jobs appealing.

The American Library Association, in response to the crunch, has "launched a five-year campaign to promote libraries as cool places to work." And, according to the *Times*, urban libraries such as Los Angeles' are "working hard" to attract MLS grads to the field. The Los Angeles Public Library, for example, has set aside "$50,000 to help pay moving expenses for new hires." Los Angeles Public Library's head librarian, Susan Kent, says in the article that new librarians "can build a really terrific career" in Los Angeles.

Library of California April board meeting

The Library of California Board (LCB) met in Sacramento, California, on April 25-26, 2001 to address a number of LoC program and service implementation issues and to chart a planning direction for the 2001 calendar year. For details on the issues and actions addressed at this meeting, please refer to the LoC web site at www.library.ca.gov/loc/. Click on "State Board>Agendas>April 2001" to identify documents from that meeting. Highlights from the meeting include:

1. Library of California Budget

The LCB approved the adoption of a budget allocation model for the regional library networks to use in fiscal year 2001/2002. The model would give each regional library network a base amount with the remaining money being divided among the networks based on the number of their member and participating libraries.

The LCB also approved making an interim allocation of its fiscal year 2001/2002 baseline budget in the following categories:

- $675,140 for statewide services
- $3,312,860 for regional library network services with $200,000 being allocated as each network's base amount

The LoC board required that the funds the regional library networks receive must be spent in the following areas:

- Reference and Information Services (Sect. 18846)
- Delivery (Sect. 18842(c))
- Training (Sect. 18845)
- Administration including development and support of the network council (Sect. 18841)
- Public Relations (Sect. 18847)
- Telecommunications and online access (Sect. 18842 (a), (b), (d))

The LCB authorized spending the remaining fiscal year 2000/2001 statewide services funds to renew subscriptions for statewide services such as the Librarians' Index to the Internet and the LoC Periodicals and Serials Database, and to support statewide full text database licenses.

2. Regional Library Network Development

The LCB did not approve the Plans of Service submitted by the seven regional library networks as explained in document 10, issue no. 1. The board instructed the chief executive officer to return them to the networks so the plans can be revised using the new budget allocation model and the interim budget allocation that the board adopted at the April 2001 meeting. They advised the regional library networks to submit their revised Plans of Service to the Library of California Director by May 25, 2001.

The LCB approved the 37 institutions listed in document 10, table 1, as members of the specified regional library networks beginning July 1, 2001. The board also approved 12 additional participating libraries included in document 10, table 2. State-funded benefits for these new institutions and participating library members of the LoC will begin July 1, 2001 once the board approves the fiscal year 2001/2002 Regional Plans of Service of these libraries.

3. Library of California Databases Program

The LCB authorized the allocation of $300,000 of fiscal year 2000/2001 funds to underwrite the workload of fiscal agents and the cost to administer the cooperative licensing services for LoC member libraries.

4. CLSA Interlibrary Loan and Direct Loan Programs

The LCB adopted the CLSA interlibrary loan reimbursement rate of $3.87 per eligible transaction and a rate of $.73 per eligible transaction for CLSA direct loans. The State Department of Finance must concur with these rates before they go into effect; the chief executive officer will notify all participants in this program of the 2001/2002 reimbursement rates once the Department of Finance's decision on these rates is known.

5. CLSA Statewide Data Base Program

The LCB approved a one-time increase in the allocation of CLSA Statewide Data Base subsidy so public libraries can pay for the ongoing costs of sharing resources via Z39.50. The subsidy will rise from $500 to $796 per library for the fiscal year 2000/2001, and it will be limited to those libraries that have already claimed the subsidy.

The LCB also approved a one-time increase in the CLSA Statewide Data Base subsidy to help the CLSA cooperative systems pay the ongoing operating costs of providing a regional resource sharing server. The subsidy will increase from $5,000 to $7,900 per system for the 2000/2001 fiscal year, and it will be limited to CLSA systems that have already claimed the subsidy.

6. Legislation

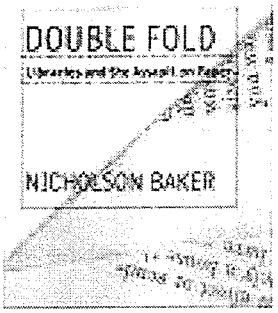
The LCB authorized the board president and the legislative committee chair to take appropriate action regarding a state budget augmentation for county law libraries once they are notified that a specific augmentation for county law libraries has been introduced into the fiscal year 2001/2002 state budget process.

7. LoC Board Goals and Strategic Objectives

The LCB amended the date on the Board Strategic Plan 2000/2003 six-month objective to draft a mission/purpose statement for each committee. The completion date for this objective has been moved to the June 2001 board meeting.

Double Fold: Libraries and the Assault on Paper

In the newly released *Double Fold: Libraries and the Assault on Paper*, author Nicholson Baker criticizes libraries for destroying precious primary texts, newspapers particularly, in the name of saving space. Baker sees newspapers, whose strengths librarians test by what he perceives as an inconclusive "double fold" process, as history. In Baker's view, microfiche is history once removed, a poor substitute for the lost culture embodied by destroyed newspapers.



Double Fold is a readable book. Short versions of Baker's *Double Fold* argument appeared first in the *New Yorker*, where Baker is a staff reporter. Though full of preservationist jargon and citations, Nicholson shapes his point - that newspapers are of the most cultural value *as newspapers*, not as microfiche - shrewdly and with the quirky eye of an accomplished novelist. And critics and scholars concur that Baker has a point. The *Los Angeles Times* (April 22, 2001) calls *Double Fold* "an important book," even if Baker "could have made his argument more succinctly."

Baker's controversial piece is sure to raise some eyebrows in and around California's libraries: library staff may have to field comments or questions about *Double Fold*. Luckily, the *New York Review of Books* (April 26, 2001) has a lengthy and informed review of *Double Fold* by Robert Darnton, a Professor of History at Princeton University. Darnton calls *Double Fold* a "tour de force and a great read" but he demurs that one should read *Double Fold* as "a journalistic jeremiad rather than a balanced account of library history over the last fifty years."

Professor Darnton outlines *Double-Fold* as he analyzes. Darnton "strips" Baker's argument of writerly rhetoric, and breaks the argument into Baker's "set" of nine propositions, or points, which range from "paper holds up well" to "librarians may have had good intentions, but they acted in bad faith." Darnton concludes by asking the *New York Review of Books'* readers to consider *Double Fold's* policy recommendations, with which he agrees.

California State Librarian Dr. Kevin Starr says of *Double Fold*: "Through the force of this jeremiad, Nicholson Baker has challenged the library profession to take a second look at its preservation protocols. We librarians stand for free enquiry - even when it is painful. Baker's enquiry is exactly that - painful and challenging."

Four California students honored by First Lady Davis

First Lady Sharon Davis paid tribute to four California students in the governor's office on May 22. The four students were the first- and second-place winners in the Letters About Literature competition, sponsored by the California State Library Foundation and the California Center for the Book.

The First Lady praised the students for their excellence in writing and encouraged them to continue reading. Dr. Kevin Starr introduced the First Lady, noting her steadfast devotion to the cause of literacy.

Awards were given on two levels. Level I was for students in grades four through seven. Level II included students in grades eight through twelve. Winning first place at Level I was Min Lee, 11, of the George B. Miller School in La Palma. Min wrote to E.B. White, the author of *Charlotte's Web*.

Min's letter opened: "When I was young, I lived by the mountains in Korea, so I liked insects very much. However, I didn't like spiders, and I was very afraid of them, partly because of their long, creepy legs." When he came to the United States two years ago, Min spoke no English, but he learned rapidly, and his letter was judged to be the best of more than 600 others submitted at Level I.

Winning second place in Level I was Juliana Friend, 12, of San Francisco.

First place in Level II went to Minh Huynh, 17, a junior at Gabrielino High School in San Gabriel. He wrote to Ray Bradbury about the novel, *Fahrenheit 451*. Natalie Cole, the assistant director of the California Center for the Book, presented the letter to Ray Bradbury, who read it and signed it. The letter was presented to Minh at the ceremony in the governor's office. Minh runs cross country for Gabrielino High School and wants to attend either Claremont McKenna or Pomona College.

Second place in Level II went to Benjamin Soifer, 14, of Altadena. Benjamin wrote to Michael Shaara, the author of *The Killer Angels*, a novel about the Battle of Gettysburg.

Angela Morales, Min Lee's fourth-grade teacher, accompanied him, his aunt, and his mother to Sacramento for the awards ceremony. Each of the first-place winners received a check for $250 from the California State Library Foundation. Each second-place winner received a check for $150 from the California Center for the Book, which also paid for transportation for each child and one parent. The California State Library Foundation and the California Center for the Book also shared the expense of producing a booklet containing 21 of the best letters written for the competition.

LII founder Carole Leita to receive ALA award

Carole Leita, creator of the Librarians' Index to the Internet, is the recipient of the 2001 Isadore Gilbert Mudge-R.R. Bowker Award. The $5,000 award, donated by R.R. Bowker, recognizes distinguished contributions to reference librarianship. The Reference and User Services Association (RUSA), a division of the American Library Association (ALA), will present the award on June 18, 2001 at the RUSA Awards Ceremony which runs from 5:30 to 7:30 p.m. and is part of the ALA Annual Conference in San Francisco.

Currently Leita works as an instructor and consultant to the InFoPeople Project of the California State Library, where she continues to coordinate the LII. For further information, visit the ALA web site at http://www.ala.org/news/v7n5/mudge_award.html.

THE CALIFORNIA STATE LIBRARY
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Training Corner

Provider: **InFoPeople**
- InFoPeople Distance Education Program
InFoPeople will offer at least eight Web-based courses during 2001. For this year, these courses are offered free of charge to participants. They are being fully supported by a federal Library Services and Technology Act grant from the California State Library.
1st Course: Intermediate HTML: Setting the Table
Dates and Locations:
Web-based courses during 2001
http://infopeople.org/WS/workshop/Workshop/52

Provider: **Cuesta College,** San Luis Obispo
Course: LIBINF1 - Introduction to Library Services
Dates and Locations:
(8) week session - October 22 to December 17, 2001
Mandatory meeting:
Saturday, August 25, 2001 12:00-2:00pm, room 6304
San Luis Obispo Campus
http://www.cuesta.cc.ca.us/campus/pubs/00_02/
degrees/libtech.htm>http://ww

Provider: **InFoPeople**
Course: Introduction to HTML: Tag You're It!
Dates and Locations:
Wednesday, July 11, Vallejo
- John F. Kennedy Library Branch
Wednesday, August 8, Riverside County Library
- Robidoux Branch
Thursday, August 23, National City Public Library
http://infopeople.org/WS/workshop/Workshop/53

Provider: **InFoPeople**
Course: Getting the Most from Microsoft Word
Date and location:
Tuesday, July 10, Vallejo
- John F. Kennedy Library Branch,
Solano County Library
http://infopeople.org/WS/workshop/Workshop/24

Provider: **InFoPeople**
Course:
Law on the 'Net: A Workshop for Non-Law Librarians
Dates and locations:
Monday, June 11, San Francisco Public Library
Monday, July 9, Riverside County Library
- Robidoux Branch
Thursday, July 26, Sacramento County Office
of Education
Tuesday, August 14, National City Public Library
http://infopeople.org/WS/workshop/Workshop/8

Provider: **InFoPeople**
Course: Common Sense Project Management
Date and location:
Thursday, September 13, Belvedere
- Tiburon Public Library (SF area - North Bay)
http://infopeople.org/WS/workshop/Workshop/48

Provider: **InFoPeople**
Course: Internet Policy and Filtering Update
Dates and Locations:
Monday, June 11, Sheraton Ontario Airport Hotel
Thursday, June 21, Sacramento County Office
of Education
Tuesday, July 10, Courtyard Old Pasadena by Marriott
http://infopeople.org/WS/workshop/Workshop/50

Provider: **Council on Library/**
Media Technicians Annual Conference
Course: Library Support Staff: Still Moving
in the Right Direction
Dates and location:
June 13-16, 2001
Hyatt Regency San Francisco/ Embarcadero
San Francisco, California
http://library.ucr.edu/COLT

THE CALIFORNIA STATE LIBRARY
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LIBRARY OF CALIFORNIA

calendar of events

2001

June

June 9-14, 2001
Special Libraries Association Annual Conference, San Antonio

June 13-15, 2001
First National Conference on Asian Pacific American Librarians, San Francisco

June 14-20, 2001
ALA Annual Conference, San Francisco

June 15, 2001
LSTA fiscal year 2001/2002 year due

June 27-29, 2001
Library of California board meeting, Fresno

July

July 14-19, 2001
American Association of Law Libraries (AALL) conference, Minneapolis

August

August 15-17, 2001
Library of California board meeting, San Diego

August 16-25, 2001
International Federation of Library Associations and Institutions (IFLA) General Conference, Boston

October

October 14-20, 2001
Teen Road Week

October 31-November 2, 2001
California School Libraries Association (CSLA), Annual Conference, Long Beach

November

November 2-5, 2001
California Library Association (CLA), Annual Conference, Long Beach

November 5-7, 2001
Library of California board meeting, Long Beach

November 14-18, 2001
American Association of School Librarians (AASL) National Conference, Indianapolis

2002

January 18-23, 2002
American Library Association (ALA) Midwinter Meeting, New Orleans

March 13-16, 2002
Public Libraries Association (PLA) National Conference, Phoenix

April 14-20, 2002
National Library Week

June 13-20, 2002
American Library Association (ALA) Annual Conference, Atlanta

CONNECTION
is the web site newsletter of the California State Library and the Library of California.

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Articles for inclusion in a future issue of the *Connection* are welcomed. Please submit articles or suggestions to the *Connection* editor, Sarah Dalton.

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FOUNDED 1850

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Sacramento, CA 94237-0001

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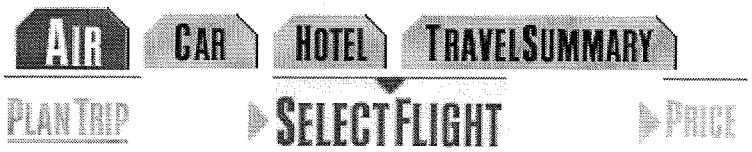
900 N Street, Suite 500
Sacramento, CA 94237-0001



Manage your travel in our Travel Center

Departing Flight - Ontario To Sacramento (Wednesday, June 27 2001)

Before Noon | Wednesday, Jun 27

Flights	Departs	Arrives	Stops	Refundable Anytime $95	Restricted Fares $88	Advance Purchase $71	Promo Fa $
1732	5:35am	6:50am	N/S		Unavailable	Unavailable	Unavail
619	6:20am	7:35am	N/S		Unavailable	Unavailable	Unavail
1302	7:20am	8:30am	N/S		Unavailable	Unavailable	Unavail
1710	7:55am	9:05am	N/S		Unavailable	Unavailable	Unavail
600	9:55am	11:05am	N/S		Unavailable	Unavailable	Unavail
927	11:40am	12:50pm	N/S		Unavailable	Unavailable	Unavail

Returning Flight - Sacramento To Ontario (Wednesday, June 27 2001)

Noon-6pm | Wednesday, Jun 27

Flights	Departs	Arrives	Stops	Refundable Anytime $95	Restricted Fares $88	Advance Purchase $71	Promo Fa $
1314	12:20pm	1:35pm	N/S		Unavailable	Unavailable	Unavail
1200	1:20pm	2:30pm	N/S		Unavailable	Unavailable	Unavail
1906	2:45pm	4:00pm	N/S		Unavailable	Unavailable	Unavail
1054	4:05pm	5:20pm	N/S		Unavailable	Unavailable	Unavail
1911	6:00pm	7:15pm	N/S		Unavailable	Unavailable	Unavail

You may have to use the scroll bar at the bottom of the screen to view all fare columns.

- All fares and fare ranges listed are per person for each way of travel. Fares do not include a federal excise tax of up to $2.75 that will be imposed on each flight segment of your itinerary. A flight segment is defined as a takeoff and a landing. Fares do not include airport assessed Passenger Facility Charges (PFCs) of up to $18 roundtrip.
- N/S = Nonstop; Numeral indicates total number of stops on same plane (direct) flights.
- City code with a numeral indicates city where change of plane occurs and the number of stops including the connecting city.
- Unavailable - Either the flight is sold out/full or the fare is not valid for the travel dates you selected.
- **For senior, military, government, youth, child, and infant fares please call 1-800-IFLYSWA (1-800-435-9792).**

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Honorable Mayor and Members of Placentia City Council

FROM: Al Shkoler, President, Placentia Library District Board of Trustees

SUBJECT: **Library Board Response to Proposed Civic Center Renovation Project and Financing**

DATE: January 18, 2001

At its meeting on January 17, 2001 the Placentia Library District Board of Trustees voted unanimously to proceed with the Civic Center Renovation Project, as defined in the proposal dated January 15, 2001 and presented by City Public Works Director Christopher Becker at the joint study session on January 16, 2000, at a cost to the District not to exceed $240.000. The District Board of Trustees also approved financing its share of the project through the City as proposed by City Finance Manager Steve Brisco in an undated illustration distributed at the same joint study session.

- It is the District's understanding that if initial project costs exceed the estimates, or if additional work is warranted, that other parts of the project will be modified or deferred.
- It is the District's understanding that it will have an active role in establishing priorities for the various elements of the Project, as well as design planning and approval, including the right to accept or decline proposed changes to the Project.
- It is the District's understanding that it will not be a signator to the lease purchased by the City to finance the entire Civic Center project
- It is the District's understanding that the City will make a simple loan directly to the District for the District's share of the project.
- The interest rate used for the proposal is 6.5%. Because of the way the payments are structured the long-term rate is approximately 4.9%.
- The District will pay all of its interest expenses as they are accrued.
- The payments are calculated to be made monthly.
- It is the District's understanding that it will have the right, without penalty, to make principal or additional principal payments at any time. It is also the District's understanding that the interest calculation at any point in time is based on the declining balance of the principal.
- The City will calculate and maintain the financial records at no cost to the District.

The Library Board is deeply appreciative of the leadership provided by the City Council and City Staff in the development of the Civic Center Renovation Project. We are looking forward to the improved Civic Center conditions that this Project will bring.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Honorable Mayor and Members of Placentia City Council

FROM: Al Shkoler, President, Placentia Library District Board of Trustees

SUBJECT: **Library Board Response to Proposed Civic Center Renovation Project and Financing**

DATE: March 16, 2001

At a Special Meeting on March 15, 2001 the Placentia Library District Board of Trustees voted unanimously to proceed with the Civic Center Renovation Project, as defined in the proposal dated January 15, 2001 and presented by City Public Works Director Christopher Becker at the joint study session on January 16, 2001, at a cost to the District not to exceed $253,485. This figure represents the estimated District share of $235,800 plus a 7½ % contingency of $17,685.

At its meeting on January 17, 2001 the District Board of Trustees approved financing its share of the project through the City as proposed by City Finance Manager Steve Brisco in an undated illustration distributed at the same joint study session.

- It is the District's understanding that if initial project costs exceed the estimates, or if additional work is warranted, that other parts of the project will be modified or deferred.
- It is the District's understanding that it will have an active role in establishing priorities for the various elements of the Project, as well as design planning and approval, including the right to accept or decline proposed changes to the Project, through its participation in the Civic Center Authority Commission.
- It is the District's understanding that it will not be a signator to the lease purchased by the City to finance the entire Civic Center project
- It is the District's understanding that the City will make a simple loan directly to the District for the District's share of the project.
- The interest rate used for the proposal is 6.5%. Because of the way the payments are structured the long-term rate is approximately 4.9% and may be lower.
- The District will pay all of its interest expenses as they are accrued.
- The payments are calculated to be made monthly.
- It is the District's understanding that it will have the right, without penalty, to make principal or additional principal payments at any time. It is also the District's understanding that the interest calculation at any point in time is based on the declining balance of the principal.
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The Library Board is deeply appreciative of the leadership provided by the City Council and City Staff in the development of the Civic Center Renovation Project. We are looking forward to the improved Civic Center conditions that this Project will bring.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Financing and Participating in the Civic Center Remodeling Project**

DATE: February 21, 2001

BACKGROUND

Following the discussion of financing options for the proposed Civic Center Remodeling Project at the Library Board Meeting on January 17, 2001 the District sent a response, Attachment A, to the City of Placentia.

Attachment B is the City's response to the District:

- The City is requesting that the contingency amount be reduced from 15% to 10% and that the District's financial commitment for financing be increased from $240,000 to $259,380. This new amount is $11,790 less than the originally requested amount of $271,170.

- That all plan development and approval be done through the Civic Center Authority and not through the Library Board and City Council. The City's response states that, "...all items will be brought back to the Authority for their approval and acceptance prior to initiating the project."

RECOMMENDATION

1. Approve the Civic Center Remodeling Project at a cost not to exceed $259,380 without additional Library Board approval.

2. Stipulate that all Civic Center Remodeling Project plan development and approval will be done through the Civic Center Authority.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Honorable Mayor and Members of Placentia City Council

FROM: Al Shkoler, President, Placentia Library District Board of Trustees

SUBJECT: **Library Board Response to Proposed Civic Center Renovation Project and Financing**

DATE: March 16, 2001

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- The City will calculate and maintain the financial records at no cost to the District.

The Library Board is deeply appreciative of the leadership provided by the City Council and City Staff in the development of the Civic Center Renovation Project. We are looking forward to the improved Civic Center conditions that this Project will bring.