

PLACENTIA LIBRARY DISTRICT



Board of Trustees

Regular Meeting

June 19, 2002

**Library Conference Room
Minter**

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT

BOARD OF TRUSTEES





June 19, 2002 (Wednesday)

6:30 P.M.

Library Conference Room

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

To accomplish this goal the Library:

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-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside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

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

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

1. Roll Call Administrative Assistant

2. Adoption of Agenda *Jeff/Gae*

6:32

*Robert:
Dueser
Staub*

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

- Time Driver*
Arrival
3. Minutes of the May 22, 2002 Regular Meeting. *Gene / Geoff.*

Presentation: Library Director
 Recommendation: Approve by Motion

4. Oral Communications

Who counts must.

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).

- Just by. Harold.*
5. Board President Report *for Dan's person Ed. Geoff + Eden*

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

Presentation of Certificate of Appreciation to Pat & Jerry Jertberg for providing the paint and painting the cabinets in the Placentia History Work Room.

6. Trustee Reports *Gas - SDOC - LAFCO check, Friends - Ellen's 12 meets. Forankto, Judy, Robert, Michael, Charles*

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

7. Library Director Report

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

8. Friends of Placentia Library Board of Directors Report

9. Placentia History Room Committee Report

CLAIMS (Items 10 - 13)

Gae/Goff

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 4260, 4261, 4262, 4263, 4264 and 4266 forwarded by Library Director for a total of \$20,367.56 during this report period.

12. Current Claims and Payroll (Approve)

Claims 4265, 4267, 4268, 4269, 4270, 4271 and 4272 for a subtotal for Claims of \$36,480.86; and Payrolls 4273 for \$22,961.00 and 4274 for \$26,961.00 for a subtotal for Payrolls of \$53,922.00; with a combined total of Claims and Payroll of \$90,402.86.

13. FY2001-2002 Cash Flow Analysis through June 19, 2002 and recommendation no funds be transferred at this time. (Receive & File)

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 2002 (Receive & File)
15. Office General Ledger & Check Registers for May 2002 (Receive & File)
16. Acquisitions Report for May 2002 (Receive & File)
17. Collection Agency Report for May 2002 (Receive & File)
18. Debit Card System Reimbursement Report for May 2002 (Receive & File)
19. Gifts Report for May 2002 (Receive & File)

GENERAL CONSENT CALENDAR (Items 20 – 32)

Presentation: Library Director
Recommendation: Approve by Motion

Items 20 – 32 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 2002 (Receive & File)
21. Personnel Report for May 2002 (Receive, File, and Ratify Appointments)
22. Volunteer Report for May 2002 (Receive & File)
23. Circulation Report for May 2002 (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)
25. Legislative Alerts from the California Special Districts Association (none received from the California Library Association). (Receive & File)
26. Status Report on the Two Percent Assessment Appeals Case. (Receive & File)
27. Letter to City of Placentia Mayor Chris Lowe requesting a grant of \$45,000 from the City of Placentia Redevelopment Agency for Literacy services. (Receive & File)
28. [This Agenda Item is blank.]
29. Ratification of Transmittal of Election Information to the Registrar of Voters of Orange County stating that there are 2 Trustee positions to appear on the November 2002 ballot and that candidates may include a statement of no more than 200 words and that the District will not pay for the candidate's statement of qualifications. (Receive & File)
30. Notification from the State Library of California that that State will be reimbursing only 89.7% of the District's interlibrary loan transactions for Fiscal Year 2001-2002. (Receive & File)
31. Families for Literacy Grant Application for Fiscal Year 2002-2003 as submitted to the State Library of California on May 20, 2002. (Receive & File)
32. Memo dated May 22, 2002, from the Local Area Formation Commission (LAFCO), Orange County, and the documentation related to the nominations for the Regular and Alternate Special District Members election to Orange County LAFCO that was held on May 30, 2002. (Receive & File)
- 32a. Library of California Board Actions May 29-30, 2002. (Receive & File)

CONTINUING BUSINESS

33. Legislative Issues and report on information presented at the Legislative Seminar on Local Government Finance in Sacramento on May 30, 2002

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

34. Fiscal Year 2002-2003 Budget Preview

Presentation: Library Director
Recommendation: Give direction for budget development

NEW BUSINESS

35. Authorize and Set Date and Time for Staff Appreciation Dinner

Presentation: Library Board President
Recommendation: Authorize a budget and set date and time for Staff Appreciation Dinner

36. Establish Fines and Fees Schedule for Fiscal Year 2002-2003 and set date for Public Hearing. *Geo/Ken*

Presentation: Library Director Minter
Recommendation: Adopt the Fines and Fees Schedule for Fiscal Year 2002-2003; and

Authorize the publication of the Notice of Public Hearing for the August 21, 2002 Library Board Meeting at 6:30 P.M.

37. Establish Holiday and Library Public Services Schedule for Calendar Years 2002 and 2003 and Adopt by Resolution.

Presentation: Library Director Minter
Recommendation: Read Resolution 02-4 by Title only; and

Adopt Resolution 02-4.

38. Establish Personnel Allocation Schedule and Organization Chart for Fiscal Year 2002-2003, Effective July 1, 2002

Presentation: Library Director Minter
Recommendation: Adopt Personnel Allocation Schedule and Organization Chart for Fiscal Year 2002-2003

*Dinner
7:30 pm*

39. Establish Salary Schedule for Library Personnel for Fiscal Year 2002-2003 and Adopt by Resolution.

Presentation: Library Director Minter
Recommendation: Read Resolution 02-5 by Title only; and

Geo/Ken

Adopt Resolution 02-5.

Peggy/Geo

40. Motion to Continue the Spending Authorization of the Fiscal Year 2001-2002 Budget until August 31, 2002, pending adoption of the State Budget and the availability of Orange County Property Tax estimates.

Presentation: Library Director Minter *Peggy) Dee*
Recommendation: Adopt motion to Continue the Spending Authorization of the Fiscal Year 2001-2002 Budget until August 31, 2002.

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

Presentation: Library Director *5 mil limit Gae/Gyp.*
Recommendation: Authorize renewal of SDRMA liability insurance policy with \$5.0 million limits for General Liability, Automobile Liability and Errors and Omissions coverages

42. Determine the process for conducting the Library Director evaluation.

Presentation: Library Board President
Recommendation: Determine process and establish schedule for Library Director evaluation

STAFF REPORTS (Items 43 - 48)

Items 43 – 48 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.

43. Program Committee Report for May 2002 (Roberts)
44. Children's Services Report for May 2002 (Smith)
45. Placentia Library Literacy Services Report for May 2002 (Roberts)
46. Placentia Library Web Site Report for May 2002 (Frizell)
47. Publicity Materials Produced in May 2002. (Rakos)
48. Safety Committee Minutes for May 2002 (Matas)

ADJOURNMENT

49. Agenda Preparation for the June Regular Meeting, which will be held on Wednesday, July 24, 2002 at 6:30 P.M.

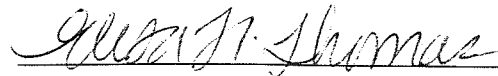
50. Review of Action Items. *Henseler Memorial*
Donor Report - Diverse Staff

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

51. Adjourn

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

I, Elisa Herrera-Thomas, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the June 19, 2002 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, June 13, 2002.



Placentia Library Board Calendar

June 2002 - May 2003

Jun 2002						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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30						

November

- 11 Library Closed for Veterans Day
- 17 1:00 PM Friends Book Sale
- 20 6:30 PM Library Board Meeting
- 28 Library Closed for Thanksgiving

Dec 2002						
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Jul 2002						
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December

- 2 7:00 PM Friends Board Meeting, Braun
- 6 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 8 1:00 PM Friends Book Sale
- 18 6:30 PM Library Board Meeting

Jan 2003						
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January

- 6 7:00 PM Friends Board Meeting, Wood
- 17 5:30 PM Chamber Mixer
- 22 6:30 PM Library Board Meeting
- 23 7:15 AM Placentia Chamber of Commerce Breakfast
- 24 ALA Midwinter Meeting, Philadelphia, through Jan 29
10:41 AM ALA Midwinter, Philadelphia, through January 29

Feb 2003						
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Sep 2002						
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29	30					

February

- 3 7:00 PM Friends Board Meeting, Dinsmore
- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

Mar 2003						
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Oct 2002						
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March

- 1 9:30 AM Friends of Placentia Library Author's Luncheon
- 10 7:00 PM Friends Board Meeting, Shkoler
- 19 6:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

Apr 2003						
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23	24	25	26	27	28	29
30						

April

- 7 7:00 PM Friends Board Meeting, Stark
- 23 6:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast

May 2003						
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May

- 5 7:00 PM Friends Board Meeting, Braun
- 21 6:30 PM Library Board Meeting

**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
May 22, 2002**

CALL TO ORDER President Shkoler called the Regular Meeting of the Placentia Library District Board of Trustees to order on May 22, 2002 at 6:05 P.M..

ROLL CALL **Members Present:** President Al Shkoler; Secretary Geoff Braun; Trustee Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: Trustees Peggy Dinsmore and Gaeten Wood.

Others Present: Administrative Assistant Elisa Herrera-Thomas; and Public Services Manager and Literacy Coordinator Jim Roberts; Marge Horrocks of the Friends of Placentia Library.

ADOPTION OF AGENDA It was moved by Trustee Stark, seconded by Secretary Braun to adopt the Agenda as printed.

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

Trustee Wood arrived at 6:10 P.M.

MINUTES It was moved by Trustee Stark, seconded by Secretary Braun to approve the Minutes of the April 17, 2002 Regular Meeting.

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

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

PRESIDENT'S REPORT President Shkoler reported that he received a letter from two representatives of Local Agency Formation Commission Orange County (LAFCO) requesting support.

President Shkoler also reported on the rededication ceremony for the Placentia Civic Center on May 11, 2002. He felt that by working at the Library, it was a great opportunity for the Trustees to interact with the Library patrons. He also suggested that the Trustees participate on desk during regular Library hours.

TRUSTEE'S REPORT Secretary Braun reported that he attended the Friends Meeting on

FRIENDS REPORT

Friends of the Placentia Library representative Marge Horrocks reported on the success of the Sunday Book Sales. She also reported that, after ten years, there is a new President, Elanore Rankin.

FOUNDATION REPORT

Library Director Minter, Secretary Braun, Development Director and Volunteer Coordinator Jillian Rakos and Graphics Design Consultant Dave Moyle have been working together to accelerate the Annual Giving Campaign in order to have it in the mail on schedule.

Foundation President Wood reported that currently the Foundation is attempting to fill the vacant positions left by Bob Tunstall (as a result of the grant that was received from Cynthia Coade's Office) and Jane DeJovine.

Also, it was reported that the open house for the History Room is to be held on June 9, 2002 from 1:00 P.M. until 3:30 P.M. Library Director Minter encouraged all Trustees to attend. Trustee Stark reported she would be unable to attend because she will be out of town the entire month of June.

Trustee Dinsmore arrived at 6:25 P.M.

CLAIMS

It was moved by Secretary Braun, seconded by Trustee Wood to approve Agenda Items 11 through 14.

Nonstandard Claims: No Nonstandard Claims were presented.

Forwarded by the Library Director: Claims 4248, 4249, 4250, and 4251 for a total of \$14,615.92.

Current Claims and Payroll: Claims 4252, 4253, 4254, 4255, 4256, and 4257 for \$24,155.56. Payroll Claims 4258 for \$22,662.00, 4259 for \$26,961.00 and 4247 for \$26,961.00 for a subtotal of \$49,623.00. The combined total for all Claims and Payroll claims was in the amount of \$73,778.56.

FY2001-2002 Cash Flow Analysis through May 22, 2002 with recommendation that no funds be transferred at this time.

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

FINANCIAL REPORTS

It was moved by Trustee Wood, seconded by Secretary Braun to receive and file Agenda Items 15 through 20:

Financial Reports for May 2002

Office General Ledger & Check Registers for May 2002

Acquisitions Report for May 2002

Collection Agency Report for May 2002

Debit Card System Reimbursement Report for May 2002

Gifts Report for May 2002

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 21-32:

Building Maintenance Report for May 2002. (Receive & File)

Personnel Report for May 2002 (Receive, File & Ratify Appointments)

Volunteer Report for May 2002 (Receive & File)

Circulation Report for May 2002 (Receive & File)

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

Legislative Alerts from the California Special Districts Association and the California Library Association (Receive & File)

Report on Civic Center Rededication held on Saturday, May 11, 2002. (Receive & File)

Status Report on the Two Percent Assessment Appeals Case. (Receive & File)

Proposed Budget for the Local Agency Formation Commission (LAFCO) of Orange County for Fiscal Year 2002-2003. Placentia Library District is required to pay a pro-rata share of the budget. (Receive & File)

Procedures of the Expiration of Commissioner's Terms of Office for LAFCO of Orange County. (Receive & File)

Notice of Independent Special District Selection Committee Meeting to fill a vacancy for the regular and alternate special District member seats on LAFCO of Orange County. Trustee Wood is the District's designated representative to the Special District Selection Committee. (Receive & File)

Letter from El Toro Water District requesting Placentia Library District's support of specific candidates for the Special District Selection Committee election of a regular and alternate special District representative to LAFCO Orange County on May 30, 2002. (Receive & File)

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

**SACRAMENTO
RALLY**

President Shkoler reviewed legislative issues and reported on participation in Sacramento rally for local government officials on May 15 and 16, 2002.

**BOARD
NOTIFICATION
POLICY**

It was moved by Trustee Dinsmore, seconded by Trustee Stark to adopt the Library Board Policy for Trustee Notification as amended.

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

**LIBRARIAN II JOB
DESCRIPTION**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve the Librarian II Job Description as updated.

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

**FY 02-03 BUDGET
PREVIEW**

Library Director Minter informed the Library Board of Trustees that the passport fees will double in August of 2002, increasing the Library's profit. Also, the cost of living increase (COLA) will be 2.8%, effective July 1, 2002. This new budget includes salary for staff to work eight hours on Saturday, which enables the Library to be open to the public.

**DATE & TIME OF
BOARD MEETINGS**

It was moved by Secretary Braun, seconded by Trustee Wood to set the date and time of regular Library Board Meetings at the first Wednesday following the 17th of each month at 6:00P.M.

6:30 P.M.

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

GANN RESOLUTION

A resolution of the Board of Trustees of the Placentia Library District of Orange County to establish the appropriations limitation for the fiscal year 2002-2003.

It was moved by Secretary Braun, seconded by Trustee Stark to read Resolution 02-3 by title only.

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

It was moved by Trustee Stark, seconded by Trustee Wood to adopt Resolution 02-3 to establish an appropriations limit of \$2,511,659 for Fiscal Year 2002-2003.

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

**SANTIAGO SYSTEM
LIBRARY
ADVISORY
BOARD**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to ask to Friends of Placentia Library to appoint a Placentia Library District representative to the Santiago Library System Advisory Board.

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

**TRAVEL
AUTHORIZATION**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to approve travel to the Annual Legislative Seminar on Local Government Finance for Library Director Minter at a cost not to exceed \$335.00 to be paid from the District General Fund.

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

STAFF REPORTS

It was moved by Trustee Stark, seconded by Secretary Braun to approve Agenda Items 39-44.

Program Committee Report for May 2002.

Children's Services Report for May 2002.

Placentia Library Literacy Services Report for May 2002.

Placentia Library Web Site Report for May 2002.

Publicity Materials produced for May 2002.

Safety Committee Minutes for May 2002.

AYES: Braun, Dinsmore, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

JUNE MEETING

The June Regular Library Board Meeting will be held on Wednesday, June 19, 2002 at 6:30 P.M. in the Library Conference Room.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for May 22, 2002 adjourned at 7:15 P.M.

Geoff Braun, Secretary



MINUTES JUNE 3, 2002

FRIENDS OF PLACENTIA LIBRARY BOARD MEETING

President, Eleanor Rankin, called the meeting to order. The following Directors were present: Jan Schwartzkopf, Barbara Hemmerling, Eleanor Rankin, Camile Himes, Jill Botha, Ginny Sanatar, Pat Irot and Marge Horrocks. Elizabeth Minter and Jillian Rakos represented the staff and Gai Wood the Trustees.

The **minutes** of the May 6 board meeting were approved as read. The **treasurer**, Camile Himes, reported a balance on hand of \$5813.03. Eleanor reported that Ginny Sanatar had agreed to be our **financial secretary**. Ginny reported that she had deposited \$1,137.05 from the book room sales, the Second Sunday Book Sale and membership.

Second Sunday Book Sales: Pat Irot will do a press release monthly to advertise the sale. Jillian Rakos will see that bookmarks are available for patrons at the circulation desk. These advertise several months of sales on one marker. The Salvation Army was very dependable about picking up leftover books from the May 19 sale. Someone will call them each month to remind them books may be picked up. Eleanor Rankin thanked the staff for their assistance in setting up and taking down tables, moving books, and posting the large banner outside on the library wall. We could not do the sales without their help. **Schedule:** June 9—Ellie Rankin and Frances Stoller July 14---Ted Farkas and Pat Irot August 11---Barbara Hemmerling and Jan Schwartzkopf September 9---Ginny Sanatar and Pat Irot October 14---Jill Botha and Marge Horrocks.

Attendance at Trustee's Meetings: Marge Horrocks attended the May meeting. She reported that she enjoyed going and they understood that she would not be staying the entire time. She told them about our Sunday Book Sales. **Schedule:** Ted Farkas-June 19 Ellie Rankin-July 24 Barbara Hemmerling-August 21. These are held at 6:30 in the Library Board Room.

Trustee/Foundation: Gai Wood brought thanks from both boards for the Friends outstanding contributions to the library. She said they are constantly amazed at the amount of money we can raise from our little bookstore and hallway sales. She said the Foundation is at present recruiting new members. They have prospects for 2, possibly 3 to join their board. Their major goal is fund raising.

Election of Financial Secretary: It was moved by Camille Himes and seconded by Marge Horrocks to elect Ginny Sanatar as our financial secretary. The motion passed.

Library Director, Elizabeth Minter. 1) Asked for a volunteer from our board to attend the Santiago Library System System Advisory Board. It meets once a year, usually in April. They would go with Elizabeth. Camille Himes volunteered to do this. 2) Al Shkoler did attend the rally in Sacramento along with many local officials. The final budget has not been determined. There may still be a need for e-mails and/or phone calls and letters to encourage our lawmakers to remember the needs of the special districts. 3) The baby changing station is ready to be installed in the children's area and the other toddler chairs in the restrooms. 4) Mary Strazdas is our new reference librarian. She is working $\frac{3}{4}$ time while taking college courses. 5) Staff Appreciation dinner will be in July or August. Elizabeth requested the Friends to pay $\frac{1}{2}$ the cost up to \$400.00. Pat Irot made a motion to this effect. Camille Himes seconded it. The motion carried. 6) Camille Himes made a motion to give \$1000.00 to the Library Director's Discretionary Fund. This is done once a year, July 1. These funds are to cover items that cannot be purchased from other library funds. Pat Irot seconded it. The motion carried.

President: Eleanor Rankin announced the following appointments:

Membership-Ted Farkas

Membership retention-Renee Scott

Public Relations-Pat Irot

Volunteer Development/Orientation and Book Store Volunteer Development- Pat Irot and Jan Schwartzkopf

Sunday Book Sales-Marge Horrocks

Silent Auction Kiosk-Jill Botha

History Room: Open house Sunday June 9 from 1- 3:30

Next meeting Monday September 9, 2002 7 PM

Barbara Hemmerling, Recording Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
June 19, 2002

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Elisa Herrera-Thomas

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
June 19, 2002

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	May 22, 2002	4260	115.33
	May 29, 2002	4261	5,259.04
	June 6, 2002	4262	3,432.07
	June 6, 2002	4263	2,878.91
	June 6, 2002	4264	7,969.21
	June 11, 2002	4266	713.00
		TOTAL	20,367.56

Prepared by : Elisa Herrera-Thomas

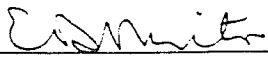
Placentia Library District
111 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N09220A Jim Roberts 3474 Whistler Ave El Monte, CA 91732	PLA Conference Reimbursement		2700	08		115.33		

The claims listed above (totaling \$6,022.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND OR COUNTERSIGNED BY

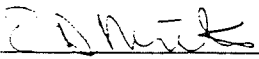
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06556A C N A Group Benefits 75 Remittance Drive, Suite 1641 Chicago, IL 60675-1641	6/1/02-7/1/02		0300	00		223.38		
N03645A Blue Shield of California File 55331 Los Angeles, CA 90074-5331	6/1/02-7/1/02		0300	00		3,240.15		
N19932 Amerias Life Ins. Corp. 5900 "O" Street P.O. Box 81889 Lincoln, NE 68501-1889	6/1/02-7/1/02		0300	00		545.50		
N05030I AT&T P.O. Box 78225 Phoenix, AZ 85062-8225	018297-1115 001		0700	00		60.69		
03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	335-253-2062		0700	01		349.46		
Roto Rooter 1183 N. Kraemer Place Anaheim, CA 92806	5-12-02 167527		1400	00		484.57		
N05445 Consolidated Reprographics 31 Musick Avenue Irvine, CA 92618-1638	736139		1800	00		99.91		
Dick Blick Art Materials P.O. Box 1267 Galesburg, IL 61402-1267	60898550		1800	00		14.50		
N01074 The Gas Company P.O. Box C Monterey Park, CA 91756	05391188009		2800	00		240.88		

The claims listed above (totaling \$5,259.04) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N20042 Fortis Benefits P.O. Box 806644-1 Kansas City, MO 64180-6644	6/02-7/02 Policy#4027912-1		0300	00		92.40		
N03646 Vision Service Plan (CA) P.O.Box 45210 San Francisco, CA 94145-5210	6/02-7/02 Acct#120996030001		0300	00		466.72		
N03572 Pacific Bell Payment Center Van Nuys, CA 91388-0001	714-528-1906 714-528-8236		0700	00		99.76		
			0700	01		15.98		
						115.74		
N03833 Brodart Automation P.O.Box 3488 Williamsport, PA 17705	A35103		0700	05		215.50		
N06785 Hector Vargas Cleaning Service 318 Capistrano Street Placentia, CA 92870	062766		1400	00		1,100.00		
N03997 Home Depot P.O.Box 9903 Macon, GA 31297-9903	Acct#79018615611		1800	00		792.47		
N06686G Office Depot P.O.Box 9020 Des Moines, IA 50368-9020	Acct# 6011566183976509		1800	00		544.24		
N06671A MD Medical Clinics 1300 N. Kraemer Blvd. P.O.Box 66012 Anaheim, CA 92816	Acct# 00297		1900	00		105.00		

The claims listed above (totaling \$3,432.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

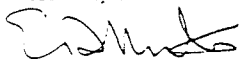
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06557 Care Resources, Inc. 9550 Warner Avenue, Suite 228 Fountain Valley, CA 92708	6/2002		1900	00		70.00		
N21016 Peninsula Library system 25 Tower Road San Mateo, CA 94402-4000	N10851		1900	00		75.00		
	N10735		1900	00		75.00		
						150.00		
N03656 Pacific Clippings P.O.Box 11789 Santa Ana, CA 92711	1364		1900	00		37.71		
Moyle Design Group 404 Windflower Lane Placentia, CA 92870	6-6-02 0217		1900	00		600.00		
N19776 Donna G. Bass 500 Vanderbilt Drive Placentia, CA 92870	March 28 to May 30, 2002		1900	00		765.00		
Linda Baesler 150 Anned Drive Placentia, CA 92870	May 2002		1900	00		450.00		
Kay Pfaffle c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	5-30-02		1900	00		90.00		
N22558 Nancy L. Mory 1136 Moro Circle Placentia, CA 92870	May 2002		1900	07		328.60		
	May 2002		1900	08		180.00		
						508.60		
N25348 Ana Maria Garcia 1962 W. La Palma Avenue Anaheim, CA 92801	May 2002		1900	07		207.60		

The claims listed above (totaling \$2,878.91) 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

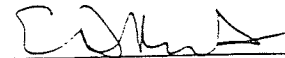
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
N22769 ABN AMRO Inc. c/o LaSalle National Leasing 135 S. LaSalle St. Dept 3859 Chicago, IL 60674-3859	187618		2200	00		7,418.32		
N03842A Ingram Library Services P.O.Box 502779 St. Louis, MO 63150-2779	79267569 2CM54616		2400	01		245.56		
			2400	01		-238.56		
							7.00	
N25795 Jillian Rakos 360 S. Timken Road Anaheim Hills, CA 92808	4-23-02 to 5-21-02		2700	01		52.93		
N25797A Eiisa Herrera-Thomas 4550 Via Corzo Yorba Linda, CA 92886	3/18-5/29-02		2700	01		128.12		
N15075 Cyrise Smith 1137 S. Positano Anaheim Hills, CA 92808	5-21-02		2700	01		40.96		
N26229 Ann Margaret Webb 903 E. 1st Street #11 Long Beach, CA 90802	5/7-5/20-02		2700	07		30.15		
Ana Fonseca c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	12/01-5/30/02		2700	17		28.47		
N03659F Southern California water 500 Cameron Street Placentia, CA 92870	312083-9		2800	00		263.26		

The claims listed above (totaling \$7,969.21) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

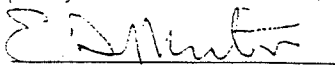
Placentia Library District
11 E. Chapman Ave.
Placentia, CA 92670

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
Declues & Burkett, LLP Attorneys at Law P.O. Box 22021 Santa Ana, CA 92702-2021 (formerly Declues & Walsh)	Jun 7, 2002 Inv. # 3466		1900	00		713.00		

The claims listed above (totaling \$713.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
June 19, 2002

TYPE	REPORT NUMBER	AMOUNT
Regular	4265	1,321.78
	4267	1,515.54
	4268	3,986.38
	4269	10,238.58
	4270	2,730.40
	4271	16,523.18
	4272	165.00
Subtotal for Regular		36,480.86
Payroll	4273	26,961.00
	4274	26,961.00
Subtotal for Payroll		53,922.00
TOTAL CURRENT CLAIMS & PAYROLL		90,402.86

Prepared by: Elisa Herrera-Thomas

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/02
REPORT NO 4265

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N25796A Book Wholesalers, Inc. 1847 Mercer Road Lexington, KY 40511	1269143		2400	01		5.15		
	1269144		2400	01		21.92		
	1281576		2400	01		37.46		
	1281580		2400	01		100.14		
	1281582		2400	01		40.08		
	1281573		2400	01		11.02		
	1281575		2400	01		38.69		
	1281577		2400	01		18.12		
	1281578		2400	01		41.77		
	1281579		2400	01		7.74		
	1281581		2400	01		19.48		
	1281583		2400	01		6.44		
	1281574		2400	01		25.58		
	1281584		2400	01		16.08		
	1289975		2400	01		83.95		
	1289976		2400	01		135.35		
	1289977		2400	01		19.80		
	1289978		2400	01		9.70		
	1289979		2400	01		64.62		
	1289980		2400	01		3.88		
1289981		2400	01		21.92			
1289982		2400	01		30.95			
1293877		2400	01		178.08			
1293878		2400	01		18.23			
1293879		2400	01		24.36			
1293880		2400	01		63.67			
1293881		2400	01		9.00			
1293882		2400	01		146.82			
1293883		2400	01		20.43			
						1,220.43		
N22429 The Rosen Publishing Group 29 E. 21st Street New York, NY 10010	251166		2400	01		55.35		
N14997 Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	10089398		2400	01		46.00		

The claims listed above (totaling \$1,321.78) 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

1,321.78

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/02
REPORT NO 4267

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A Ingram Library Services P.O.Box 502779 St. Louis, MO 63150-2779	79345912		2400	01		20.28		
	79345913		2400	01		15.69		
	79349974		2400	01		24.02		
	79349975		2400	01		17.03		
	79349976		2400	01		17.57		
	79349977		2400	01		35.10		
	79414113		2400	01		16.07		
	79414114		2400	01		15.07		
	79414115		2400	01		56.64		
	79414116		2400	01		16.10		
	79414117		2400	01		34.88		
	79549425		2400	01		20.76		
	79559441		2400	01		22.66		
	79559442		2400	01		11.97		
	79559443		2400	01		79.68		
	79559444		2400	01		35.19		
	79559445		2400	01		17.22		
	79559446		2400	01		16.65		
	79559447		2400	01		53.70		
	79559448		2400	01		19.50		
	79642049		2400	01		16.53		
	79642050		2400	01		18.35		
	79642051		2400	01		16.62		
	79642052		2400	01		18.00		
	79642053		2400	01		189.09		
	79642054		2400	01		47.44		
79642055		2400	01		34.53			
						886.34		
N06579 The Gale Group P.O.Box 95501 Chicago, IL 60694-5501	11505962		2400	01		232.21		
	11542247		2400	01		135.24		
						367.45		
N03832 Books on Tape P.O.Box 25122 Santa ana, CA 92799-5122	4844840P		2400	05		195.11		
	4842490P		2400	05		36.64		
						231.75		
Geese in the Bog 201 E. Chapman Ave #12F Placentia, CA 92870	5-29-02 00001		2400	05		30.00		

The claims listed above (totaling \$1,515.54) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/02
REPORT NO 4268

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03833 Brodart Co. P.O.Box 3488 Williamsport, PA 17701	U202982		2400	01		58.37		
	U202983		2400	01		84.51		
	U202984		2400	01		18.68		
	U202985		2400	01		28.17		
	U202986		2400	01		749.00		
	U202987		2400	01		116.38		
	U202988		2400	01		269.96		
	U202989		2400	01		176.64		
	U202990		2400	01		101.50		
	U202991		2400	01		27.21		
	U202992		2400	01		310.39		
	U213116		2400	01		132.16		
	U213117		2400	01		130.29		
	U213118		2400	01		7.81		
	U216224		2400	01		48.68		
	U216225		2400	01		56.49		
	U216226		2400	01		68.58		
	U230639		2400	01		98.20		
	U230640		2400	01		317.91		
	U230641		2400	01		136.07		
	U230642		2400	01		130.79		
	U230643		2400	01		16.54		
	U230644		2400	01		19.45		
	U233597		2400	01		39.81		
	U233598		2400	01		282.14		
	U233599		2400	01		28.22		
	U233600		2400	01		147.22		
	U285624		2400	01		23.33		
	U285625		2400	01		90.18		
	U285626		2400	01		19.33		
	U285627		2400	01		47.61		
	U294771		2400	01		26.23		
U294772		2400	01		23.37			
U294773		2400	01		22.37			
U291889		2400	01		88.03			
U332498		2400	01		26.26			
U332499		2400	01		18.50			
					3,986.38			

The claims listed above (totaling \$3,986.38) 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

3,986.38

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/02
REPORT NO 4269

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
N00692-A Special District Risk Management Authority (SDRMA) 1481 River Park Drive, Suite 110 Sacramento, CA 95815	Renewal Contribution Inv. Program Year 02-03		1100	00		7,505.58		
N09110 Special District Workers' Compensation Authority 1481 River Park Drive, Suite 110 Sacramento, CA 95815-4501	Deposit Premium for 1st qtr 02-03 7/1/02-9/30/02		0350			2,733.00		

PLEASE PAY FROM FY 2002-2003 FUNDS

The claims listed above (totaling \$10,238.58) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/02
REPORT NO 4270

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
N050301 AT&T P.O.Box 78225 Phoenix, AZ 85062-8225	0508471510001		0700	00		89.25		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	5-29-02 02-05-591		1400	00		295.88		
N22072 Performance technology Group P.O.Box 26001 Santa Ana, CA 92799-6001	02-515014		1300	01		520.00		
N03648B Special "T" Water Systems 11934 Washington Blvd. Whittier, CA 90606	060440		1800	00		55.00		
N03940 Gaylord Bros. P.O.Box 4901 Syracuse, NY 13221-4901	271505		1800	00		1,303.73		
N23569 Placentia Disposal P.O.Box 79036 Phoenix, AZ 85062-9036	6-1-02 0093323		1800	00		375.63		
VeriSign P.O.Box 17305 Baltimore, MD 21297-0525	6-22-02 53403205		1800	00		70.00		
USI, Inc. P.O.Box 18117 Bridgeport, CT 06601-2917 P.O.Box 17305 Baltimore, MD 21297-0525	0003681384		1800	00		20.91		

The claims listed above (totaling \$2,730.40) 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

2,730.40

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/02
REPORT NO 4271

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
N03738B Pitney Bowes, Inc. P.O.Box 856390 Louisville, KY 40285-6390	893508		1800	00		170.26		
N06568 Placentia Chamber of Commerce 201-C East Yorba Linda Blvd. Placentia, CA 92870	Advertising in the Business Link Newsletter		1900	00		550.00		
N06965 Paychex, Inc. 200 E. Sandpointe, Suite 100 P.O.Box 25159 Santa ana, CA 92799-5159	20020530		1900	00		356.55		
N23658 Lauren Andrews 1610 S. Pomona Avenue, C-9 Fullerton, CA 92832	May 02		1900	08		400.00		
N03657B Standard & Poor's 2542 Collection Center Drive Chicago, IL 60693	5491081		2400	01		1,124.36		
N03849 Placentia Library District 411 E. Chapman Avenue Placentia, CA 92870	Petty Check Reimbursement		1800	00		499.00		
			1800	07		134.86		
			1803	00		35.77		
			2700	01		283.07		
			2700	03		50.00		
			2700	08		20.00		
			4000	00		3,448.37		
						4,471.07		
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92870			1800	00		2,376.53		
			0700	00		14.64		
			2800	00		4,891.06		
			1400	00		2,168.71		
						9,450.94		

The claims listed above (totaling \$16,523.18) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/02
REPORT NO 4272

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
Section 125 Plan Administration Woodmen Accident Life Company P.O.Box 82288 Lincoln, NE 68501-2288	Plan Admin. Fees 02-03		0350	00		165.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$165.00) are approved for payment pursuant to an order entered in the minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/02
REPORT NO 4273

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 19, 2002 Pay period #27 June 28, 2002 July 11, 2002		0100	00		25,062.00		
	FICA		0200	00		1,899.00		
PLEASE WIRE ON THURSDAY, JULY 11, 2002								

The claims listed above (totaling \$26,961.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 06/19/02
REPORT NO 4274

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	June 19, 2002 Pay period #28 July 12, 2002 July 25, 2002		0100	00		25,062.00		
	FICA		0200	00		1,899.00		
PLEASE WIRE ON THURSDAY, JULY 25, 2002								

The claims listed above (totaling \$26,961.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

26,961.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *COM*
SUBJECT: Cash Flow Analysis
DATE: June 19, 2002

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2001-2002 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2001-2002 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2001-2002 through June 19, 2002.

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			323,782.14
06/26/01	4111	Payroll #1 to transfer July 12, 2001		26,705.00	297,077.14
06/26/01	4112	Payroll #2 to transfer July 26, 2001		26,705.00	270,372.14
06/26/01	4113	General by Library Director		5,279.54	265,092.60
07/02/01	4114	General by Library Director		1,134.96	263,957.64
07/02/01	4115	General by Library Director		3,503.60	260,454.04
07/12/01	4116	General by Library Director		2,064.85	258,389.19
07/12/01	4117	General by Library Director		458.66	257,930.53
07/17/01		Reverse Interest Admin Fee Jun 2001		(42.11)	257,972.64
07/18/01	4118	General		24,254.82	233,717.82
07/18/01	4119	General		8,305.80	225,412.02
07/18/01	4120	General		1,128.82	224,283.20
07/18/01	4121	General		1,750.32	222,532.88
07/18/01	4122	General		3,102.98	219,429.90
07/18/01	4123	Payroll to wire August 9, 2001		26,705.00	192,724.90
07/18/01	4124	Payroll to wire August 23, 2001		26,705.00	166,019.90
07/19/01		Secured #8	12,031.41	30.08	178,021.23
07/19/01		Supplemental #1	1,745.23		179,766.46
07/23/01		Delinquent Supplemental	1,302.90		181,069.36
07/23/01	4125	General by Library Director		4,912.46	176,156.90
07/24/01		Teeter Secured Current Delinquent	13,876.41		190,033.31
07/24/01		Library Passport Revenue, Jul	4,314.83		194,348.14
07/24/01		Library Revenue, Jul	1,746.57		196,094.71
07/26/01		Supplemental Prior	1.59		196,096.30
07/27/01		Interest Jun		42.11	196,054.19
07/31/01		Canceled out-of-date checks, Dec.	36,449.18		232,503.37
08/02/01		Library Passport Revenue, Jul	2,683.89		235,187.26
08/02/01		Library Revenue, Jul	848.86		236,036.12
08/06/01	4126	General by Library Director		2,281.92	233,754.20
08/06/01	4127	General by Library Director		2,397.42	231,356.78
08/15/01		Supplemental 1st	1,065.31		232,422.09
08/15/01	4128	General		2,185.13	230,236.96
08/15/01	4129	General		1,861.85	228,375.11
08/15/01	4130	General		2,061.77	226,313.34
08/15/01	4131	General		3,170.61	223,142.73
08/15/01	4132	General		559.13	222,583.60
08/15/01	4133	Payroll to wire September 6, 2001		28,058.00	194,525.60
08/15/01	4134	Payroll to wire September 20, 2001		26,961.00	167,564.60
08/16/01	4135	General by Library Director		6,846.89	160,717.71
08/17/01		Library Passport Revenue, Aug	2,665.70		163,383.41
08/17/01		Library Revenue, Aug	960.77		164,344.18
08/20/01	4136	General by Library Director		8,716.09	155,628.09
08/28/01	4137	General by Library Director		1,433.99	154,194.10
08/28/01	4138	General by Library Director		4,658.72	149,535.38
08/31/01		Interest Jul	1,275.95	34.52	150,776.81
09/04/01	4139	General by Library Director		2,967.03	147,809.78
09/06/01		Library Revenue Aug	4,162.40		151,972.18
09/06/01		Library Passport Revenue Aug	1,090.05		153,062.23
09/06/01	4140	General by Library Director		3,378.51	149,683.72
09/16/01	4141	General		847.71	148,836.01

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/16/01	4142	General		8,637.22	140,198.79
09/16/01	4143	General		7,029.04	133,169.75
09/16/01	4144	General		3,720.34	129,449.41
09/16/01	4145	General		3,203.02	126,246.39
09/16/01	4146	General		3,796.27	122,450.12
09/16/01	4147	General		1,134.31	121,315.81
09/16/01	4148	General		900.39	120,415.42
09/16/01	4149	General		35,900.00	84,515.42
09/16/01	4150	Payroll to wire October 4, 2001		26,961.00	57,554.42
09/16/01	4151	Payroll to wire October 18, 2001		26,961.00	30,593.42
09/18/01	4152	General by Library Director		4,104.85	26,488.57
09/20/01		Unsecured 1st	51,992.00	129.98	78,350.59
09/20/01		Supplemental # 2	3,453.58		81,804.17
09/21/01		Interest Aug 01	1,035.40	29.29	82,810.28
10/01/01	4154	General by Library Director		1,310.44	81,499.84
10/01/01	4155	General by Library Director		1,983.46	79,516.38
10/04/01		State Library -- Family Literacy	5,000.00		84,516.38
10/04/01		Library Passport Revenue Sep	3,887.80		88,404.18
10/04/01		Library Revenue Sep	2,355.94		90,760.12
10/04/01		Reverse Canceled Check (Pension Fund)	(36,449.18)		54,310.94
10/17/01	4156	General		3,816.65	50,494.29
10/17/01	4157	General		3,723.42	46,770.87
10/17/01	4158	General		1,142.31	45,628.56
10/17/01	4159	General		1,661.64	43,966.92
10/17/01	4160	General		9,381.55	34,585.37
10/17/01	4161	General		3,586.00	30,999.37
10/17/01	4162	Payroll to wire November 1, 2001		26,961.00	4,038.37
10/17/01	4163	Payroll to wire November 15, 2001		26,961.00	-22,922.63
10/17/01	4164	Payroll to wire November 29, 2001		26,961.00	-49,883.63
10/17/01	4165	General by Library Director		6,646.39	-56,530.02
10/17/01	4166	General by Library Director		2,148.78	-58,678.80
10/18/01		Supplemental # 3	5,171.94		-53,506.86
10/22/01		Library Passport Revenue Oct	1,953.45		-51,553.41
10/22/01		Library Revenue Sep	1,065.10		-50,488.31
10/31/01		Interest Sep 01	711.08		-49,777.23
11/01/01		Transfer from Fund 706	75,000.00		25,222.77
11/01/01	4167	General by Library Director		5,138.78	20,083.99
11/06/01		Library Passport Revenue Oct	3,694.43		23,778.42
11/06/01		Library Revenue Oct	1,193.39		24,971.81
11/06/01		State Library -- Interlibrary Loan, 5th 2000-2001	1,139.23		26,111.04
11/12/01	4168	General by Library Director		2,269.56	23,841.48
11/12/01	4169	General by Library Director		2,024.94	21,816.54
11/20/01		Supplemental #4	2,047.72		23,864.26
11/21/01	4170	General		96.57	23,767.69
11/21/01	4171	General		2,518.07	21,249.62
11/21/01	4172	General		537.22	20,712.40
11/21/01	4173	General		9,535.71	11,176.69
11/21/01	4174	General		4,317.36	6,859.33
11/21/01	4175	General		2,175.93	4,683.40
11/21/01	4176	General		2,417.26	2,266.14

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/21/01	4177	General		13,394.00	-11,127.86
11/21/01	4178	General		1,219.30	-12,347.16
11/21/01	4179	Payroll to wire December 13, 2001		26,961.00	-39,308.16
11/21/01	4180	Payroll to wire December 27, 2001		26,961.00	-66,269.16
11/26/01		Library Passport Revenue Nov	2,399.80		-63,869.36
11/26/01		Library Revenue Nov	1,344.39		-62,524.97
11/27/01	4181	General by Library Director		8,876.54	-71,401.51
11/29/01		Secured #1	101,203.78	253.01	29,549.26
11/30/01		Interest Oct 01	299.78	11.10	29,837.94
12/05/01	4182	General by Library Director		591.63	29,246.31
12/05/01	4183	General by Library Director		774.97	28,471.34
12/06/01		Library Passport Revenue Nov	1,436.20		29,907.54
12/06/01		Library Revenue Nov	841.00		30,748.54
12/10/01		Homeowners #1	2,415.15		33,163.69
12/13/01		Secured #2	70,964.49	177.41	103,950.77
12/19/01	4184	General		45,566.69	58,384.08
12/19/01	4185	General		14,480.01	43,904.07
12/19/01	4186	General		1,544.20	42,359.87
12/19/01	4187	General		6,062.22	36,297.65
12/19/01	4188	General		676.12	35,621.53
12/19/01	4189	General		6,792.12	28,829.41
12/19/01	4190	General		6,865.82	21,963.59
12/19/01	4191	Payroll to wire January 10, 2002		26,961.00	-4,997.41
12/19/01	4192	Payroll to wire January 24, 2002		26,961.00	-31,958.41
12/20/01		Secured #3	233,791.42	584.48	201,248.53
12/20/01		Supplemental #5	3,107.09		204,355.62
12/21/01		Library Passport Revenue Dec	2,585.25		206,940.87
12/21/01		Library Revenue Dec	944.04		207,884.91
12/31/01		Interest Nov 01	216.76	8.97	208,092.70
01/07/02	4193	General by Library Director		2,677.89	205,414.81
01/07/02	4194	General by Library Director		2,833.39	202,581.42
01/15/02	4195	General		4,485.36	198,096.06
01/15/02	4196	General		8,063.58	190,032.48
01/15/02	4197	General		11,110.00	178,922.48
01/15/02	4198	General		5,571.13	173,351.35
01/15/02	4199	General		3,528.05	169,823.30
01/15/02	4200	General		472.40	169,350.90
01/15/02	4201	Payroll to wire February 7, 2002		26,961.00	142,389.90
01/15/02	4202	Payroll to wire February 21, 2002		26,961.00	115,428.90
01/15/12	4203	General by Library Director		591.77	114,837.13
01/16/02	4204	General by Library Director		3,257.92	111,579.21
01/21/02	4205	General by Library Director		2,000.00	109,579.21
01/23/02	4206	General by Library Director		16,276.04	93,303.17
01/29/02	4207	General by Library Director		1,812.77	91,490.40
01/30/02	4208	General by Library Director		1,009.14	90,481.26
01/31/02	4209	General by Library Director		775.50	89,705.76
02/11/02	4210	General by Library Director		359.59	89,346.17
01/22/02		Secured #4	160,169.98	400.42	249,115.73
01/22/02		Unsecured 2nd	1,882.62	4.71	250,993.64
01/22/02		Supplemental #6	8,453.98		259,447.62

Placentia Library District
 FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/30/02		Interest Dec 01	575.40	26.01	259,997.01
01/10/02		Homeowners #2	5,635.37		265,632.38
01/17/02		State Library -- Interlibrary Loan, 1st 2001-2002	3,860.33		269,492.71
01/17/02		State Library -- Project Grant	5,000.00		274,492.71
01/17/02		Library Passport Revenue Jan	3,637.40		278,130.11
01/17/02		Library Revenue Jan	1,492.15		279,622.26
02/05/02		Library Passport Revenue Jan	4,073.15		283,695.41
02/05/02		Library Revenue Jan	1,343.07		285,038.48
02/07/02		Public Utility # 1	13,196.15	32.99	298,201.64
02/20/02		SDAF # 1	4,640.00		302,841.64
02/20/02		Supplemental #7	1,380.22		304,221.86
02/20/02	4211	General		7,418.39	296,803.47
02/20/02	4212	General		7,178.04	289,625.43
02/20/02	4213	General		1,944.96	287,680.47
02/20/02	4214	General		2,307.41	285,373.06
02/20/02	4215	General		20,763.96	264,609.10
02/20/02	4216	General		15,351.37	249,257.73
02/20/02	4217	General		2,094.39	247,163.34
02/20/02	4218	General		1,266.39	245,896.95
02/20/02	4219	General		2,229.87	243,667.08
02/20/02	4220	Payroll to wire March 7, 2002		26,961.00	216,706.08
02/20/02	4221	Payroll to wire March 21, 2002		26,961.00	189,745.08
02/21/02	4222	General by Library Director		8,869.40	180,875.68
02/27/02		Interest Jan 02	745.33	34.89	181,586.12
03/20/01	4236	General by Library Director		8,046.31	173,539.81
03/05/02	4223	General by Library Director		1,606.76	171,933.05
03/05/02	4224	General by Library Director		5,773.07	166,159.98
03/07/02		State Library -- CA Literacy Campaign	19,593.00		185,752.98
03/07/02		Library Passport Revenue Feb	6,269.45		192,022.43
03/07/02		Library Revenue Feb	1,892.86		193,915.29
03/12/02		State Library -- Public Library Fund	77,328.00		271,243.29
03/12/02		State Library -- Family Literacy	5,000.00		276,243.29
03/12/02		State Library -- Interlibrary Loan, 2nd 2001-2002	2,253.69		278,496.98
03/12/02		Library Passport Revenue Mar	1,626.90		280,123.88
03/12/02		Library Revenue Mar	515.23		280,639.11
03/18/02	4235	General by Library Director		1,048.04	279,591.07
03/20/02		Secured #5	63,533.63	158.83	342,965.87
03/20/02		Supplemental #8	3,536.46		346,502.33
03/20/02	4225	General		4,131.93	342,370.40
03/20/02	4226	General		5,748.00	336,622.40
03/20/02	4227	General		40,543.95	296,078.45
03/20/02	4228	General		35,900.00	260,178.45
03/20/02	4229	General		1,721.50	258,456.95
03/20/02	4230	General		2,677.74	255,779.21
03/20/02	4231	General		10,063.62	245,715.59
03/20/02	4232	General		8,336.86	237,378.73
03/20/02	4233	Payroll to wire April 4, 2002		26,961.00	210,417.73
03/20/02	4234	Payroll to wire April 18, 2002		26,961.00	183,456.73
03/25/02	4237	General by Library Director		3,580.85	179,875.88
03/28/02		Interest Feb 02	736.51	35.76	180,576.63

Placentia Library District
FY2001-2002 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
03/28/02		Canceled out-of-date checks, Mar	74.53		180,651.16
04/03/02	4238	General by Library Director		1,088.86	179,562.30
04/08/02		Library Passport Revenue Mar	7,654.15		187,216.45
04/08/02		Library Revenue Mar	1,813.06		189,029.51
04/10/02		Unsecured 3rd	424.54	1.06	189,452.99
04/17/02	4239	General		3,283.44	186,169.55
04/17/02	4240	General		10,597.81	175,571.74
04/17/02	4241	General		4,669.72	170,902.02
04/17/02	4242	General		6,935.82	163,966.20
04/17/02	4243	General		3,041.72	160,924.48
04/17/02	4244	General		6,703.04	154,221.44
04/17/02	4245	Payroll to wire May 2, 2002		26,961.00	127,260.44
04/17/02	4246	Payroll to wire May 16, 2003		26,961.00	100,299.44
04/17/02	4247	Payroll to wire May 30, 2004		26,961.00	73,338.44
04/18/02		Secured #6	143,443.29	8,459.41	208,322.32
04/18/02		Supplemental #9	3,420.85		211,743.17
04/18/02		ERAF Relief	0.45		211,743.62
04/19/02		Library Passport Revenue Apr	5,958.45		217,702.07
04/19/02		Library Revenue Apr	948.89		218,650.96
04/22/02	4248	General by Library Director		1,643.36	217,007.60
04/24/02		Interest Mar 02	746.91	37.53	217,716.98
04/24/02	4249	General by Library Director		7,919.88	209,797.10
04/30/02		Interest rebate	2.65	(52.76)	209,852.51
05/01/02	4250	General by Library Director		2,255.79	207,596.72
05/09/02		Library Passport Revenue Apr	5,709.90		213,306.62
05/09/02		Homeowners	5,635.35		218,941.97
05/09/02		Library Revenue Apr	1,184.95		220,126.92
05/15/02		Supplemental #1	5,867.17		225,994.09
05/15/02		Out of Date Check	21.39		226,015.48
05/15/02	4251	General by Library Director		2,054.01	223,961.47
05/15/02	4252	General by Library Director		742.88	223,218.59
05/20/02		Secured # 7	222,110.10	555.28	444,773.41
05/22/02	4253	General		5,158.98	439,614.43
05/22/02	4254	General		2,282.50	437,331.93
05/22/02	4255	General		2,749.54	434,582.39
05/22/02	4256	General		3,334.95	431,247.44
05/22/02	4257	General		6,022.65	425,224.79
05/22/02	4258	Payroll to wire May 30, 2002		22,662.00	402,562.79
05/22/02	4259	Payroll to wire Jun 27, 2002		26,961.00	375,601.79
05/22/02	4260	General by Library Director		115.33	375,486.46
05/22/02	4252a	General		4,606.94	370,879.52
05/22/02		Transfer to Fund 706		75,000.00	295,879.52
05/23/02		Public Utility # 2	11,961.59	29.90	307,811.21
05/23/02		Interest Apr 02	619.54	31.73	308,399.02
05/29/02		Library Passport Revenue May	6,730.31		315,129.33
05/29/02		SDAF # 2	4,448.21		319,577.54
05/29/02		Library Revenue May	1,667.97		321,245.51
05/29/02	4261	General by Library Director		5,259.04	315,986.47
06/06/02	4262	General by Library Director		3,432.07	312,554.40
06/06/02	4263	General by Library Director		2,878.91	309,675.49

Placentia Library District
FY2001-2002 General Fund Cash Flow

<u>DATE</u>	<u>CLAIM #</u>	<u>DESCRIPTION</u>	<u>CREDIT</u>	<u>DEBIT</u>	<u>BALANCE</u>
06/06/02	4264	General by Library Director		7,969.21	301,706.28
06/11/02	4266	General by Library Director		713.00	300,993.28
06/19/02	4265	General		1,321.78	299,671.50
06/19/02	4267	General		1,515.54	298,155.96
06/19/02	4268	General		3,986.38	294,169.58
06/19/02	4270	General		5,463.40	288,706.18
06/19/02	4271	General		16,523.18	272,183.00
06/19/02	4272	General		165.00	272,018.00

Placentia Library District
FY2002-2003 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/01		Beginning Balance			0.00
06/19/02	4269	General		7,505.58	-7,505.58
06/19/02	4273	Payroll to wire Jul 11, 2002		26,961.00	-34,466.58
06/19/02	4274	Payroll to wire Jul 25, 2002		26,961.00	-61,427.58

Placentia Library District
Property Tax Apportionments
Fiscal Year 2001-2002

Date	Category	Amount
08/16/01	Prior Year Secured Taxes & Penalties #1 Jul	
08/16/01	Supplemental #1 Jul	
09/13/01	Prior Year Secured Taxes & Penalties #2 Aug	
09/21/01	Supplemental #2 Aug	
09/21/01	Unsecured collections at 8/31/01, #1	80% - 85%
10/11/01	Prior Year Secured Taxes & Penalties #3 Sep	
10/19/01	Supplemental #3 Sep	
11/15/01	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/01	Supplemental #4 Oct	
11/30/01	Current secured #1	7% - 10%
12/11/01	Homeowners Property Tax Relief	15%
12/13/01	Prior Year Secured Taxes & Penalties #5 Nov	
12/14/01	Current secured #2	14% - 18%
12/21/01	Current secured #3	20% - 24%
12/21/01	Supplemental #5 Nov	
01/11/02	Homeowners Property Tax Relief	35%
01/17/02	Prior Year Secured Taxes & Penalties #6 Dec	
01/23/02	Current secured #4	3% - 6%
01/23/02	Supplemental #6 Dec	
01/23/02	Unsecured collections at 12/31/01, #2	5% - 10%
02/08/02	State-Assessed Public Utility, #1	49% - 50%
02/14/02	Prior Year Secured Taxes & Penalties #7 Jan	
02/21/02	Supplemental #7 Jan	
03/14/02	Prior Year Secured Taxes & Penalties #8 Feb	
03/21/02	Current secured #5	5% - 7%
03/21/02	Supplemental #8 Feb	
04/11/02	Prior Year Secured Taxes & Penalties #9 Mar	
04/11/02	Unsecured collections at 03/31/02, #3	1% - 3%
04/19/02	Current secured #6	25% - 30%
04/19/02	Supplemental #9 Mar	
05/10/02	Homeowners Property Tax Relief	35%
05/16/02	Prior Year Secured Taxes & Penalties #10 Apr	
05/16/02	Supplemental #10 Apr	
05/21/02	Current secured #7	3% - 5%
05/24/02	State-Assessed Public Utility, #2	49% - 50%
06/11/02	Homeowners Property Tax Relief	15%
06/13/02	Prior Year Secured Taxes & Penalties #11 May	
06/21/02	Prior Year Unsecured	
06/21/02	Supplemental #11 May	
06/21/02	Unsecured collections at 05/31/02, Final	3% - 6%
07/19/02	Current secured final for FY02	1% - 3%
07/19/02	Prior Year Secured Taxes & Penalties, FY02 #12 Jun	
07/19/02	Supplemental, FY02 #12 Jun	
07/23/02	Delinquent Supplemental, FY02	
07/24/02	Secured Teeter Actual Final Delinquencies, FY01	2% - 4%

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Financial Report**
DATE: June 19, 2002

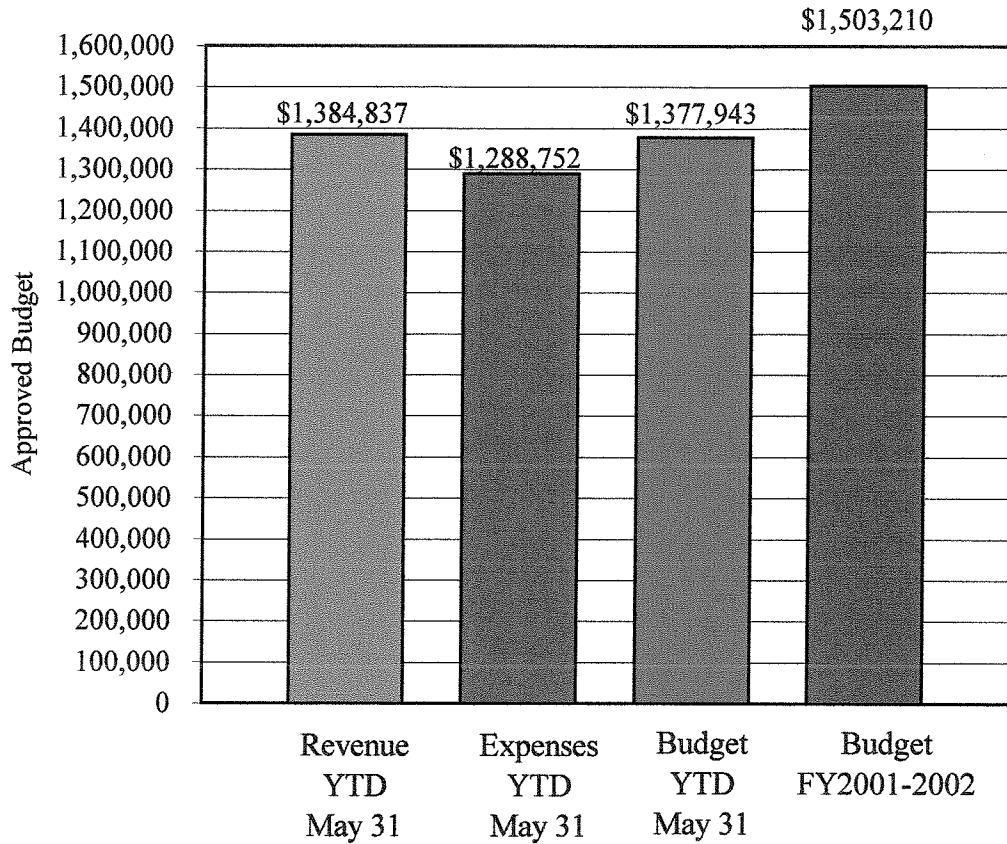
The Financial Reports for the month of May had not been received from the Office of the Orange County Auditor by NOON on Wednesday, June 12.

The District's Financial Report for the Month of May will be distributed at the Library Board Meeting if the Reports have been received.

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2001 - 2002

General Fund Cash Flow



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
June 19, 2002

	Fiscal Year 2001-2002						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-01	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33
31-Jul-01	112,716.71	9,534.45	154,010.92	289,334.16	9,303.61	574,899.85	285,565.69
31-Aug-01	113,203.85	9,575.66	154,405.14	211,233.74	9,343.81	497,762.20	286,528.46
30-Sep-01	114,099.58	9,651.43	155,626.87	145,233.28	9,417.75	434,028.91	288,795.63
31-Oct-01	114,087.82	9,650.44	115,610.83	39,293.50	9,416.78	288,059.37	248,765.87
30-Nov-01	114,503.99	9,685.64	81,178.47	101,546.64	9,451.13	316,365.87	214,819.23
31-Dec-01	114,881.74	9,717.60	81,700.45	281,012.77	9,482.31	496,794.87	215,782.10
31-Jan-02	115,199.05	9,744.44	82,141.21	361,235.08	9,508.50	577,828.28	216,593.20
28-Feb-02	115,487.65	9,768.85	82,379.63	260,863.52	9,532.33	478,031.98	217,168.46
31-Mar-02	115,747.71	9,790.85	82,565.13	265,659.32	9,553.79	483,316.80	217,657.48
30-Apr-02	116,018.73	9,813.81	82,761.59	318,572.13	9,576.18	536,742.44	218,170.31
31-May-02	116,481.52	9,852.96	83,091.70	500,101.04	9,614.37	719,141.59	219,040.55
30-Jun-02						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 2000-2001						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-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	111,953.60	9,492.81	153,762.94	323,782.14	9,262.98	608,254.47	284,472.33
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
 REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)

June 19, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 MAY 2002	FY2000-2001 MAY 2001	FY2001-2002 % EXP BUD
6210-00	Prop. Taxes - current secured	993,584	995,216.69	921,767.20	222,110.10	129,709.50	100.16%
6210-01	Public Utility	23,000	25,157.74	23,110.69	11,961.59	11,107.32	109.38%
6210-04	Teeter Plan - current delinquent	12,500	13,876.41	12,334.14	0.00	0.00	111.01%
	TOTAL PROP. TAXES - CURRENT SECURED	1,029,084	1,034,250.84	957,212.03	234,071.69	140,816.82	100.50%
6220	PROP. TAXES - CURRENT UNSECURED	55,000	54,299.16	50,975.74	0.00	0.00	98.73%
6230-00	Prop. Taxes - Prior Secured	12,000	12,031.41	12,028.08	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	0.00	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	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	12,000	12,031.41	12,028.08	0.00	0.00	100.26%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	8,500	9,088.21	8,555.00	4,448.21	4,263.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	35,000	37,504.32	31,503.82	5,867.17	5,387.74	107.16%
6280-01	Final supplemental for prior years	0	1,746.82	1,592.26	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREI	35,000	39,251.14	33,096.08	5,867.17	5,387.74	112.15%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	1,302.90	820.72	0.00	0.00	162.86%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	250	0.00	267.82	0.00	0.00	
	TOTAL TAXES	1,141,634	1,150,223.66	1,062,955.47	244,387.07	150,467.56	100.75%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
June 19, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 MAY 2002	FY2000-2001 MAY 2001	FY2001-2002 % EXP BUD
6610-00	Interest	22,000	6,965.31	13,602.23	619.54	1,850.01	31.66%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	22,000	6,965.31	13,602.23	619.54	1,850.01	31.66%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,250	13,685.87	13,808.10	5,635.35	5,685.69	84.22%
6970-00	State - ILL & Direct Loan Reimbursement	11,000	7,253.25	8,605.78	0.00	0.00	65.94%
6970-01	State - CA Foundation Funds	88,826	77,328.00	88,826.00	0.00	0.00	87.06%
6970-02	State - CA Literacy Campaign	20,000	19,593.00	18,818.00	0.00	0.00	97.97%
6970-03	State - Family Literacy	30,000	10,000.00	0.00	0.00	0.00	
6970-04	State - ELLJ (English Language Intensive) Grant	60,000	0.00	25,000.00	0.00	0.00	
6970-05	State - Project Grants	0	5,000.00	0.00	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	0	0.45	25,238.87	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	209,826	119,174.70	166,488.65	0.00	0.00	56.80%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	28,500	26,320.64	23,088.53	2,852.92	2,239.74	92.35%
7670-01	Local Revenue -- Passport	85,000	68,371.11	45,384.90	12,440.21	6,320.75	80.44%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	0.00	0.00	0.00	
	TOTAL LOCAL REVENUE	113,500	94,691.75	68,473.43	15,293.13	8,560.49	83.43%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	95.92	0.00	21.39	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,503,210	1,384,837.21	1,325,327.88	265,956.48	166,563.75	92.13%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 19, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 MAY 2002	FY2000-2001 MAY 2001	FY2001-2002 % EXP BUD
0100	Salaries & Wages	651,612	600,488.00	509,986.00	75,186.00	68,310.00	92.15%
0200	Retirement (Social Security & Pension Contribution)	93,517	90,192.14	75,569.18	5,697.00	5,229.00	96.44%
	Health & Life Insurance/Blue Shield CA	39,442	29,523.23	28,348.22	(1,261.14)	(685.66)	74.85%
	Long Term Disability/CNA	3,584	2,600.04	2,102.31	0.00	229.39	72.55%
	Life Insurance/Fortis & Protective Life	2,600	1,639.45	2,150.90	0.00	84.70	63.06%
	Vision Service Plan/VSP	2,898	2,541.60	2,290.65	233.36	230.74	87.71%
	Dental/Ameritas	7,278	5,346.50	6,296.10	0.00	577.20	73.46%
0300	Total Employee Insurance	55,801	41,650.82	41,188.18	(1,027.78)	436.37	74.64%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	6,600	11,209.00	4,785.00	0.00	0.00	169.83%
	TOTAL SALARIES & EMPLOYEE BENEFITS	807,530	743,539.96	631,528.36	79,855.22	73,975.37	92.08%
0700-00	Communications - Telephone	2,250	3,115.68	1,721.34	210.97	178.21	138.47%
0700-01	Communications - Modem/Fax	5,500	5,757.57	4,560.63	357.60	583.76	104.68%
0700-02	Communications - Internet/Database	3,500	1,002.18	2,448.41	34.95	64.77	28.63%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,700	2,009.93	2,154.00	215.50	215.00	74.44%
0700-07	Communications - ELLI Grant	0	265.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	370.04	320.70	94.17	36.38	46.26%
	Total Communications	14,750	12,520.40	11,205.08	913.19	1,078.12	84.88%
0900-00	Food - General Fund	150	1,247.20	98.46	0.00	43.91	
0900-07	Food - ELLI Grant	250	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	0	0.00	78.10	0.00	12.00	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	400	1,247.20	176.56	0.00	55.91	311.80%
1000-00	Household Expense	4,500	18,845.09	2,299.51	0.00	1,306.02	418.78%
1100-00	Insurance - Liability	5,280	5,279.54	5,068.57	0.00	0.00	99.99%

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

June 19, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 MAY 2002	FY2000-2001 MAY 2001	FY2001-2002 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	5,000	1,991.00	4,117.02	0.00	60.00	39.82%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,500	7,657.60	6,263.16	0.00	0.00	61.26%
1300-07	Maintenance of Equipment - ELLI Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	5,365.95	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	17,500	15,014.55	10,380.18	0.00	60.00	85.80%
	HVAC	2,500	1,631.29	1,011.76	0.00	0.00	65.25%
	Carpet Cleaning	3,500	2,805.99	0.00	0.00	0.00	80.17%
	Groundskeeping, City of Placentia	30,000	10,783.21	18,990.21	0.00	1,814.29	35.94%
	Plumbing	1,800	4,085.62	1,798.78	0.00	109.34	226.98%
	Electrical	1,500	658.19	1,102.29	0.00	0.00	43.88%
	Cleaning Service	13,700	10,850.00	9,650.00	0.00	950.00	79.20%
	Locksmith	200	286.69	185.08	0.00	0.00	143.35%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	5,000	4,380.70	25,715.54	0.00	219.75	87.61%
1400-00	Total Maintenance of Building & Grounds	58,200	35,481.69	58,453.66	0.00	3,093.38	60.97%
1600-00	Memberships - General Fund	3,750	2,771.00	3,133.00	0.00	0.00	73.89%
1600-07	Memberships - ELLI Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	425.50	355.00	0.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	4,150	3,196.50	3,488.00	0.00	0.00	77.02%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - ELLI 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
(Prepared from the Orange County Auditor's Report)
June 19, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 MAY 2002	FY2000-2001 MAY 2001	FY2001-2002 % EXP BUD
1800-00	Library Supplies	10,000	9,148.08	6,865.19	0.00	513.62	91.48%
	Printing	9,500	9,624.76	6,440.14	18.86	747.42	101.31%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	900	2,519.09	661.92	0.00	37.97	279.90%
	Paper	1,700	1,313.05	1,469.48	0.00	119.33	77.24%
	Drinking Water Service	325	234.00	259.00	0.00	26.00	72.00%
	Other Office Supplies	8,500	14,201.98	7,170.45	1,227.02	286.15	167.08%
	Total Office Supply Expense - General Fund	30,925	37,040.96	22,866.18	1,245.88	1,730.49	119.78%
1800-07	ELLI Grant Supply Expense	1,000	13,292.91	0.00	68.05	0.00	
	Printing	3,418	2,324.77	465.03	0.00	0.00	
	Publications	0	1,729.71	428.92	0.00	0.00	
	Paper	0	0.00	0.00	0.00	0.00	
	Other Office Supplies	4,200	4,378.44	1,862.56	0.00	38.65	
	Total Adult Literacy Office Supply Expense	7,618	8,432.92	2,756.51	0.00	38.65	110.70%
1800-09	Supply Expense Families for Literacy	3,000	607.80	0.00	0.00	0.00	
	Total Office Expense	42,543	59,374.59	25,622.69	1,313.93	1,769.14	139.56%
1803-00	Postage Expense - General Fund	4,800	5,039.51	1,900.78	595.00	505.85	104.99%
1803-01	Postage Expense - LSCA II Grant	0	535.85	250.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	6.62	0.00	0.00	0.00	6.62%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,900	5,581.98	2,150.78	595.00	505.85	113.92%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 19, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 MAY 2002	FY2000-2001 MAY 2001	FY2001-2002 % EXP BUD
	Care Resources (Employee Assistance)	420	350.00	350.00	35.00	35.00	83.33%
	Pension Contribution & Operating Expenses	7,500	3,479.12	6,558.01	0.00	1,134.48	46.39%
	Anaheim Consortium Automated Library System	30,000	25,218.60	41,395.00	0.00	0.00	84.06%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	475	377.10	377.10	0.00	37.71	79.39%
	Interest Allocation & Tax Collection Charges by Orange County	9,100	6,351.56	217.93	31.73	(1.57)	69.80%
	Advertising (Including WEB Site)	2,000	1,199.68	345.80	0.00	0.00	59.98%
	Medical Exams	500	1,077.50	262.50	0.00	0.00	215.50%
	Collection Services - Accounts Receivable	2,500	1,742.59	1,665.79	0.00	87.65	69.70%
	Audit & Accounting Services	5,250	5,150.00	5,140.00	0.00	0.00	98.10%
	Payroll Preparation	3,000	2,587.69	2,364.55	0.00	189.20	86.26%
	Election Expenses	0	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)	9,500	30,053.34	8,603.60	562.50	1,492.50	316.35%
1900-00	Total Specialized Services - General Fund	70,245	77,587.18	67,280.28	629.23	2,974.97	110.45%
1900-01	Specialized Services - Partnerships for Change Grant	0	12,292.81	0.00	0.00	0.00	
1900-07	Specialized Services - ELLI Grant	13,600	4,734.99	0.00	387.44	0.00	
1900-08	Specialized Services - Adult Literacy	0	2,845.00	6,841.60	480.00	1,265.43	#DIV/0!
1900-09	Specialized Services - Families for Literacy	2,000	183.69	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	12,000	10,787.48	11,443.58	585.18	7,868.53	89.90%
	Total Specialized Services	97,845	108,431.15	85,565.46	2,081.85	12,108.93	110.82%
2000-00	Legal Notices - General Fund	550	0.00	457.92	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	550	0.00	457.92	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 19, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 MAY 2002	FY2000-2001 MAY 2001	FY2001-2002 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	120,800	93,951.90	70,195.48	0.00	9,953.19	77.77%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	48.00	105.65	0.00	0.00	
2400-01	Special Department Expense- Books	150,000	70,304.29	74,736.45	0.00	23,891.73	46.87%
2400-02	Special Department Expense - Video	0	242.12	1,193.41	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	19,202.97	23,500.88	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	15,444.87	6,270.79	0.00	0.00	
2400-05	Special Department Expense - Audio	0	5,593.81	2,776.74	0.00	472.90	
2400-07	Special Department Expense - ELLI Grant	0	78.47	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	6,182	2,634.77	4,291.77	0.00	511.81	42.62%
2400-09	Special Department Expense - Families for Literacy	0	75.51	0.00	0.00	0.00	
	Total Special Department Expense	156,182	113,624.81	112,875.69	0.00	24,876.44	72.75%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	2,500	1,673.23	556.73	0.00	0.00	66.93%
2700-01	Transportation/Travel - Meetings, Staff Local	4,000	5,148.49	3,299.04	0.00	511.94	128.71%
2700-02	Transportation/Travel - Meetings, Board Out of Town	600	1,021.62	581.56	0.00	0.00	170.27%
2700-03	Transportation/Travel - Meetings, Board Local	500	890.52	466.25	0.00	12.00	178.10%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	197.97	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	250	1,016.21	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	988.35	375.93	0.00	0.00	98.84%
2700-09	Transportation/Travel - Meetings - Families for Literacy	2,000	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	10,850	10,936.39	5,279.51	0.00	523.94	100.80%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
June 19, 2002

OBJECT CODE	DESCRIPTION	FY2001-2002 BUDGETED	FY2001-2002 YTD	FY2000-2001 YTD	FY2001-2002 MAY 2002	FY2000-2001 MAY 2001	FY2001-2002 % EXP BUD
2800-00	Electricity	50,000	49,309.34	31,941.59	0.00	2,390.20	98.62%
	Gas	7,000	2,555.84	4,610.08	231.18	783.61	36.51%
	Water	3,750	3,417.60	2,528.75	301.08	126.99	91.14%
	Total Utilities	60,750	55,282.78	39,080.42	532.26	3,300.80	91.00%
	TOTAL SUPPLIES & SERVICES	599,200	538,768.57	432,299.51	5,436.23	58,631.72	89.91%
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	3,750	2,028.68	1,160.00	0.00	0.00	54.10%
4000-00	Equipment - General Fund	30,000	4,414.76	28,660.74	0.00	2,367.43	14.72%
4000-07	Equipment - ELLI Grant	5,142	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	557.59	0.00	0.00	0.00%
4000-09	Equipment - Families for Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	37,142	4,414.76	29,218.33	0.00	2,367.43	11.89%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
5200	TOTAL EQUIPMENT EXPENSE	37,142	4,414.76	29,218.33	0.00	2,367.43	11.89%
5600	PROVISION FOR CONTINGENCIES	55,588	0.00	0.00	0.00	0.00	
	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,503,210	1,288,751.97	1,094,206.20	85,291.45	134,974.52	85.73%

06/09/02

Placentia Library District
Balance Sheet
As of May 31, 2002

	<u>May 31, '02</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	732.18
County Exempt - Savings	2,599.70
General Fund - Checking	2,131.80
General Fund - Savings	9,005.62
Literacy Fund - Savings	7,482.34
Payroll Checking	43,711.26
Payroll Checking (CDs)	
387-0070269	5,000.00
387-0070277	2,500.00
387-0070285	2,500.00
387-0070293	5,000.00
387-0070301	10,000.00
387-0070319	10,000.00
Total Payroll Checking (CDs)	<u>35,000.00</u>
Payroll Savings (Fees)	2,386.71
Payroll Savings (Int CDs)	4,907.15
Total Checking/Savings	<u>107,956.76</u>
Total Current Assets	<u>107,956.76</u>
TOTAL ASSETS	<u>107,956.76</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	25,103.67
Total Capital	69,992.04
Net Income	12,861.05
Total Equity	<u>107,956.76</u>
TOTAL LIABILITIES & EQUITY	<u>107,956.76</u>

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

May 2002

06/09/02

	County Exempt Fund	General Fund	Literacy Fund	Unclassified	TOTAL
Income					
COE Cash Register - Copy Cards	357.30	0.00	0.00	0.00	357.30
COE Children's T-Shirts	27.50	0.00	0.00	0.00	27.50
COE Directors Fund (Friends)	-35.00	0.00	0.00	0.00	-35.00
COE Life Insur Suplmt(EDM)	19.94	0.00	0.00	-19.94	0.00
COE Meeting Room Income	120.00	0.00	0.00	0.00	120.00
COE Passport Chck Reimbursement	1,510.00	0.00	0.00	0.00	1,510.00
GF Cash Register - Audio Visual	0.00	11.40	0.00	0.00	11.40
GF Cash Register - Fines	0.00	1,756.42	0.00	0.00	1,756.42
GF Cash Register - Lost Items	0.00	149.34	0.00	0.00	149.34
GF Cash Register - Reserves	0.00	96.00	0.00	0.00	96.00
GF Interest Inc - Checking	0.00	0.00	0.00	7.32	7.32
GF Passport Revenue	0.00	9,886.61	0.00	0.00	9,886.61
GF State Library Reimbursements	0.00	3,197.39	0.00	0.00	3,197.39
GF Transfers from County	0.00	-19,698.88	0.00	80,883.00	61,184.12
GF Typewriter Income	0.00	2.25	0.00	0.00	2.25
LIT Donations to literacy	0.00	0.00	1,000.00	0.00	1,000.00
PA Interest Inc - Savings	0.00	0.00	0.00	4.15	4.15
Total Income	1,999.74	-4,599.47	1,000.00	80,874.53	79,274.80
Expense					
COE Bank fees	25.00	0.00	0.00	0.00	25.00
COE Childn's Summer Rndg Prgm	117.48	0.00	0.00	0.00	117.48
COE Children's Other	0.00	0.00	0.00	0.00	0.00
COE Friend's Director's Fund	0.00	0.00	0.00	0.00	0.00
COE Passport Expenses	4,300.95	0.00	0.00	25.00	4,325.95
GF Bank Fees	0.00	0.00	0.00	34.04	34.04
GF Board Travel	0.00	30.00	0.00	0.00	30.00
GF Office Expense	0.00	128.65	0.00	0.00	128.65
GF Printing	0.00	112.33	0.00	0.00	112.33
GF Refreshments	0.00	0.00	0.00	0.00	0.00
GF Registration/trans/travel	0.00	264.50	0.00	0.00	264.50
GF Staff Travel	198.07	0.00	0.00	0.00	198.07
PA Employee Benefits	0.00	0.00	0.00	2,470.14	2,470.14
PA Employer Payroll Taxes	0.00	0.00	0.00	14,430.78	14,430.78
PA Garnishment	0.00	0.00	0.00	784.00	784.00
PA Payroll Processing Fees	0.00	0.00	0.00	12,675.49	12,675.49
PA Salaries	0.00	0.00	0.00	10,009.97	10,009.97
Total Expense	4,641.50	535.48	0.00	40,429.42	45,606.40
Net Income	-2,641.76	-5,134.95	1,000.00	40,445.11	33,668.00

**Placentia Library District
Profit & Loss by Class
July 2001 through May 2002**

06/09/02

	County Exempt Fund	General Fund	Literacy Fund	Unclassified	TOTAL
Income					
COE Camp Library (Friends)	-204.55	0.00	0.00	0.00	-204.55
COE Cash Register - Copy Cards	2,769.02	0.00	0.00	0.00	2,769.02
COE Children's Dept Income	4,000.00	0.00	0.00	0.00	4,000.00
COE Children's T-Shirts	118.50	15.25	0.00	0.00	133.75
COE Copy Machine Income	44.60	0.00	0.00	0.00	44.60
COE Directors Fund (Friends)	321.52	0.00	0.00	-17.67	303.85
COE Friends - Summer Reading	7.00	0.00	0.00	0.00	7.00
COE Life Insur Suplmt(EDM)	358.92	0.00	0.00	-398.80	-39.88
COE Live @ Library 2000 Grant	1,917.97	0.00	0.00	0.00	1,917.97
COE Meeting Room Income	1,789.90	0.00	0.00	0.00	1,789.90
COE Miscellaneous Income	3,551.18	0.00	0.00	25.00	3,576.18
COE Passport Chck Reimbursement	24,013.80	0.00	0.00	-642.05	23,371.75
COE Staff Appreciation Reimb	396.00	0.00	0.00	0.00	396.00
COE Test Proctoring Income	30.00	0.00	0.00	0.00	30.00
GF Account Interest (IEC)	0.00	0.00	0.00	0.00	0.00
GF Bankcard Deposit	0.00	958.17	0.00	5,463.07	6,421.24
GF Cash Register - Audio Visual	0.00	32.80	0.00	0.00	32.80
GF Cash Register - Childrens	0.00	167.50	0.00	0.00	167.50
GF Cash Register - Fines	0.00	17,620.73	0.00	0.00	17,620.73
GF Cash Register - Lost Items	0.00	3,307.98	0.00	0.00	3,307.98
GF Cash Register - Misc.	0.00	419.25	0.00	0.00	419.25
GF Cash Register - Reserves	0.00	984.72	0.00	0.00	984.72
GF Children's	0.00	3,487.50	0.00	0.00	3,487.50
GF County Reimbursements	0.00	6,549.93	0.00	0.00	6,549.93
GF Debit Card Income	12.05	0.00	0.00	0.00	12.05
GF Donations to Literacy	0.00	30.00	0.00	0.00	30.00
GF Gifts Income	0.00	2,000.00	0.00	0.00	2,000.00
GF Interest Inc - Checking	0.00	0.00	0.00	7.32	7.32
GF Miscellaneous Income	0.00	297.59	0.00	390.65	688.24
GF Office Expense Reimbursement	0.00	2,698.44	0.00	0.00	2,698.44
GF Passport Revenue	166.00	69,721.50	0.00	0.00	69,887.50
GF Registration fees refund	0.00	21.88	0.00	0.00	21.88
GF Rotary	0.00	10.50	0.00	0.00	10.50
GF Special Grants	0.00	5,000.00	0.00	0.00	5,000.00
GF State Library Grants	0.00	29,593.00	0.00	0.00	29,593.00
GF State Library Reimbursements	0.00	13,313.64	0.00	0.00	13,313.64
GF State of CA Foundation Funds	0.00	77,328.00	0.00	0.00	77,328.00
GF Transfers from County	0.00	-28,295.05	0.00	474,247.21	445,952.16
GF Typewriter Income	0.00	14.45	0.00	0.00	14.45
LIT Donations to literacy	0.00	0.00	2,000.00	0.00	2,000.00
PA Interest Inc - CD's	0.00	0.00	0.00	1,271.58	1,271.58
PA Interest Inc - Savings	0.00	0.00	0.00	248.14	248.14
Total Income	39,291.91	205,277.78	2,000.00	480,594.45	727,164.14
Expense					
COE Bank fees	25.00	0.00	0.00	3,532.75	3,557.75
COE Childn's Strytime (Friends)	2,587.50	0.00	0.00	0.00	2,587.50
COE Childn's Summer Rdng Prgm	2,265.04	0.00	0.00	0.00	2,265.04
COE Children's Other	44.02	0.00	0.00	0.00	44.02
COE Copier Lease Payments	0.00	0.00	0.00	2,025.28	2,025.28
COE Copier Maintenance Contract	482.57	0.00	0.00	0.00	482.57
COE Credit Card Transactions	0.00	1,622.25	0.00	0.00	1,622.25
COE Friend's Director's Fund	372.62	0.00	0.00	0.00	372.62
COE Friend's Other Activities	3,257.07	0.00	0.00	0.00	3,257.07
COE Household Expense	64.50	0.00	0.00	0.00	64.50
COE Library Board Expenses	403.33	0.00	0.00	0.00	403.33
COE Life Insurance payment	612.07	0.00	0.00	0.00	612.07
COE Literacy	180.00	0.00	0.00	0.00	180.00
COE Live at the Library Expense	48.66	0.00	0.00	0.00	48.66
COE Meeting Room Upkeep Expense	40.00	0.00	0.00	0.00	40.00
COE Office Expense	9.95	0.00	0.00	0.00	9.95
COE Passport Expenses	29,413.40	0.00	0.00	392.45	29,805.85
COE Petty Cash Exp to be reimbu	-3,096.75	0.00	0.00	0.00	-3,096.75
COE Staff Appreciation	704.00	0.00	0.00	0.00	704.00
COE Teen Council - Expense	0.00	7.35	0.00	0.00	7.35
GF Bank Fees	0.00	0.00	0.00	814.61	814.61
GF Board Travel	5.00	524.00	0.00	0.00	529.00
GF Children's Expense	0.00	83.85	0.00	0.00	83.85
GF CLC Grant Travel	0.00	532.30	0.00	0.00	532.30
GF credit card transactions	0.00	-948.82	0.00	0.00	-948.82
GF Debit Card Transfers Passpo	0.00	4,519.44	0.00	0.00	4,519.44
GF Debit Cards	0.00	0.00	0.00	35.00	35.00
GF ELLI Grant	0.00	43.21	0.00	0.00	43.21
GF ELLI Grant Travel	0.00	127.44	0.00	365.00	492.44
GF Equipment (400)	0.00	4,724.87	0.00	0.00	4,724.87
GF Food	0.00	35.13	0.00	0.00	35.13
GF Household Expenses	0.00	1,157.46	0.00	0.00	1,157.46
GF Insurance	0.00	1,563.04	0.00	0.00	1,563.04
GF Library Materials (books)	0.00	51.60	0.00	0.00	51.60
GF Literacy	0.00	546.89	0.00	0.00	546.89
GF Literacy Travel	0.00	620.00	0.00	21.88	641.88
GF Maintenance - Bldg	0.00	498.75	0.00	627.50	1,126.25
GF Memberships	0.00	335.00	0.00	0.00	335.00
GF Miscellaneous	0.00	-42.95	0.00	3,588.74	3,545.79
GF Office Expense	0.00	1,181.25	0.00	0.00	1,181.25
GF Postage	101.75	623.95	0.00	3.61	729.31

**Placentia Library District
Profit & Loss by Class
July 2001 through May 2002**

06/09/02

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Unclassified</u>	<u>TOTAL</u>
GF Printing	0.00	382.52	78.00	0.00	460.52
GF Prof & Spec Services	0.00	480.00	0.00	0.00	480.00
GF Publishing	0.00	90.02	0.00	0.00	90.02
GF Refreshments	0.00	78.81	0.00	0.00	78.81
GF Registration/trans/travel	0.00	3,207.50	0.00	0.00	3,207.50
GF Return Check Item & Fees	0.00	0.00	0.00	72.45	72.45
GF Special Dept Expense	0.00	95.05	0.00	0.00	95.05
GF Staff Travel	203.07	57.00	0.00	65.60	325.67
GF Transfers to County	0.00	0.00	0.00	6,061.40	6,061.40
GF Trustee Travel	0.00	403.00	0.00	87.52	490.52
PA Employee Benefits	0.00	0.00	0.00	30,563.82	30,563.82
PA Employer Payroll Taxes	0.00	0.00	0.00	184,315.14	184,315.14
PA Garnishment	0.00	0.00	0.00	1,960.00	1,960.00
PA Payroll Processing Fees	0.00	0.00	0.00	279,625.07	279,625.07
PA Salaries	0.00	0.00	0.00	139,744.56	139,744.56
Total Expense	37,722.80	22,599.91	78.00	653,902.38	714,303.09
Net Income	1,569.11	182,677.87	1,922.00	-173,307.93	12,861.05

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 06/11/2002

Cleared Transactions

Previous Balance		3,693.72
Cleared Checks and Payments	82 Items	-5,063.10
Cleared Deposits and Other Credits	11 Items	1,990.88
 Cleared Balance		 621.50

Uncleared Transactions

Uncleared Checks and Payments	53 Items	-3,524.65
Uncleared Deposits and Other Credits	17 Items	5,420.77

New Transactions

Account Balance as of 06/11/2002 (statement closing date)		2,517.62
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 2,517.62

Placentia Library District

Register: County Exempt - Checking

From 05/01/2002 through 05/31/2002

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/02/2002			-split-	Deposit			64.00	3,644.85
05/04/2002	3323	Passport Services	COE Passport Expenses	Edward Donald...	45.00			3,599.85
05/04/2002	3324	Passport Services	COE Passport Expenses	Delphine Ann ...	45.00			3,554.85
05/04/2002	3325	Passport Services	COE Bank fees	Rachel Wang 1...	25.00			3,529.85
05/04/2002	3326	Passport Services	COE Passport Expenses	Susan Moore-9...	70.00			3,459.85
05/04/2002	3327	Passport Services	COE Passport Expenses	Aidan Edmond...	25.00			3,434.85
05/04/2002	3328	Passport Services	COE Passport Expenses	Taza Gary Gate...	80.00			3,354.85
05/04/2002	3329	Passport Services	COE Passport Expenses	Naweed Sikora...	80.00			3,274.85
05/04/2002	3330	Passport Services	COE Passport Expenses	Kimi Lorae Wy...	45.00			3,229.85
05/05/2002			COE Passport Chck Re...	Deposit			240.00	3,469.85
05/05/2002	3331	Altadena Library Dis...	COE Directors Fund (F...	Elizabeth Mint...	35.00			3,434.85
05/06/2002	3332	Passport Services	COE Passport Expenses	Hoang Tran-1-...	115.00			3,319.85
05/06/2002	3333	Passport Services	COE Passport Expenses	Eua Langkilde ...	80.00			3,239.85
05/06/2002	3335	Passport Services	COE Passport Expenses	Benjamin Sigm...	80.00			3,159.85
05/06/2002	3336	Passport Services	COE Passport Expenses	Adam Keith Re...	80.00			3,079.85
05/07/2002			COE Passport Chck Re...	Deposit			80.00	3,159.85
05/07/2002			GF Interest Inc - Check...	Interest		X	7.32	3,167.17
05/07/2002	3334	Passport Services	COE Passport Expenses	John Gaspar A...	25.00			3,142.17
05/07/2002	3337	Passport Services	COE Passport Expenses	Juan Carlos Av...	80.00			3,062.17
05/07/2002	3351	Passport Services	COE Passport Expenses	Irene Marie Gu...	90.00			2,972.17
05/08/2002	3338	Passport Services	COE Passport Expenses	Richard Clason...	45.00			2,927.17
05/08/2002	3339	Passport Services	COE Passport Expenses	Nicolina Mary ...	45.00			2,882.17
05/09/2002	3340	S.T. Donuts	COE Friend's Director'...	Director's Fund				2,882.17
05/09/2002	3341	Passport Services	COE Passport Expenses	Damian Kurt T...	60.00			2,822.17
05/11/2002	3342	Passport Services	COE Passport Expenses	Chrisy Choi 6/...	45.00			2,777.17
05/11/2002	3343	Passport Services	COE Passport Expenses	Chrisy Choi 6/...	50.00			2,727.17
05/11/2002	3344	Passport Services	COE Passport Expenses	Benajmin Faiel...	80.00			2,647.17
05/11/2002	3345	Passport Services	COE Passport Expenses	Hang Pham 11/...	80.00			2,567.17
05/11/2002	3346	Passport Services	COE Passport Expenses	Lucia Salinas 4...	80.00			2,487.17
05/12/2002	3347	Passport Services	COE Passport Expenses	Cassidy 1-26-9...	75.00			2,412.17
05/13/2002	3348	Passport Services	COE Passport Expenses	Mauro Nava-A...	80.00			2,332.17
05/13/2002	3349	Passport Services	COE Passport Expenses	Jin Woo Lee, d...	80.00			2,252.17
05/13/2002	3350	Passport Services	COE Passport Expenses	Sebastian Alex...	115.00			2,137.17
05/14/2002			-split-	Deposit			353.50	2,490.67
05/15/2002	3352	Passport Services	COE Passport Expenses	Michelle 9-22-...	140.00			2,350.67
05/15/2002	3353	Smart & Final	COE Children's Other	Children's Sup...				2,350.67
05/16/2002	3354	Passport Services	COE Passport Expenses	Nina Chanklin,...	45.00			2,305.67
05/16/2002	3355	Passport Services	COE Passport Expenses	Joseph Michael...	45.00			2,260.67
05/16/2002	3356	Passport Services	COE Passport Expenses	Robert Randol...	80.00			2,180.67
05/18/2002	3357	Passport Services	COE Passport Expenses	Allyson Page T...	45.00			2,135.67

Placentia Library District

Register: County Exempt - Checking
 From 05/01/2002 through 05/31/2002
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/18/2002	3358	Passport Services	COE Passport Expenses	Vimalaben Par...	45.00			2,090.67
05/18/2002	3359	Passport Services	COE Passport Expenses	Eric Robert Sc...	45.00			2,045.67
05/18/2002	3360	Passport Services	COE Passport Expenses	Bao Minh Ngu...	60.00			1,985.67
05/18/2002	3361	Passport Services	COE Passport Expenses	Tiffany Sung H...	60.00			1,925.67
05/19/2002	3362	Passport Services	COE Passport Expenses	Ljiljana Nada ...	45.00			1,880.67
05/19/2002	3363	Passport Services	COE Passport Expenses	Michael 3-25-8...	50.00			1,830.67
05/19/2002	3364	Passport Services	COE Passport Expenses	Peter Gerard D...	45.00			1,785.67
05/20/2002	3365	Passport Services	COE Passport Expenses	Marilyn Nava ...	25.00			1,760.67
05/20/2002	3366	Passport Services	COE Passport Expenses	Christopher Ma...	80.00			1,680.67
05/21/2002			-split-	Deposit			315.00	1,995.67
05/21/2002	3367	Passport Services	COE Passport Expenses	Stephen Craig ...	58.65			1,937.02
05/21/2002	3368	Passport Services	COE Passport Expenses	Jami Lynn De J...	45.00			1,892.02
05/21/2002	3369	Passport Services	COE Passport Expenses	Brian Lynn Bai...	45.00			1,847.02
05/21/2002	3370	Passport Services	COE Passport Expenses	Ana Rivera 7-2...	93.65			1,753.37
05/21/2002	3371	Passport Services	COE Passport Expenses	Ashley Jene Cu...	80.00			1,673.37
05/21/2002	3372	Passport Services	COE Passport Expenses	Joshua Ty Cob...	80.00			1,593.37
05/21/2002	3373	Passport Services	COE Passport Expenses	Jimmy Enrique...	45.00			1,548.37
05/21/2002	3374	Passport Services	COE Passport Expenses	Dennis Michae...	45.00			1,503.37
05/21/2002	3375	Passport Services	COE Passport Expenses	Ricardo Reyes ...	45.00			1,458.37
05/21/2002	3382	Omnigrafix Printing	COE Childn's Summer ...	Inv# 35173	117.48			1,340.89
05/21/2002	3383	Fai Ching	COE Passport Expenses	Reimbursement...	15.00			1,325.89
05/22/2002	3376	Passport Services	COE Passport Expenses	Youhei Misuda...	45.00			1,280.89
05/22/2002	3377	Passport Services	COE Passport Expenses	Len Thi Tran 2...	80.00			1,200.89
05/23/2002	3378	Passport Services	COE Passport Expenses	Blake Taylor S...	60.00			1,140.89
05/23/2002	3379	Passport Services	COE Passport Expenses	James Bae, dob...	80.00			1,060.89
05/23/2002	3380	Passport Services	COE Passport Expenses	Megan Lea Soh...	45.00			1,015.89
05/23/2002	3381	Passport Services	COE Passport Expenses	Peter Chun-Hu...	45.00			970.89
05/23/2002	3385	Passport Services	COE Passport Expenses	Rosa M. Ramir...	90.00			880.89
05/23/2002	3387	Passport Services	COE Passport Expenses	Alfonso Ramir...	60.00			820.89
05/23/2002	3388	Passport Services	COE Passport Expenses	Scott Edward ...	80.00			740.89
05/29/2002			-split-	Deposit			504.94	1,245.83
05/29/2002	3389	Passport Services	COE Passport Expenses	Edward Antho...	45.00			1,200.83
05/29/2002	3390	Passport Services	COE Passport Expenses	Kim Edward Q...	45.00			1,155.83
05/29/2002	3391	Passport Services	COE Passport Expenses	Sandy Enrique...	25.00			1,130.83
05/29/2002	3392	Passport Services	COE Passport Expenses	Christine Marie...	60.00			1,070.83
05/29/2002	3393	Passport Services	COE Passport Expenses	Aida Kifle 8-17...	120.00			950.83
05/30/2002	3394	Passport Services	COE Passport Expenses	James Thomas ...	93.65			857.18
05/30/2002	3395	Passport Services	COE Passport Expenses	Maria N. Panag...	45.00			812.18
05/30/2002	3396	Passport Services	COE Passport Expenses	Michael Caleb ...	80.00			732.18

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 06/11/2002

Cleared Transactions

Previous Balance		2,057.05
Cleared Checks and Payments	2 Items	-263.25
Cleared Deposits and Other Credits	15 Items	529.80
 Cleared Balance		 2,323.60

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	8 Items	160.20

New Transactions

Account Balance as of 06/11/2002 (statement closing date)		2,483.80
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 2,483.80

Reconciliation Report

General Fund - Checking account reconciled for the period ending 06/11/2002

Cleared Transactions

Previous Balance		4,054.61
Cleared Checks and Payments	10 Items	-3,961.74
Cleared Deposits and Other Credits	2 Items	2,325.38
Cleared Balance		2,418.25

Uncleared Transactions

Uncleared Checks and Payments	14 Items	-1,265.27
Uncleared Deposits and Other Credits	8 Items	896.55

New Transactions

Account Balance as of 06/11/2002 (statement closing date)		2,049.53
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,049.53

Placentia Library District

Register: General Fund - Checking

From 05/01/2002 through 05/31/2002

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
05/05/2002	4476	CSMFO	GF Registration/trans/t...	Registration: El...	65.00			504.97
05/06/2002	4477	Travel In Style	GF Registration/trans/t...	Airfare for Eliz...	199.50			305.47
05/06/2002	4478	Ralph's	GF Refreshments	Refreshments f...				305.47
05/07/2002			GF Transfers from Cou...	Deposit			2,295.38	2,600.85
05/15/2002	4480	Volunteer Center's N...	GF Office Expense	Guide to OC F...	80.00			2,520.85
05/20/2002	4481	All Star Trophy	GF Printing	3 signs for Lite...	112.33			2,408.52
05/20/2002	4482	Aaron Brothers	GF Office Expense	glass & frames				2,408.52
05/20/2002	4483	Target	GF Office Expense	Storage boxes f...				2,408.52
05/21/2002	4484	Elisa Herrera-Thomas	GF Staff Travel	Reimbursement...	198.07			2,210.45
05/21/2002	4485	Ann Margaret Webb	GF Office Expense	Reimbursement	22.53			2,187.92
05/21/2002	4486	Julie Shook	GF Office Expense	reimbursement	17.23			2,170.69
05/23/2002	4487	Placentia Glass & Sc...	GF Office Expense	1800-00 glass ...	8.89			2,161.80
05/29/2002	4488	Placentia Chamber of...	GF Board Travel	Chamber Break...	30.00			2,131.80

Reconciliation Report

General Fund - Savings account reconciled for the period ending 06/11/2002

Cleared Transactions

Previous Balance		14,384.17
Cleared Checks and Payments	3 Items	-15,313.13
Cleared Deposits and Other Credits	37 Items	16,711.96
Cleared Balance		15,783.00

Uncleared Transactions

Uncleared Checks and Payments	4 Items	-6,811.13
Uncleared Deposits and Other Credits	17 Items	7,286.74

New Transactions

Account Balance as of 06/11/2002 (statement closing date)		16,258.61
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		16,258.61

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 06/09/2002

Cleared Transactions

Previous Balance		6,478.19
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	2 Items	1,004.15
Cleared Balance		7,482.34

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 06/09/2002 (statement closing date)		7,482.34
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		7,482.34

Reconciliation Report

Payroll Checking account reconciled for the period ending 06/09/2002

Cleared Transactions

Previous Balance		4,299.57
Cleared Checks and Payments	43 Items	-53,854.36
Cleared Deposits and Other Credits	3 Items	80,883.00
 Cleared Balance		 31,328.21

Uncleared Transactions

Uncleared Checks and Payments	2 Items	-398.12
Uncleared Deposits and Other Credits	1 Items	12,781.17

New Transactions

Account Balance as of 06/09/2002 (statement closing date)		43,711.26
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
 Ending Account Balance		 43,711.26

ACQUISITIONS REPORT FOR THE MONTH OF MAY 2002
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADAPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Titles	Amount	Titles	Amount	Titles	Value	Titles	Amount	Titles
Adult Fiction	747.27	42	0.00	0	747.27	42	362.90	30	1,110.17	72
Adult Circulating Non-Fiction	1,748.68	75	0.00	0	1,748.68	75	523.39	25	2,272.07	100
Adult Reference	709.09	27	0.00	0	709.09	27	20.00	1	729.09	28
Adult Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuities	1,587.00	1	0.00	0	1,587.00	1	0.00	0	1,587.00	1
Total Adult Non-Fiction	4,044.77	103	0.00	0	4,044.77	103	543.39	26	4,588.16	129
TOTAL ADULT PRINT MATERIALS	4,792.04	145	4,792.04	0	4,792.04	145	906.29	56	5,698.33	201
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	900.12	15	0.00	0	900.12	15	0.00	0	900.12	15
Total Adult Audio	900.12	15	0.00	0	900.12	15	0.00	0	900.12	15
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	900.12	15	0.00	0	900.12	15	0.00	0	900.12	15
TOTAL ADULT MATERIALS	5,692.16	160	4,792.04	0	5,692.16	160	906.29	56	6,598.45	216
Juvenile Fiction	1,378.49	92	0.00	0	1,378.49	92	392.99	51	1,771.48	143
Juvenile Circulating Non-Fiction	895.25	57	0.00	0	895.25	57	25.95	4	921.20	61
Juvenile Reference	1,764.89	24	0.00	0	1,764.89	24	0.00	0	1,764.89	24
Juvenile Print Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuities	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	2,660.14	81	0.00	0	2,660.14	81	25.95	4	2,686.09	85
TOTAL JUVENILE PRINT MATERIALS	4,038.63	173	0.00	0	4,038.63	173	418.94	55	4,457.57	228
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	122.84	4	122.84	4	0.00	0	122.84	4
Total Juvenile Audio	0.00	0	122.84	4	122.84	4	0.00	0	122.84	4
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	122.84	4	122.84	4	0.00	0	122.84	4
TOTAL JUVENILE MATERIALS	4,038.63	173	122.84	4	4,161.47	177	418.94	55	4,580.41	232
Total Fiction	2,125.76	134	0.00	0	2,125.76	134	755.89	81	2,881.65	215
Total Non-Fiction	6,704.91	184	0.00	0	6,704.91	184	569.34	30	7,274.25	214
Total Audio	900.12	15	122.84	4	1,022.96	19	0.00	0	1,022.96	19
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	9,730.79	333	122.84	4	9,853.63	337	1,325.23	111	11,178.86	448

TOTAL
Amount
\$9,324.52

Adopt-A-Book
Amount
\$175.17


General Fund
Amount
\$9,149.35

OUTSTANDING ORDERS AS OF MAY 31, 2002

ACQUISITIONS REPORT FOR FISCAL YEAR 2001-2002 THROUGH THE MONTH OF MAY 2002
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND			ADOPTEE-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	8,505.44	523	464	959.62	46	46	9,465.06	569	510	1,304.79	77	77	10,769.85	646	587
Adult Circulating Non-Fiction	20,295.93	1,180	1,114	8,246.48	304	301	28,542.41	1,484	1,415	2,889.55	195	195	31,431.96	1,679	1,610
Adult Reference	15,306.05	197	125	835.32	13	13	16,141.37	210	138	816.89	29	27	16,958.26	239	165
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	29,324.97	8	8	0.00	0	0	29,324.97	8	8	0.00	0	0	29,324.97	8	8
Total Adult Non-Fiction	64,926.95	1385	1247	9,081.80	317	314	74,008.75	1,702	1,561	3,706.44	224	222	77,715.19	1,926	1,783
TOTAL ADULT PRINT MATERIALS	73,432.39	1908	1908	10,041.42	363	360	83,473.81	2,271	2,071	5,011.23	301	299	88,485.04	2,572	2,370
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	5,009.17	93	91	0.00	0	0	5,009.17	93	91	0.00	0	0	5,009.17	93	91
Total Adult Audio	5,009.17	93	91	0.00	0	0	5,009.17	93	91	0.00	0	0	5,009.17	93	91
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	89.95	4	4	89.95	4	4
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	89.95	4	4	89.95	4	4
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	5,009.17	93	91	0.00	0	0	5,009.17	93	91	89.95	4	4	5,099.12	97	95
TOTAL ADULT MATERIALS	78,441.56	2,001	1,999	10,041.42	363	360	88,482.98	2,364	2,162	5,101.18	305	303	93,584.16	2,669	2,465
Juvenile Fiction	13,734.66	1,026	860	1,201.94	74	71	14,936.60	1,100	931	1,066.10	103	103	16,002.70	1,203	1,034
Juvenile Circulating Non-Fiction	11,000.90	762	713	4,096.62	212	206	15,097.52	974	919	989.30	79	73	16,086.82	1,053	992
Juvenile Reference	9,832.25	214	139	36.05	2	2	9,868.30	216	141	137.95	6	3	10,006.25	222	144
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	20,833.15	976	852	4,132.67	214	208	24,965.82	1,190	1,060	1,127.25	85	76	26,093.07	1,275	1,136
TOTAL JUVENILE PRINT MATERIALS	34,567.81	2,002	1,712	5,334.61	288	279	39,902.42	2,290	1,991	2,193.35	188	179	42,095.77	2,478	2,170
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	956.42	37	37	956.42	38	38	0.00	0	0	956.42	38	38
Total Juvenile Audio	0.00	0	0	956.42	37	37	956.42	38	38	0.00	0	0	956.42	38	38
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	40.00	3	3	40.00	3	3
Juvenile Video Entertainment	16.99	1	1	0.00	0	0	16.99	1	1	70.00	6	6	86.99	7	7
Total Juvenile Video	16.99	1	1	0.00	0	0	16.99	1	1	110.00	9	9	126.99	10	10
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	16.99	1	1	956.42	37	37	973.41	39	39	110.00	9	9	1,083.41	48	48
TOTAL JUVENILE MATERIALS	34,584.80	2,003	1,713	6,291.03	325	316	40,875.83	2,329	2,030	2,303.35	197	188	43,179.18	2,526	2,218
Total Fiction	22,240.10	1,549	1,324	2,161.56	120	117	24,401.66	1,669	1,441	2,370.89	180	180	26,772.55	1,849	1,621
Total Non-Fiction	85,760.10	2,361	2,099	13,214.47	531	522	98,974.57	2,892	2,621	4,833.69	309	298	103,808.26	3,201	2,919
Total Audio	5,009.17	93	91	956.42	37	37	5,965.59	131	129	0.00	0	0	5,965.59	131	129
Total Video	16.99	1	1	0.00	0	0	16.99	1	1	199.95	13	13	216.94	14	14
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	113,026.36	4,004	3,515	16,332.45	688	676	129,358.81	4,693	4,192	7,404.53	502	491	136,763.34	5,195	4,683

TO: Elizabeth D. Minter, Library Director

FROM: Alice Kuo, Circulation Supervisor 

DATE: June 19, 2002

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

This report was received from Unique Management on June 11, 2002.

Attachment A is enclosed.

A summary of the current status is as follows:

	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
FY 2001-02					
July	15	73	8	466.47	1
August	18	79	4	306.80	2
September	20	94	3	305.45	1
October	7	71	15	1,025.32	2
November	17	62	6	437.79	1
December	7	57	2	143.32	1
January	16	61	3	192.30	1
February	28	59	2	453.20	1
March	6	49	5	409.13	1
April	14	55	3	239.05	0
May	12	51	5	406.44	0
June	0	0	0	0.00	0
TOTAL YTD	160	711	56	4,385.27	11

UNIQUE MANAGEMENT SERVICES, INC.
SUMMARY STATUS REPORT

CREATED: 06/01/2002 12:45 AM RJK

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

CREDITOR: 236 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 05/31/2002

Accounts Submitted	:	624	Dollars Submitted	:	57,485.03	Dollars Received	:	15,086.97
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	12,104.02
Incorrect Addresses	:	87	Dollars in Skips	:	5,708.38	Dollars Waived	:	2,514.53
Patron Disputes/Suspends	:	1	Dollars in Dispute	:	0.00	Total Activated	:	37,343.80
Accounts in Process	:	536	Dollars in Process	:	50,168.57	% of Dollars Activated	:	74.44%
# of Accounts Activated	:	383						
% of Accounts Activated	:	71.46%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: June 19, 2002
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT MAY 2002**

SUMMARY OF PRINTER/COPIER ACCOUNTS MAY 2002

Beginning Balance 4/30/02			(\$7,220.35)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	357.30		
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 August		0.00	
Total Copier Maintenance Payment in August		229.50	
Debit Card System Loan Payback		0.00	
	357.30	229.50	
Ending Balance 5/31/02			<u>(\$7,092.55)</u>
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 4/30/02	(8,565.48)
Loan Amount as of 5/31/02 (Literacy Fund)	7,700.00
April Payment (Fund 702)	0.00
April Payment (Literacy Fund)	0.00
Balance 5/31/02	<u>\$ 15,694.02</u>

Prepared by: Elisa Herrera-Thomas

TO: Placentia Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: June 19, 2002
SUBJECT: **GIFT REPORT**

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

ADOPT A BOOK DONATIONS

Bank of America
Peggy Dinsmore

TOTAL AAB DONATIONS \$540.00

BOOK ENDOWMENT DONATIONS

Donna and Ray Bass
Elizabeth and Fred Minter

TOTAL BEF DONATIONS \$75.00

TOTAL ALL DONATIONS **\$615.00**

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director ^{EM}

DATE: June 19, 2002

SUBJECT: BUILDING MAINTENANCE REPORT FOR MAY to JUNE 19, 2002

There was no maintenance performed this month.

Prepared by: Elisa Herrera-Thomas

TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director

DATE: June 19, 2002

SUBJECT: PERSONNEL REPORT FOR MAY to JUNE 19, 2002

RESIGNATIONS:

None at this time.

APPOINTMENTS:

None at this time.

OPEN POSITIONS:

None at this time.

Prepared by: Elisa Herrera-Thomas

TO: Elizabeth Minter, Library Director

FROM: Jillian Rakos, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of May 2002 *JL*

CUMULATIVE RECORD OF VOLUNTEER HOURS (excluding Literacy services)

REGULAR	FY01/02 May	FY01/02 YTD	Starting	Cumulative
Andrade, Linda	8.00	119.00	Sep-95	627.50
Backes, Theresa	3.50	23.75	6/98	217.75
Bart, Lillian	10.50	143.75	May-01	143.75
Bartholmew, Janet	0.00	10.00	Jan-02	10.00
Boelman, Marge	4.00	65.00	Apr-01	76.50
Botha, Jill	0.00	6.00	Nov-01	4.00
Clugston, Patricia	13.75	130.50	6/98	316.75
Cravotta, Leo	0.00	0.00	5/99	46.50
Dell, Lyla	33.00	57.75	8/98	562.25
Dhanna, Dan	0.00	45.75	Jul-01	33.75
Fioroni, Pete	0.00	7.00	3/97	232.00
Fioroni, Ruth	0.00	4.00	3/97	166.00
Fitzgerald, Joan	9.00	66.00	10/93	2,007.75
Godwin, Nita	6.00	82.00	2/96	384.75
Haagan, John	3.75	24.50	Nov-01	24.50
Hemmerling, Barbara	3.00	70.00	9/95	494.00
Hochman, Sue	0.00	0.00	1/98	209.50
Horrocks, Marjorie	2.00	58.00	10/95	312.50
Hyams, Rose	0.00	74.00	Feb-00	516.75
Irot, Pat	29.00	397.50	2/96	2,273.00
Jertberg, Pat	6.00	146.00	4/98	683.15
Jertberg, Jerry	0.00	21.00	Jan-02	21.00
Livezey, Jane	0.00	76.00	4/96	578.25
Lord, Audrey	25.50	83.00	Jul-00	197.00
Mignot, Shirley	0.00	0.00	9/95	472.00
Myers, Claire	10.00	146.00	10/95	1,082.75
Olson, Bob	4.00	51.00	9/95	404.00
Pence, Thomas	6.00	67.50	1/99	217.50
Peterson, Ruth	16.00	50.75	Mar-02	50.75
Project Independence	0.00	48.10		914.00
Rankin, Eleanore	5.25	5.25	May-02	5.25
Rodriguez, Carmen	6.00	98.00	2/00	156.00
Salem, Rose	8.00	96.50	Oct-00	127.75
Sanatar, Ginny	0.00	2.50	Mar-02	2.50
Schlichter, Allan	8.00	80.00	10/93	851.50
Schwartzkopf, Jan	0.00	19.00	Mar-01	19.00
Schmidt, Marie	29.00	149.50	4/98	638.00
Segovia, Inez	0.00	1.50	Nov-01	1.50
Shaw, Dixie	1.50	20.50	5/94	196.50
Stoller, Frances	4.00	18.00	May-96	104.00
Vaughn, Judy	0.00	1.50	8/99	135.00
Walker, Virginia	0.00	8.50	Mar-99	129.50
Wymer, Betty	6.25	92.00	1/96	791.75
	0.00			
J.T.P.A. / Job Training Partnership Act	0.00	0.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	0.00	0.00		6,727.75
TOTAL	261.00	2,666.60		24,336.40

	FY01/02			FY01/02	
	May	YTD		May	YTD
Alvi, Jennifer	0	0.75	Moya, David	0.00	0.00
Afsar, Asif	0	15.5	McCuslan, Nicole	0.00	0.00
Banks, Vanessa	4.00	40.25	Munoz, Maria	0.00	45.00
Behmaran, Roxana	4.50	24.00	Muranaka, Amber	0.00	15.00
Bone, Shawnda	0.00	0.00	Nguyen, Andrew	0.00	32.00
Camacho, Ana Lilia	5.50	8.50	Pacheco, Zylina	0.00	2.00
Camacho, Linda	0.00	2.00	Pan, Jen	0.00	9.00
Camacho, Marizala	0.00	2.00	Park, Jong	5.50	15.25
Carmona, Jillian	0.00	41.00	Parks, Megan	2.00	2.00
Castillo, Humberto	3.50	14.50	Pecot, Zipporah	0.00	28.75
Cathoy, John	0.00	8.00	Peechaphand, Thanin	5.50	20.25
Chavez, Alfredo	0.00	2.50	Quiroz, Aaron	0.00	5.50
Cheung, Aaron	1.00	7.00	Ramos, Rosa	0.00	0.00
Cohen, Darleen	0.00	0.00	Regala, Daniel	0.00	23.50
Cohna, Milessa	0.00	2.50	Rehman, Khurram	0.00	29.00
Cooper, Chasen	0.00	29.75	Robinson, Shawn	0.00	0.00
Corraiz, Mari	0.00	2.00	Rodriguez, John	0.00	0.00
Couvillian, Jennifer	0.00	4.75	Rosette, Shandie	0.00	2.50
Davis, Ken	0.00	2.50	Rorex, Jamie	0.00	0.00
Dominguez, Kenny	0.00	40.50	Saed, Alia	0.00	0.50
Dougherty, Christina	0.00	2.00	Sanchis, Ailita	0.00	5.00
Duarte, Andrea	3.50	3.50	Sewell, Krystal	0.00	1.50
Eng, Jonathon	0.00	24.50	Sewell, Ashley	0.00	1.50
Eng, Lawrence	0.00	37.25	Rumyon, Beth	0.00	0.00
Evaldez, McGuyver	0.00	7.75	Shah, Hardik	0.00	0.00
Fernandez, Rocelle	0.00	40.00	Shah, Soham	0.00	7.75
Gandhi, Airshul	0.00	15.00	Simmons, Eric	0.00	0.00
Garcia, Edward	0.00	18.50	Smith, Jason	0.00	40.25
Geli, Elizabeth	0.00	23.00	Soto, Shelly	0.00	14.00
German, Cody	0.00	0.00	Soto, Shirley	0.00	6.00
Golriz, Yasmin	0.00	27.50	Stanford, Amy	0.00	10.25
Gomez, Anthony	1.00	6.00	Stark, Jaine	0.00	0.00
Gonzalez, Omar	0.00	0.00	Temple, Joerg Ryan	0.00	0.00
Guo, James	0.00	0.00	Tizan, Tommy	0.00	5.00
Ju, Christina	0.00	18.75	Tomas, Jeanette	3.50	27.00
Kim, Joseph	0.00	35.75	Timmermans, Krystle	0.00	12.25
Haag, Elisha	0.00	3.75	Tonelli, Alyssa	0.00	11.50
Haag, Jennifer	0.00	16.00	Tran, Carrie	0.00	95.50
Haag, Katie	0.00	4.50	Turczynski, Stephen	0.00	21.50
Hartado, Cindy	0.00	5.25	Vasquez, Joel	0.00	0.00
Hamacher, Holly	0.00	8.75	Vera, Javier	0.00	18.00
Hill, Joseph	0.00	30.50	Vidovich, Casey	0.00	0.00
Ho, Leslie	0.00	26.00	Vidhyastorn, Tammy	0.00	15.00
Hung, Yang	0.00	5.25	Vu, Elizabeth	0.00	5.25
Krisinger, Elizabeth	0.00	16.00	Vu, Thomas	5.00	13.00
Krisinger, Emily	0.00	6.00	Wagner, Michelle	0.00	2.25
Kurai, Mark	0.00	15.00	Wallace, Briteni	0.00	0.00
Lada, Steven	0.00	7.50	Ward, Alan	3.75	31.25
Lazcano, Leticia	0.00	2.00	Willis, Gessica	18.50	51.25
Lewis, Tiffany	0.00	37.25	Yick, Lee	0.00	0.50
Le, Brian	6.00	33.00	Yoseph, Karen	0.00	5.00
Le, Phillip	0.00	34.00			
Lec, James	1.25	11.50			
Lin, Cheng	0.00	11.00			
Lopez, Daniel	0.00	13.25			
Luther, Bill	0.00	0.00			
Ma, Jacklyn	8.00	38.25			
Ma, Michael	0.00	31.00			
Manzo, Robert	0.00	11.50			
Margarit, Georgie	0.00	3.50			
Mariscal, Juan Jose	0.00	4.00			
Manu, Sid	0.00	15.00			
Marvin, Andy	0.00	4.75			
McCarthy, Shannon	23.00	23.00			
Mendoza, Abel	1.00	33.75			
Messenger, Rebecca	0.00	115.00			
Meza, Jack	4.00	35.00			
Miyawaki, Manami	0.00	17.00			
Mirza, Shawn	0.00	27.25			
Mohadro, Steven	0.00	38.50			
Molina, Enio	0.00	23.00			
Montes, Eric	0.50	23.25			
TOTAL					
	66.75	1,221.50	TOTAL	43.75	630.75
TOTAL Library Volunteer Hours		371.50			
TOTAL Literacy Volunteer Hours		588.00			
TOTAL VOLUNTEERS HOURS		959.50			

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY99/00	FY00/01	FY 01/02	FY99/00	FY00/01	FY 01/02
July	601.25	562.00	623.00	222.00	658.00	1026.50
August	885.00	563.25	834.25	202.00	662.00	847.00
September	471.25	248.00	802.75	220.00	581.00	605.00
October	490.00	385.00	1029.8	458.50	614.00	550
November	368.00	369.25	1457.3	425.00	685.50	550.00
December	330.50	205.25	203.5	178.00	564.00	586.00
January	397.00	387.25	356.5	142.00	797.00	586.00
February	598.25	376.75	359.75	530.00	617.00	600.00
March	616.25	377.25	399	595.00	622.50	600.00
April	610.75	457.25	299.75	632.00	656.00	600.00
May	921.50	393.00	371.5	805.00	1,204.50	588.00
June	608.25	589.75		709.00	1,050.50	
	6,898.00	4,905.00		5,118.50	9,325.50	

CUMULATIVE RECORD OF LITERACY VOLUNTEER HOURS

REGULAR	FY 01/02	FY01/02	Cumulative	FY01/02	FY01/02	Cumulative
	May	YTD			May	
Alcantara, Carmelita	12.00	108.00	160.00	Kumagai, Regina	-	157.00
Anderson, Susan	3.00	30.00	75.00	Larson, Li	8.00	128.00
Andreyeva, Anna A.	-	14.00	81.00	Lee, Anyika	8.00	166.00
Antana, Aiama	8.00	48.00	79.00	Leslie, Sandra	12.00	158.00
Asumcion, Gloria	6.00	30.00	30.00	Li, Stephanie	-	75.00
Barrera, Karen	3.00	54.00	141.00	Licari, Lynne	10.00	142.00
Belsher, Kristin	8.00	72.00	191.00	Martlaro, Diane	14.00	190.00
Bereiter, Gretchen	10.00	53.00	216.00	McCartney, Shannon	-	66.00
Bianco, Ramon	-	4.00	54.00	McMahon, Kelly	-	72.00
Bolkovatz, Alta	9.00	108.00	211.00	Medland, Karen	6.00	86.00
Bowler, Nathan	6.00	49.00	408.00	Meza, Jack	12.00	116.00
Brown, Kailey	6.00	36.00	36.00	Mitchell, Cheryl	10.00	266.00
Bryan, Danny	-	30.00	77.00	Mohan, Kshema	6.00	110.00
Bryan, Jennyfer	-	30.00	77.00	Moore, Kim	6.00	228.00
Cadambai, Arvin	6.00	36.00	36.00	Moyer, Disa	12.00	270.00
Cantwell, Kenneth	-	97.00	737.00	Murray, Edward	6.00	144.00
Carlson, Grace	6.00	100.00	100.00	Ngo, Sandy	8.00	136.00
Casias, Michelle	3.00	18.00	18.00	Paulson, Valerie	8.00	563.00
Cassidy, Meghan	-	8.00	34.00	Pham, An	6.00	84.00
Chen, April	6.00	65.00	108.00	Pham, Thuy	6.00	97.00
Choi, Jason	6.00	30.00	36.00	Pineda, Juanita	6.00	81.00
Coffee, Nancy	-	4.00	192.00	Risso, Edith	12.00	240.00
Colenso, Bill	6.00	72.00	135.00	Rodriguez, Carmen	8.00	166.00
Croom, Carolyn	6.00	69.00	284.00	Roth, Howard	12.00	180.00
Debbaneh, Maya	12.00	72.00	72.00	Sanchez, Margo	6.00	230.00
Del Angel, Laura	-	9.00	95.00	Sciaini, Matthew	-	60.00
Diaz, Ryan	8.00	44.00	44.00	Shah, Krishna	-	90.00
Duffie, Pat	12.00	132.00	288.00	Shepherd, Kathy	6.00	143.00
Eckert, Thomas	12.00	124.00	481.00	Skimizu, Ken	8.00	190.00
Elinsky, Janet	10.00	130.00	310.00	Skinner, Courtney	-	62.00
Espinoza, Adriana	6.00	141.00	141.00	Smith, Charlene	8.00	114.00
Fartash, Arian	-	36.00	207.00	Stalnaker, Linda	8.00	281.00
Favaro, Lee	6.00	92.00	202.00	Stichter, Julie	8.00	130.00
Fuller, Janice	6.00	50.00	116.00	Tellez, Martha	10.00	238.00
Gast, Polly	12.00	185.00	998.00	Tooley Marita	-	110.00
Gonzalez, Lizeth	6.00	60.00	137.00	Van Zee, Karin	-	180.00
Gonzalez, Veronica	6.00	60.00	120.00	Vert, Joann	-	60.00
Goodfriend, Louise	12.00	119.00	309.00	Vue, Kia	-	52.00
Goodman, Dale	30.00	345.00	2,088.00	Westfall, Carolyn	8.00	180.00
Graves, David	6.00	78.00	128.00	Wiegman, Karin	10.00	188.00
Hargett, Sheila	12.00	140.00	194.00	Zamora, Mary	6.00	156.00
Hawk, John	-	30.00	134.00			
Heer, Kim	8.00	80.00	151.00			
Hernandez, Rosy	12.00	118.00	330.00			
Hutton, Katherine (Kate)	12.00	120.00	220.00			
Isaia, Monte	6.00	57.00	99.00			
Johnson, Nicole	8.00	80.00	93.00			
Keller, Christina	8.00	96.00	201.00			
Khuu, Michelle	-	12.00	76.00			
Kramer, Bill	14.00	168.00	376.00			
Total	334.00	3,743.00	11,126.00	Total	254.00	6,385.00

Placentia Library District
Circulation Report
JUNE 19, 2002

	FY01-02 YTD	FY00-01 YTD	% CHANGE FY01 TO FY02	FY01-02 MAY 02	FY00-01 MAY 01
1st Time Checkouts	132,059	127,773	3.35%	11,113	12,667
Phone Renewals	18,412	19,798	-7.00%	2,393	2,063
In-Building Renewals	4,800	4,575	4.92%	472	399
Total Renewals	26,077	24,373	6.99%	2,865	2,462
TOTAL CHECKOUTS	158,136	152,146	3.94%	13,978	15,149
On-Time Checkins	124,288	123,725	0.46%	13,517	12,753
Late Checkins	23,969	24,695	-2.94%	1,916	2,765
TOTAL CHECKINS	148,257	148,420	-0.11%	15,433	15,518
Hold Placed	2,624	2,751	-4.62%	127	229
Hold Cancelled	493	541	-8.87%	14	44
Hold Filled	2,821	2,828	-0.25%	270	271
Hold Expired	32	29	10.34%	0	1
Overdue Items**	7,311	9,805	-25.44%	0	1,237
Overdue Notices**	3,236	4,280	-24.39%	0	539
Billing Notices**	3,434	4,416	-22.24%	0	566
Patrons Registered	3,355	3,049	10.04%	360	307
Titles Added	7,948	12,291	-35.33%	212	963
Volumes Added	11,713	14,794	-20.83%	227	1,392
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	63,567	61,611	3.17%	5,838	6,467
Juvenile Print	74,151	73,586	0.77%	6,537	7,268
Total Print	137,718	135,197	1.86%	12,375	13,735
Audio	6,781	6,195	9.46%	658	570
Visual	10,772	8,840	21.86%	945	808
Equipment	0	0	100.00%	0	0
Total Audio Visual	17,553	15,035	16.75%	1,603	1,378
TOTAL CIRCULATION	155,271	150,232	3.35%	13,978	15,113
Placentia Circulation	83,414	94,932	-12.13%	8,362	9,296
% Placentia Circulation	53.72%	63.19%	-14.98%	59.82%	61.51%
Anaheim/Yorba Linda Circulation	19,676	29,158	-32.52%	2,843	2,910
% Anaheim/Yorba Linda Circulation	12.67%	19.41%	-34.71%	20.34%	19.25%
TYPES OF ACTIVE BORROWERS					
Adult	89,643	99,859	-10.23%	9,387	9,948
Young Adult	3,306	4,466	-25.97%	274	538
Juvenile	299,913	34,576	767.40%	2,878	3,251
New Borrower	11,718	11,501	1.89%	1,210	1,194
Non Resident	0	0	0.00%	0	0
Other	209	0	0.00%	209	0
TOTAL ACTIVE BORROWERS	404,789	150,402	169.14%	13,958	14,931
TOTAL REGISTERED BORROWERS	15,561	16,393	-5.08%	15,561	16,393
ATTENDANCE	278,919	306,324	-8.95%	28,549	31,273
Adult Reference - In Building	11,870	13,380	-11.29%	1,276	1,428
Adult Reference - Telephone	2,155	2,744	-21.47%	245	193
Children's Reference - In Building	7,042	7,891	-10.76%	730	694
Children's Reference - Telephone	286	273	4.76%	37	23
Total Adult Reference	14,025	16,124	-13.02%	1,521	1,621
Total Children's Reference	7,328	8,164	-10.24%	767	717
Total In Building Reference	18,912	21,271	-11.09%	2,006	2,122
Total Telephone Reference	2,441	3,017	-19.09%	282	216
TOTAL REFERENCE	21,353	24,288	-12.08%	2,288	2,338

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

**With the new Horizon system this information is not available at this point. We are working on getting this information.

CITY OF PLACENTIA INVOICES

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	7/5/01	3,063.28	1,052.92	621.76	107.50			4,845.46
Jun-01	8/8/01	5,103.35	1,150.57	650.52	535.00			7,439.44
TOTAL		39,172.97	12,910.77	7,617.93	2,967.50	0.00	0.00	62,669.17
AVG		3,264.41	1,075.90	634.83	247.29			5,222.43

PERIOD COVERED FY2001-2002	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	IRRIGATION CONTROL	TOTAL
Jul-01	9/7/01	5,321.46	0.00	621.76	107.50			6,050.72
Aug-01	10/8/01	5,964.66	0.00	650.52	107.50			6,722.68
Sep-01	11/7/01	6,525.77	2,611.93	797.12	107.50			10,042.32
Oct-01	12/4/01	5,550.58	1,150.57	0.00	0.00			6,701.15
Nov-01		0.00	0.00	0.00	0.00			0.00
Dec-01	2/7/02	8,594.24	2,698.49	0.00	107.50			0.00
Jan-02	3/7/02	4,376.26	1,255.57	0.00	0.00			5,631.83
Feb-02	4/5/02	2,901.15	1,163.56	0.00	0.00			4,064.71
Mar-02	5/14/02	3,918.49	1,150.57	713.31	107.50		6.49	5,896.36
Apr-02	6/11/02	4,891.06	1,347.90	713.31	107.50		14.64	7,074.41
May-02								0.00
Jun-02								0.00
TOTAL		48,043.67	11,378.59	3,496.02	645.00	0.00	21.13	52,184.18
AVG		4,804.37	1,137.86	349.60	64.50		7.04	5,798.24

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	1,000.58	234.00	8.94	1,243.52	621.76
Jun-01	1,000.58	294.00	6.46	1,301.04	650.52
TOTAL	12,484.20	2,898.00	123.54	15,505.74	7,752.87
AVG	1,040.35	241.50	10.30	1,292.15	646.07

TOTAL DOLLARS SPENT

FY2001-2002	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-01	1,000.58	234.00	8.94	1,243.52	621.76
Aug-01	1,000.58	294.00	6.46	1,301.04	650.52
Sep-01	1,235.76	354.00	4.47	1,594.23	797.12
Oct-01	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00
Mar-02	1,297.62	129.00	0.00	1,426.62	713.31
Apr-02	1,297.62	129.00	0.00	1,426.62	713.31
May-02				0.00	0.00
Jun-02				0.00	0.00
TOTAL	5,832.16	1,140.00	19.87	6,992.03	3,496.02
AVG	583.22	114.00	1.99	699.20	349.60

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	282.16	226.72	59.86	0.00	431.84	1,000.58
Jun-01	282.16	226.72	59.86	0.00	431.84	1,000.58
TOTAL	3,222.22	2,961.00	712.88	0.00	5,588.10	12,484.20
AVG	268.52	246.75	59.41	0.00	465.68	1,040.35

DOLLARS BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Aug-01	282.16	226.72	59.86	0.00	431.84	1,000.58
Sep-01	352.70	283.40	59.86	0.00	539.80	1,235.76
Oct-01	0.00	0.00	0.00	0.00	0.00	0.00
Nov-01	0.00	0.00	0.00	0.00	0.00	0.00
Dec-01	0.00	0.00	0.00	0.00	0.00	0.00
Jan-02	0.00	0.00	0.00	0.00	0.00	0.00
Feb-02	0.00	0.00	0.00	0.00	0.00	0.00
Mar-02	382.24	293.00	63.58	0.00	558.80	1,297.62
Apr-02	382.24	293.00	63.58	0.00	558.80	1,297.62
May-02						0.00
Jun-02						0.00
TOTAL	1,681.50	1,322.84	306.74	0.00	2,521.08	5,832.16
AVG	168.15	132.28	30.67	0.00	252.11	648.02

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
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		MAINT WORK	TOTAL
				TRIMMER			
Jul-00	6.00	8.00	2.00	0.00		16.00	32.00
Aug-00	6.00	8.00	2.00	0.00		16.00	32.00
Sep-00	6.00	8.00	2.00	0.00		16.00	32.00
Oct-00	6.00	8.00	2.00	0.00		16.00	32.00
Nov-00	8.00	8.00	2.00	0.00		16.00	34.00
Dec-00	8.00	8.00	2.00	0.00		16.00	34.00
Jan-01	6.00	8.00	2.00	0.00		16.00	32.00
Feb-01	8.00	8.00	2.00	0.00		16.00	34.00
Mar-01	8.00	10.00	2.00	0.00		20.00	40.00
Apr-01	8.00	8.00	2.00	0.00		16.00	34.00
May-01	8.00	8.00	2.00	0.00		16.00	34.00
Jun-01	8.00	8.00	2.00	0.00		16.00	34.00
TOTAL	86.00	98.00	24.00	0.00		196.00	404.00
AVG	7.17	8.17	2.00	0.00		16.33	33.67

TIME BY TYPE OF WORKER

FY2001-2002	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-01	8.00	8.00	2.00	0.00		16.00	34.00
Aug-01	8.00	8.00	2.00	0.00		16.00	34.00
Sep-01	10.00	10.00	2.00	0.00		20.00	42.00
Oct-01	0.00	0.00	0.00	0.00		0.00	0.00
Nov-01	0.00	0.00	0.00	0.00		0.00	0.00
Dec-01	0.00	0.00	0.00	0.00		0.00	0.00
Jan-02	0.00	0.00	0.00	0.00		0.00	0.00
Feb-02	0.00	0.00	0.00	0.00		0.00	0.00
Mar-02	8.00	10.00	2.00	0.00		20.00	40.00
Apr-02	8.00	10.00	2.00	0.00		20.00	40.00
May-02							0.00
Jun-02							0.00
TOTAL	42.00	46.00	10.00	0.00		92.00	190.00
AVG	4.20	4.60	1.00	0.00		9.20	21.11

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



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE UPDATE – June 7, 2002

BUDGET CONFERENCE COMMITTEE BEGINS

On Tuesday, June 4, 2002, the Budget Conference Committee commenced work on crafting the 2002-03 State Budget. The deadline for the Legislature to pass the budget bill is June 15 and Senator Steve Peace, this year's conference committee chair, vowed to meet that deadline.

Most of the critical budget-related issues of importance to independent special districts remain to be considered, but a number may be discussed today. The multi-county special district ERAF exemption repeal proposed by the Davis Administration will receive discussion and possible action today, over the weekend, or early next week.

While we have yet to see the Administration's language relative to the multi-county issue, we now understand that their formula is 17% of non-debt property tax revenues as reported in the 1997-98 State Controller's Report, **adjusted to the estimated 2001-02 non-debt property tax revenues for each multi-county special district.**

There have been a number of other formulas floated over the past few days, but as of this writing, none are acceptable to the Administration.

If the conference committee takes action on any of the issues of importance to CSDA's members, we will advise you of such actions Monday morning.

ASSEMBLY BILL 1948 PASSES COMMITTEE

Assembly Bill 1948 by Assembly Member Kelley passed the Senate Local Government Committee on Wednesday on a unanimous vote. The bill now proceeds to the Senate Floor.

AB 1948 makes a number of significant changes to current law relating to LAFCO budgets and the independent special districts' share thereto. First, AB 1948 prohibits any single independent special district from paying more than 50% of the total districts' share of LAFCO's annual costs. Second, AB 1948 shifts the basis of the allocation formula from "revenues for general purpose transactions" to total revenues for general purpose transactions for non-enterprise activities, and total operating and non-operating revenues for enterprise activities, less revenues received from other governmental agencies.

Finally, AB 1948 makes a number of changes relating to healthcare districts. First, the bill would exempt a healthcare district with negative net revenues from paying LAFCO costs until the year it reaches positive net revenues. Second, healthcare districts would also be exempt if the district has filed under federal bankruptcy law, but would require the district to resume payments the year it comes out of bankruptcy.

AB 1948 does not alter the language that allows the independent special districts to develop and implement an alternative formula, provided it meets the current one-third share requirements.

LOCAL UPDATE

Leave Our Community Assets Local (LOCAL) coalition is extremely active organizing numerous editorial board meetings, press conferences and regional advisory board meetings across the State. This is an incredible collaborative outreach program carrying the message that local revenues should be used to fund local services. The coalition is growing every day! Be sure to check out the LOCAL website – www.calocal.org - on a regular basis.

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



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION LEGISLATIVE UPDATE – May 24, 2002

MULTI-COUNTY/ERAF FORMULA TO BE RELEASED

The Davis Administration will release the details of their proposal to shift \$45 million of property tax revenues from multi-county special districts to ERAF early next week. Key elements of the proposal are as follows:

1. All multi-county special districts, except fire protection and hospital, listed in the 1997-98 State Controller's Report will be included.
2. Each multi-county special district will shift 18% of their non-debt property tax revenues to ERAF.
3. In preparing the formula, an error was made wherein a district was included that should not have been, resulting in a reduction from the \$45 million by \$8.3 million. Given that the Administration is locked on obtaining \$45 million, **it will be necessary to increase the 18% to 20% or 22% to reach the \$45 million.**
4. The Administration has utilized the 1997-98 State Controller's Report to determine each multi-county's non-debt property tax revenue.

The Administration's proposal will be considered by the Budget Conference Committee, which is expected to begin its work in the next week or so. Finally, the Administration is assuming that if any multi-county special districts are exempted during the Budget Conference Committee process, the percentage formula will increase for those remaining districts.

SCA #7 CLEARS COMMITTEE

Senate Constitutional Amendment #7 by Senate President Pro Tem Burton passed the Senate Governmental Organization Committee on Tuesday by an 8 to 0 vote. SCA #7 would amend the California Public Records Act and place similar provisions in the state Constitution. CSDA continues to have concerns with the measure and Senator Burton and the sponsor, the California Newspaper Publishers Association, have continued to meet with opponents and attempt to resolve the outstanding issues.

ANTI-TERRORISM BONDS HELD IN COMMITTEE

Given the state's fiscal situation, both the Senate and Assembly Appropriations Committees held all of the bond measures relating to funding for fire protection agencies and others. It is anticipated that California will receive some federal funds later this year for this purpose and for that reason, coupled with the budget situation, all bills were held on the committees' Suspense Files.

DEADLINE APPROACHES

May 31 is the deadline for bills to pass their house of origin and as such, next week promises to be a very busy week in the Legislature.

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

1215 K Street, Suite 930 * Sacramento, CA 95814

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Two Percent Assessment Appeal Case *EDM*
DATE: June 19, 2002

BACKGROUND:

The Library Director will make a report at the Library Board meeting if additional information is available.

Copies of recent newspaper articles from the Los Angeles Times and Orange County Register are included in Attachment A.

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

The initial impact (one-time cost) of the property tax refund for Placentia Library District in Fiscal Year 2001-2002 would be \$129,228.22. For each year the refund is delayed the amount would increase by approximately \$66,000, plus interest.

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

RECOMMENDATION:

Receive & File

NewsBank InfoWeb

Los Angeles Times

Los Angeles Times

May 30, 2002

Orange County

IN BRIEF / COUNTYWIDE

Judge Denies Request to Transfer Tax Case

Author: From Times Staff Reports

Metro Desk

Edition: Orange County Edition

Section: California

Page: B-3

Index Terms:

Brief

Estimated printed pages: 1

Article Text:

The judge who ruled that a key method of assessing property in Orange County is unconstitutional said this week that he will not hand off the case to another judge.

Judge John M. Watson denied Treasurer-Tax Collector John Moorlach's request for a second opinion of the case to test Watson's interpretation of the law before it is applied.

In December, Watson found that Orange County Assessor Webster J. Guillory violated Proposition 13, the landmark 1978 tax reform. He ruled that Guillory illegally raised the assessed value of a home by more than the 2%-a-year limit.

County attorneys defended the practice, saying properties are routinely assessed increases of more than 2% when values have dropped and later rebound.

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The Orange County Register

April 30, 2002

TAXES // Arguments made in property-tax case

Author: DENNIS FOLEY

Edition: 1
Section: Local
Page: Scan1

Estimated printed pages: 1

Article Text:

Superior Court Judge John M. Watson heard attorneys' arguments Monday in a widely watched case in which he has ruled unconstitutional the method used by county assessor Webster Guillory to "recapture" lowered **property** values by raising them more than Proposition 13's 2 percent annual limit.

Watson now must rule on an effort by county Treasurer-Tax Collector John Moorlach to remove the judge from the case.

Watson also has been asked by Robert Pool, who won his assessment appeal, to order notices to other taxpayers, possibly hundreds of thousands, who have seen their assessments increase more than 2 percent in any of the past several years.

Pool is a **tax** attorney and Seal Beach homeowner.

-- Dennis Foley

(714) 285-2862

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Record Number: 55153561

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Los Angeles Times (1985-Current)

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Los Angeles Times

April 30, 2002

Orange County

Taxpayers May Be Getting Bad Advice

Court: Judge in Prop. 13 case is concerned that property owners are told it's futile to challenge their assessment bills.

Author: JEAN O. PASCO; TIMES STAFF WRITER

Metro Desk

Edition: Orange County Edition

Section: California

Page: B-3

Estimated printed pages: 3

Article Text:

An **Orange County** Superior Court judge who ruled last year that a common method for assessing **property taxes** is unconstitutional indicated Monday that he is worried government workers have been wrongly advising taxpayers against filing for refunds.

In a hearing, Judge John M. Watson agreed with attorneys representing several **county** officials that, by law, the only remedy for challenging a **property** assessment is to file for a refund. But if people were told by government workers that doing so would be futile, it would rob them of the only way to fight their **tax** bill, he said.

The judge said he has seen no evidence of that happening but has heard of taxpayers either calling government offices or logging onto Web sites and being told, despite Watson's ruling, that the **county's** assessment method is legal.

"If these local officials being protective of their revenue flow are giving or alleged to be giving false information [about refunds], I would hardly find that an adequate remedy at law," Watson said. "In fact, I find that no remedy at all."

Watson found in December that an assessment method used by **Orange County** Assessor Webster J. Guillory violated Proposition 13, the landmark **tax** reform measure passed by California voters in 1978. He ruled that Guillory illegally raised the assessed value of attorney Robert Pool's Seal Beach home by more than the 2%-a-year limit set by Proposition 13.

County attorneys defended the practice, which has been used across the state on **properties** that dropped in value and had their assessments lowered. When the values rebound, the new assessments routinely exceed the 2% limit--a method called recapturing.

If Watson's ruling ultimately is upheld by a state appellate court, it would affect every **county** in California. In **Orange County**, taxing agencies would have to refund \$285 million in excess **property taxes** paid from 1998 to 2001, **Orange County** Auditor-Controller David E. Sundstrom estimated. Statewide, the loss could go as high as \$4 billion, he said.

So far, the ruling applies only to Pool and his wife, Renee Bezaire, who sued over their 1998-99 **tax** bill. The value of the couple's \$330,000 home had stayed the same for a year, thanks to a flat real estate market. But in 1998, the assessor decided that the market had recovered and raised the home's taxable value to \$343,332--a 4% increase.

The issue about what government workers might have told taxpayers questioning their assessments is key in the ongoing **case**. If Watson finds that the government interfered with the only way for taxpayers to fight their assessments, he might be inclined to make his ruling more sweeping.

Pool wants Watson to issue an identical judgment on behalf of everyone in **Orange County** whose assessments rose more than 2% a year. Doing so would trigger a separate legal requirement that the **county tax** collector notify those who overpaid **property taxes** by at least \$10 that they are due a refund. Those who filed for the refund would then be sent a check.

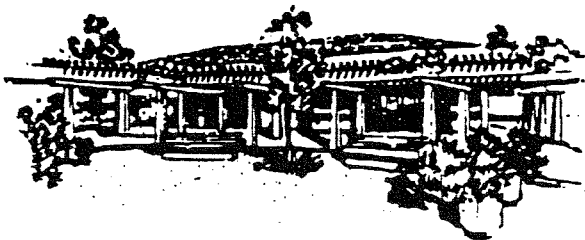
Orange County supervisors already have asked Guillory, Sundstrom and Treasurer-Tax Collector John M.W. Moorlach--all elected officials--to do just that. The three have declined, citing the ongoing court **case**.

Sundstrom said it could cost as much as \$2 million to identify and notify everyone in **Orange County** who overpaid their **taxes** under Watson's ruling. Some 1,768 claims for refunds have been filed since December, citing Watson's ruling, Pool said Monday. He estimated that as many as 400,000 taxpayers may be affected.

Watson also agreed Monday to reconsider a motion by Moorlach that he hand the **case** to another judge, a motion he denied this month. Moorlach wants another judge to rule on the **case** as a way of vetting Watson's interpretation of the law before it is applied countywide.

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PLACENTIA LIBRARY E

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

Board of Trustees

Geoff Braun

Margaret V. Dinsmore

Al Shkoler

Saundra M. Stark

Gaeten M. Wood

June 6, 2002

The Honorable Chris Lowe

Mayor, City of Placentia

401 East Chapman Avenue

Placentia, CA 92870

Honorable Mayor Lowe:

I want to thank you for meeting with Placentia Library Board President, Al Shkoler, Placentia Library Director, Elizabeth Minter, and myself on Tuesday afternoon, May 28, 2002. We also share your concerns about City and Library District services to the economically disadvantaged and under-served population in south and southwest Placentia. The purpose of this letter is to request a grant of \$45,000 from the City of Placentia Redevelopment Agency for funds to ensure that a high level of Library Literacy Services continues in Placentia.

The Placentia Library Literacy Services (PLLS) began in 1984 as part of the California Library Literacy campaign with a basic adult literacy one-to-one tutoring program. PLLS now has several components that provide literacy services to low income Hispanic parents and to their at-risk children.

Our basic component is one-to-one tutoring for both adults and children. Of the more than 125 low income students enrolled in this program, the majority live in south and southwest Placentia and many of the children attended Placentia Head Start before going to elementary school.

Another PLLS component, the English Language and Literacy Intensive Program (ELLI), is working with Community Based English Tutoring (CBET) classes at Ruby Drive Elementary and John Tynes Elementary. To qualify for CBET, parents have to be economically disadvantaged with children attending the schools. We are currently working with over 30 Hispanic children at both schools. When their CBET parents go to English class, ELLI staff conducts English related activities with the children on site. The ELLI Program has also worked with over 80 kindergarten students in an enrichment class at Ruby Drive Elementary, designed to help at risk students master the skills they need to progress to the 1st grade.

English related activities with the children on site. The ELLI Program has also worked with over 80 kindergarten students in an enrichment class at Ruby Drive Elementary, designed to help at risk students master the skills they need to progress to the 1st grade.

Reach Out and Read is a pediatric literacy partnership that PLLS has formed with St. Jude Medical Center. The St. Jude Pediatric Mobile Unit comes to the Whitten Center in Placentia almost every Monday. From 9:00 to 11:00 AM, PLLS has two volunteers who read books to as many as 15 children while they are waiting to see the pediatric nurse. To qualify for treatment at the St. Jude van, the children must come from low-income households.

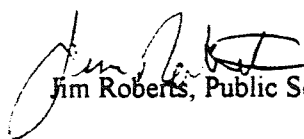
Our Families for Literacy (FFL) component recruits families with literacy needs who have pre-school age children (3-5 years of age). Both the parent/s and the child/children get a tutor. The parent works on English skills and the child is introduced to reading, demonstrating the importance of reading to the child at a formative age. This past year we had 20 families in our FFL component and 18 of them were recruited from Head Start.

The PLLS is also sponsoring Spanish literacy classes for adults. These classes help Spanish speaking adults achieve literacy in their native language, preparing them for success in their first English Language Development class. We have been partnering with the City's Human Services Division for the past two years and have helped 15 low to moderate income students improve their Spanish literacy.

The PLLS often provides the only tutoring assistance these adults and children receive. We are committed to serving our community, and in particular those individuals who face the most challenges in their efforts to acquire English reading, writing and speaking skills. We know these skills are necessary for success in academics, employment and life.

With over 12 years experience in the Library Literacy field, I know how valuable Redevelopment contributions can be. As the Literacy Administrator at the Monterey Park Library, I received substantial Redevelopment funding each year to maintain and expand the library's literacy services. It is crucial for libraries and city agencies to work together to serve those in the community who are striving to become literate, contributing members of the society. Redevelopment funding for these outstanding community-based programs will allow the Placentia Library to continue to serve the needs of south Placentia. The effect that these programs have on our people, young and old, is significant and long lasting. You are always welcome to come and visit anytime and see for yourself. Thank you for your support.

Respectfully,



Jim Roberts, Public Services Manager/Literacy Coordinator

CC: Robert D'Amato, City Administrator

TRANSMITTAL OF ELECTION INFORMATION
SPECIAL DISTRICT
(EC §10509, §10522)

Placentia Library District _____ DISTRICT

To the Registrar of Voters of Orange County:

Attached hereto is a map showing the boundaries of this district and the boundaries of the divisions of the district, if any, in which a director is to be elected at the general election to be held November 5, 2002.

THE ELECTIVE OFFICES FOR WHICH A ELECTION WILL BE HELD WITHIN THE SPECIAL DISTRICT ON NOVEMBER 5, 2002 ARE:

_____ directors to be elected at large
2 Trustees to be elected at large
(other office;)

Directors to be elected in the following divisions:

- One director in division _____
- One director in division _____
- One director in division _____
- One director in division _____
- One assessor

Please list below the names of the incumbents/appointed incumbents for the above positions:

Al Shkoler

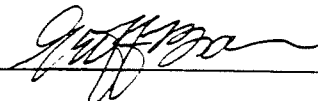
Saundra M Stark

The district authorizes the candidate's statement to contain no more than:
(200) or (400) words. (Circle one)

The district (will) (will not) pay for candidate's statement of qualifications.
(Circle one)

Dated May 28, 2002

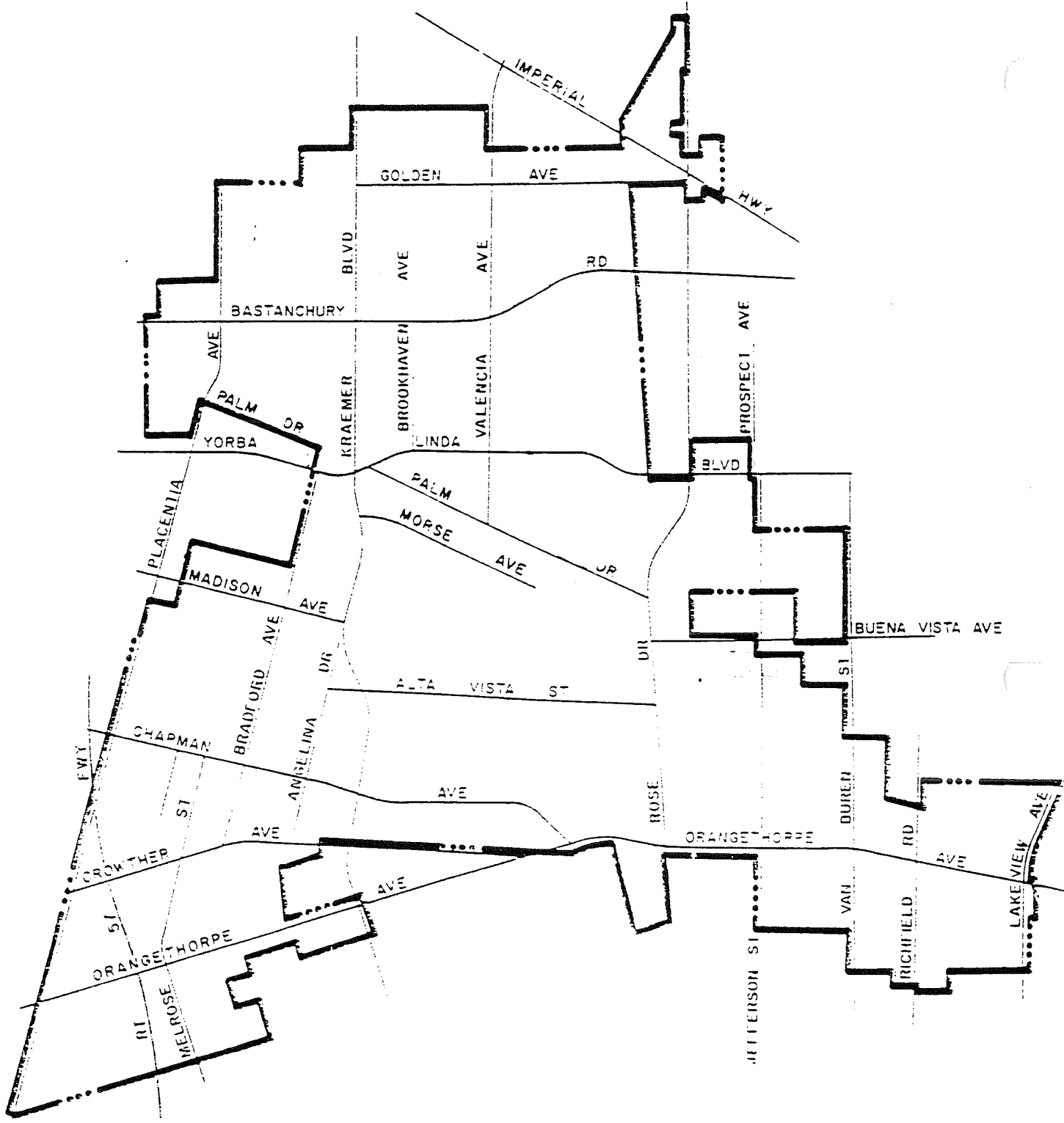
(District Seal)



Secretary of the Placentia Library District

NOTE: The above information and boundary map must be filed in the office of the Registrar of Voters by June 3, 2002.

The secretary may personally deliver on or before the above date or may deliver by certified mail if it will be received by the Registrar of Voters in the ordinary course of the mails on or before the above date.



Placentia Library District June 1990

LIBRARY
OF CALIFORNIA



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

May 22, 2002

TO: Public Library Directors
cc: CLSA System Coordinators

FROM: Dr. Kevin Starr, Chief Executive Officer
Library of California Board

SUBJECT: Fourth Quarter Direct Loan Payments

As most of you are aware the state's loan reimbursement program is in a budget shortfall situation. In the first and second quarters of this year, the Library of California Board authorized me as Chief Executive Officer to withhold 5% from all reimbursement payments. The Board, at its February 2002 meeting, increased the amount of withholding to 15% for the third and fourth quarters of 2001/02 based on an increase in activity levels for the third quarter ILL and third and fourth quarter Direct Loan programs.

Currently, the program is estimated to reimburse all participants at 89.7% of their full reimbursable cost. Because this percentage is so close to the total amount being withheld from payments, and since the cost for fourth quarter Interlibrary Loans is not known at this time, the state is taking precautions in order to not exceed the amount being withheld.

Therefore, the state is holding all fourth quarter Direct Loan payments until the end of the fiscal year. Once all activity for the year is known, the state will issue final fourth quarter payments to participants in both the Direct Loan and Interlibrary Loan programs at a percentage rate that reimburses all participants equitably. Thus there will be no "fifth payments."

Please accept my apologies if this causes a burden on local budgets.

If you have any questions you may contact Tom Andersen, CLSA Program Coordinator at (916) 653-7391 or tandersen@library.ca.gov, or Sandy Habbestad, CLSA Program Analyst at (916) 653-7532 or shabbestad@library.ca.gov.

California State Library
Families For Literacy (FFL) 2002/2003 Application

Submit one original and three (3) copies postmarked by Tuesday, May 20, 2002 to California State Library, Library Courts Building II P.O. Box 942837, Sacramento, CA 94237-0001 Attn: Budget Office/Literacy (For Express delivery mail to California State Library, 1029 J Street, 4th Floor, Sacramento, CA 95814 Attn: Budget Office/Literacy). FAX is not acceptable. For more information contact: Cindy Costales, (916) 651-8304.

1. Applicant Name & Jurisdiction: Placentia Library District

Applicant Contact: Frank Frizell

Phone: (714) 524 - 8408

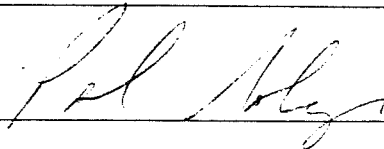
FAX: (714) 528 - 8236

E-Mail: Literacy@Placentialibrary.org

2. District: Assembly 72

State Senate 33

3. Grant Partners:

COMMUNITY AGENCY	SIGNATURE
Placentia HEADSTART	

4. FFL Amount Requested 02/03: \$ 16,000.00

FFL Amount Requested 01/02: \$ 10,000.00

5. Number of Families to Be Served 02/03 40

Number of Families Served 01/02: 20

II. FFL PROGRAM DESCRIPTION MATRIX

Use the boxes below to provide a brief "snapshot" of your program. Fill in brief descriptions (not sentences) for the matrix. The matrix reads horizontally. Informational themes are underlined and boxes (left to right) are provided for information identified as "additional information" for other information you want to share about your FFL program. Do not

<u>Library Jurisdiction</u>	Program Name Placentia Library Families For Literacy	Adult Literacy Services Placentia Library Literacy Services	Other Literacy Services E.L.L.I	Additional Information	Additional Information
<u>Populations (city or county) to Be Served</u>	Geographic Location Placentia (North Orange Co.)	% White 53%	% Latino 31%	% African American 1.6%	%Asian 11%
<u>Staff Resources</u>	# of Full Time	# of Part Time 1	# Adult Learners on Staff	# of Volunteers 5	# of Adult Learners 33
<u>Program Partners</u>	Head Start Placentia Head Start	Even Start	Community-Based	Other	Benefits of Partnerships Recruitment of learners, off site programming locations
<u>Curriculums or Materials Projected to Use in the FFL Program</u>	Growing With Mother Goose	Challenger	P.A.R.E.N.T.		Benefits of using these materials 1. Easy to use 2. Flexible 3. Informative
<u>FFL Outreach & Promotion Plans</u>	Head Start	R.O.R Partnership	Local Cable T.V.		

Placentia Library District

III. Family Literacy Instructional Components and Services Narrative A. Adult Education

The Placentia Library District Director is a firm believer in the importance of literacy as a library service, and stresses that all departments of the library must work together as a team. In that respect, the Public Services Manager is also the Literacy Coordinator, and supervises Children's and Reference services. The Public Services Manager/Literacy Coordinator conducts monthly meetings with the Children's and Reference Librarians to work on coordinating, planning, and publicizing future programs. Every week, the Library Director, the Public Services Manager, the Technical Services Manager, and the Administrative Assistant meet to plan, share information and discuss strategies. As part of his regular duties, the Families For Literacy Coordinator works ten hours per week in Children's Services. Both the Families For Literacy Coordinator and the Children's Librarian are supervised by the Public Services Manager, thus simplifying communications between the two departments.

Eligible families are recruited from Placentia HEADSTART and the Adult Literacy Program. Once they have filled out the FFL Parents Survey, taken the proper assessment tests and filled out the "CALPEPS" goal setting questionnaire, they have the option of joining a group, or being put on a waiting list for the next available tutor. They are encouraged to attend all library programs.

Tutors are encouraged to use their imagination not be tied to any materials that do not work or hold the learners interest. The "Laubach" and "Challenger" series are available for use, as are the "Mother Goose" and "P.A.R.E.N.T." curriculums, which introduce children's literature to learners in a structured manner.

Placentia Library District

III. Family Literacy Instructional Components and Services Narrative B. Parenting Education

The FFL Coordinator will work with the Public Services Manager to develop programs for Families For Literacy participants in using services to access books and other materials on a variety of parenting subjects, such as nutrition, parenting, health, and child care. We will invite experts on some of these different subjects to present programs and we will make library materials available for check-out. The FFL Coordinator will work with the tutors and families to promote the programs and encourage attendance.

The Children's Librarian, along with the FFL Coordinator, will give tours to all Families For Literacy participants, including tutors, of the Children's Department. The Children's Librarian will identify collections pertinent to the FFL Program. As new tutors are trained and matched with learners and join the FFL Program, the FFL Coordinator or the Children's Librarian will give them a similar tour. The tour will again highlight the programs offered by the Children's Department, and include the close relationship between Children's and Families For Literacy.

Placentia Library District

III. Family Literacy Instructional Components and Services Narrative C. Early Childhood Education

The Literacy Coordinator and the FFL Coordinator work with the Children's Librarian to select books that are appropriate to give to children. The Technical Services Department orders the books. Families For Literacy funds are used to acquire these books and will not be used to purchase books for the Placentia Library or the distribute to non-eligible learners or families.

The Families For Literacy Coordinator will establish a regular story time for participants in the FFL Program. These story times will reflect the multicultural materials that are available in the library. We will also draw upon the experience and expertise of staff and volunteers who have backgrounds in multi-cultural children's literature. At the story times, staff and volunteers will conduct a variety of activities, such as songs, puppetry, finger plays, and crafts to promote an interest for and love of reading.

Placentia Library District

III. Family Literacy Instructional Components and Services Narrative
D. Parent and Child Together Time

The FFL Coordinator, along with the Children's Librarian, will plan and schedule two programs during the year (one in November and another one in April) for parents and their children on how to encourage reading and how to do other enjoyable activities in the library. The Children's Librarian will provide materials from the library that parents can check out to help promote the love of reading to their children, for example books on how to tell stories, books on cassettes, books on arts and crafts, songbooks, etc. The FFL Coordinator will also encourage learners to sign their children up for regularly scheduled story times and the Children's Summer Reading Program.

The success of our outreach efforts will be measured by attendance at these events and a tally kept from sign-in sheets. Success of these events in helping learners to achieve their goals will be measured by learner responses on the Parent Survey "post" section. The FFL staff will continue to improve services by attending literacy meetings and other staff development activities.

IV. MEASURING PROGRAM EFFECTIVENESS AGREEMENT FORM

Outcome #1

Adult Education

Parents improve their literacy skills through their roles as family members.

The # 26 of parents and 60 % of parents who achieve personal literacy goals in their roles as family members.

Local Programs are responsible for tracking the goals of adult learners through the use of intake and assessment tools of their choice. Programs are encouraged to use the parent role maps from Equipped For the Future (EFF) Content Standards to assist in helping adult learners to identify a personal literacy goal as a family member. Programs will receive training on how to use the EFF parent role maps to help them with this process.

Outcome #2

Parent Education

Parents increase their visits to the public library with their children.

The # 26 of parents and 60 % of parents who visit the library more often with their children.

Outcome #3

Early Childhood Education

Parents increase their ability to teach emergent literacy skills as listed on the parent survey to their preschool children.

The # 26 of parents and 60 % of parents who increase the transfer of emergent literacy skills to their preschool children.

Outcome #4

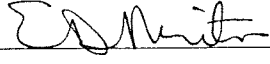
Parent and Child Time Together

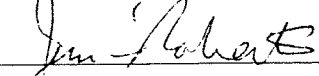
Parents read more to their children.

The # 26 of parents and 60 % of parents who increase the number of days they read to their children.

I have read the measuring program effectiveness form and understand programs awarded the FFL grant are responsible for tracking the four required outcomes listed on the form. I understand programs receiving the FFL grant award also agree to use the parent surveys to track the required outcomes during the grant award year of 2002/2003 and that programs will report outcome measures to the State Library in the final FFL report due in August 2003.

Library Jurisdiction Placentia

Supervising Librarian for Literacy Services (signature) 

Literacy Coordinator (signature) 

Date: May 20, 2002

Placentia Library District

V. **BUDGET DESCRIPTION**

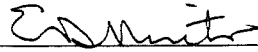
Briefly describe budget categories in terms of how funding will support staff, materials, services and programming to benefit families participating in the FFL program.

Most of the budget will go to salaries and benefits for the FFL staff. The operational expenses will fund parenting classes, printing costs for FFL related activities, and children's books for distribution. There is also a small amount set aside for travel to FFL related functions and activities.

CLSA Program Budget Request for Families for Literacy Programs Page 9 of 10
Fiscal Year 2002/03

Placentia Library District

Name of Library



Library Director Signature

May 21, 2002

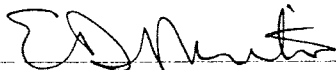
Date

Budget Categories	(a) CLSA Families Budget Request	(b) Other Budget	(c) Total Estimated Yearly Budget (a + b)	Approved CLSA Budget (Completed by CLSA)
				Dr. Kevin Starr
1. Personnel	\$13,500.00	\$7,250.00	\$20,750.00	
2. Library Materials				
3. Operations	\$2,500.00	\$500.00	\$2,000.00	
3a. Contract Services	\$1,000.00		\$1,000.00	
3b. Travel	\$500.00			
3c. Office Supplies				
3d. Printing	\$500.00			
3e. Instructional Resources				
3f. Children's Book Resources	\$500.00	\$500.00	\$1,000.00	
3g. Communication				
3h. Other				
4. Equipment				
5. Indirect				
6. TOTAL	\$16,000.00	\$8,250.00	\$22,750.00	

California Library Services Act
Families For Literacy
(Education Code Sec. 18735)

The Placentia Library District claims the indicated allowance for the purposes of carrying out the functions stated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in Chapter 4, Article 4.5, Section 18735 of the Education Code and California Library Services Act document CLSA-62.



Library Director (signature)

Elizabeth Minter

Typed Name of Signatory

CLAIM FOR PAYMENT OF GRANT

Claim of Placentia Library District
Name of Authorized Library

Address 411 E. Chapman Ave. Placentia CA 92870

Date May 20, 2002

Amount Claimed:

CLSA Literacy \$ _____ State Library Budget Office Use Only

CERTIFICATION

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

By Elizabeth Minter
Official Representative of Fiscal Agent

Library Director
Title

Note: Warrant to be issued for payment to the library to be addressed to:

Placentia Library District
(Authorized agency to receive, disburse and account for CLSA funds)

411 E. Chapman Ave. Placentia CA 92870
(Address of above agency)

Approval by State

STATE LIBRARY BUDGET OFFICE
BY: _____
DATE: _____

LAFCO

Orange County

Local Agency Formation Commission

DATE: May 22, 2002

TO: Presiding Officers of Orange County Independent Special Districts
(Special Districts Selection Committee Members)

FROM: Dana M. Smith, Executive Officer *DMSP
LOD
DMIS*
Local Agency Formation Commission

SUBJECT: Election of Regular and Alternate Special District Member of the
Local Agency Formation Commission (LAFCO)

CHAIR
PETER HERZOG
COUNCILMAN
CITY OF LAKE FOREST

VICE CHAIR
ARLENE SCHAFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

CYNTHIA P. COAD
SUPERVISOR
FOURTH DISTRICT

CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

JHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

ALTERNATE
ROBERT BOUER
MAYOR
CITY OF LAGUNA WOODS

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

ALTERNATE
CHARLEY WILSON
DIRECTOR
SANTA MARGARITA
WATER DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

Enclosed is the documentation related to the nominations for the Regular and Alternate Special District Members election to Orange County LAFCO. The election will be held at the Municipal Water District of Orange County on Thursday, May 30, 2002 at 11:30 a.m.

The Special Districts Selection Committee is made up of the presiding officer of each independent special district within Orange County. If you, as the presiding officer of your district, are unable to attend this meeting, Government Code §56332(b) provides that your board may designate one of its members to attend and vote in your place. In this instance, proof indicating board action must be provided to the LAFCO Executive Officer prior to balloting.

As previously stated, the meeting will be called to order at 11:30 a.m. Ballots will be distributed for the election of Regular Special District Member of LAFCO to a four-year term expiring June 30, 2006. Prior to balloting, the candidates for this position will be given an opportunity to address the voting members of the committee. The nominee for this position is:

- John Withers, Irvine Ranch Water District

Following the election of the Regular Special District Member of LAFCO, ballots will be distributed for the election of Alternate Special District Member of LAFCO to a four-year term expiring June 30, 2006. Prior to balloting, those candidates who did not run for the Regular Member position will be provided an opportunity to address the voting members of the committee. The nominee for this position is:

- Charley Wilson, Santa Margarita Water District

Special District Election 2002
May 22, 2002
Page 2 of 2

Per the *Rules of Procedure of the Independent Special District*, "A candidate must receive a majority of the votes cast in order to be elected. In the event no candidate receives a majority, run-off balloting shall be conducted between the two candidates receiving the highest number of votes. In the case of a tie in the second highest total, the tied candidates will all be included in the run-off."

Any new nominations for either position submitted to LAFCO before 5:00 p.m. on Tuesday, May 28, 2002 will be presented at the election. Prior to balloting, those candidates will also be provided an opportunity to address the voting members of the committee.

If you have any questions or concerns, please contact me (dsmith@orange.lafco.ca.gov) or Ken Lee (klee@orange.lafco.ca.gov) at (714) 834-2556.

DMS:dmb

June 6, 2002

To: Members, Library of California Board

From: Diana Paque, Director
Library of California

Tom Andersen, CLSA Program Coordinator

Subject: Library of California Board Actions May 29-30, 2002

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.

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.

The following actions were taken at the Library of California Board meeting in Sacramento on May 29-30, 2002. Board members present were: Fong, President; Wang, Vice-President; Calderon; Gaines; Kallenberg; Lowenthal; Purucker; and Steinhauser; Tuttle.

Adoption of Agenda

1. It was moved, seconded (Purucker/Wang) and carried unanimously that the Library of California Board adopts the agenda of the May 30, 2002 meeting as amended.

Approval of Minutes

2. It was moved, seconded (Lowenthal/Purucker) and carried unanimously that the draft minutes of the February 22, 2002 Library of California Board meeting were approved as amended.

Board Actions, May 30, 2002

Consent Calendar

3. It was moved, seconded (Gaines/Calderon) and carried unanimously that the Library of California Board approves the Consent Calendar included with the agenda of May 30, 2002 with item b) 1) withdrawn.
4. By consent, the Library of California Board ratifies actions #1-11 and #13 taken at the February 22, 2002 meeting. (See Attachment A)
5. By consent, the Library of California Board approves the 26 additional participating libraries for existing members as listed in Table D, with services to begin immediately. (See Attachment B)
6. By consent, the Library of California Board approves the use of 2002/03 allocated SAB Program funds, where available within each approved SAB budget, and where requested, to reimburse one SAB member from each System for expenses incurred in attending the November 2002 Library of California Board meeting and the California Library Association conference to be held in Sacramento.

Regional Library Network Development

7. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approves the 23 memberships for the potential members listed in Table C, with member services to begin immediately. (See Attachment C)

CLSA Interlibrary Loan and Direct Loan Programs

8. It was moved by the Access Services Committee (Purucker) and carried unanimously that the Library of California Board adopts, subject to the concurrence of the State Department of Finance, reimbursement rates for the 2002/03 fiscal year as follows: for CLSA interlibrary loans, a reimbursement rate of \$4.49 per eligible transaction; for CLSA direct loans, a reimbursement rate of \$.78 per eligible transactions; and that the Chief Executive Officer inform all participants of the 2002/03 reimbursement rates as soon as Department of Finance concurrence is obtained.
9. It was moved by the Access Services Committee (Purucker) and carried unanimously that the Library of California Board authorizes its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 2002 meeting, for additional 2003/04 local assistance funding for the CLSA Interlibrary Loan and Direct Loan programs.

Board Actions, May 30, 2002**Literacy Programs**

10. It was moved by the Literacy Committee (Tuttle) and carried unanimously that the Library of California Board directs its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 2002 meeting, to seek additional 2003/04 local assistance funding to increase the state match for libraries with established California Library Literacy Service programs to approximately 50%.
11. It was moved by the Literacy Committee (Tuttle) and carried unanimously that the Library of California Board directs its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 2002 meeting, to seek additional 2003/04 local assistance funding to expand Families for Literacy services in California libraries.

Library of California Budget

12. It was moved by the Budget and Planning Committee (Gaines) and carried by a vote of 7-2 (Steinhauser and Lowenthal opposed) that the Library of California Board allocates \$990,000 for the budget year 2002/03 in the following manner:
 - \$240,000 for statewide programs of which \$210,000 is to support the signature program Librarians' Index to the Internet (lii) and \$30,000 is to support minimum continuation of periodicals serials database program, and that the ILL pilot program be suspended until a new rate structure is in place; and that the Board allocates
 - \$750,000 for continued support of Regional Library Networks' plans of service, with instruction to the Support Services Committee to request detailed information from regions on how regions will expend the limited amount of funding, and the manner in which the regions will be working with the CLSA systems to provide for further transition of CLSA to LoC.
13. It was moved by the Budget and Planning Committee (Gaines) and carried unanimously that the Library of California Board requests its Chief Executive Officer to allocate \$750,000 equally among each of the seven regions, and that a sum of \$25,000 be sent immediately to each of the Regional Library Networks, and that claim forms be disbursed following the signing of the state budget or as soon as possible thereafter. The Board will review a final budget proposal at its August 2002 meeting and may authorize additional Regional Library Network payments at that time.
14. It was moved by the Budget and Planning Committee (Gaines) and carried unanimously that the Library of California Board authorizes its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 2002 meeting, for additional 2003/04 local assistance funding for Library of California programs, focusing on those programs which will have a significant impact moving the program forward given the limited funding available in the state budget.

Board Actions, May 30, 2002**CLSA Budget**

15. It was moved by the Budget and Planning Committee (Gaines) and carried 8-0 (member Steinhauser not present) that the Library of California Board requests its Chief Executive Officer to make the \$610,000 reduction from the CLSA Program for the 2002/03 year only, by reducing only the loan compensation program and making no reductions to other CLSA programs.

Regional Library Network Development

16. It was moved, seconded (Kallenberg/Gaines) and carried unanimously that the Library of California Board approve the 2002/03 Plans of Service for all seven regional library networks, and that revised plans specify the deliverables that will be provided to members with the reduced level of funding approved by our Board at this meeting, and that these revisions will be reviewed at the August 2002 meeting to evaluate the plans for these deliverables, and that the revisions will also include information on how the networks are working with their sister organizations, the CLSA Systems in their regions.

Legislation

17. It was moved by the Legislative Committee (Steinhauser) and carried unanimously that the Library of California Board supports SCA 10, the Senate Constitutional Amendment which would amend the state constitution to allow the voters to approve a bond for public library facilities with a 55% majority, rather than a two-thirds majority, and would also allow ad valorem tax on real property to exceed the 1% limitation to pay for library facility bonds.

Attached also is the Library of California Board meeting schedule and a calendar of meetings, events, and deadlines for 2002. (See Attachment D)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Legislative Issues and report on information presented at the Legislative Seminar on Local Government Finance in Sacramento on May 30, 2002**

DATE: June 19, 2002

BACKGROUND

Library Director Minter will report on information presented by League of California Cities staff and lobbyists at the Legislative Seminar on Local Government Finance in Sacramento on May 30, 2002.

Information about the State Budget process will be presented at the Library Board Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2002-2003 Budget Preview
DATE: June 19, 2002

BACKGROUND

The Placentia Library District Budget for Fiscal Year 2002-2003 remains at the mercy of the State Budget and the Orange County property tax information. If the State Budget is adopted in early July the District will be able to finalize its Budget at the July Library Board Meeting and conduct the public hearing at the August Library Board Meeting.

Several of the items that can be finalized immediately have been included in the Agenda for June 19.

Attachment A is a letter from Library Director Minter to the State Library requesting reconsideration of an action taken at the recent Library of California Board Meeting to eliminate \$610,000 from the Transaction Based Reimbursement program (TBR). This is the money that local public libraries receive for providing interlibrary loan and direct walk-in services to non-residents. While the impact on Placentia's budget would not be severe (approximately \$12,000), Placentia's residents are heavy users of the Yorba Linda Library. Loss of TBR funds may force heavy net-lending libraries to eliminate the free walk-in borrowing privileges for California residents.

RECOMMENDATIONS

Give direction for Budget development.

PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

June 9, 2002



Board of Trustees

Geoff Braun

Margaret V. Dinsmore

Al Shkoler

Sandra M. Stark

Gaeten M. Wood

Tom Andersen, CLSA Program Manager
Library Development Services
California State Library
PO Box 942837
Sacramento CA 94237-0001

Dear Mr. Andersen,

I am writing to you to express Placentia Library District's strongest opposition to the Library of California Board's action to translate the \$610,000 CLSA cut recommended by the Governor into a \$610,000 cut in the TBR program!

If there has been any existing program under CLSA that has encouraged public libraries to engage in resource sharing and cooperation, it has been the TBR program. Granted, it hardly pays for the actual cost for Interlibrary Loans and Direct Loans, but it does provide some compensation and an incentive for libraries to serve non-residents. Moreover, the TBR program helps libraries justify to local officials their participation in library systems and networks.

Public libraries are already facing significant cuts in the proposed PLF reductions. To amplify this with stiff reductions in TBR will make local resource sharing very unattractive to many libraries. Without a strong TBR program, more libraries will be forced to close their doors to non-residents, thereby jeopardizing the concept and spirit of "One Library 8,000 Doors."

Placentia Library District requests that the Library of California Board reconsider its action and vote to restore the \$610,000 to the TBR program for FY2002-2003. Please share this letter with the members of the LOC Board.

Yours truly,

Elizabeth D. Minter
Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Authorize and Set Date and Time for Staff Appreciation Dinner
DATE: June 19, 2002

BACKGROUND:

The 2001 Staff Appreciation Dinner was held at The Phoenix Club in Anaheim on July 12, 2002

The budget for the 2001 Dinner was \$800 and the total cost was \$792.00. Spouses and personal guests attended at their sponsor's expense.

In 2001 the following were invited to attend:

- Current and retired Library Staff
- Library Trustees
- Friends Directors
- Foundation Directors

The 2001 attendance was 36. The cost per person was \$22 with a total invoice of \$792. There were five paid guests. The cost for the Library Board and Friends was \$682.00 or \$341 per organization.

For the past several years the staff has indicated that a Thursday evening at 6:30 P.M is its preferred time.

The Friends of Placentia Library approved a budget for the 2002 dinner at 50% of the actual cost not to exceed \$400.


At the Library Board Meeting on May 22, 2002 Trustee Stark extended an invitation to have the Staff Appreciation Dinner at her home this year.

RECOMMENDATION:

Authorize a budget and set date and time for the Staff Appreciation Dinner

Jul 18 (Pays with 50)
\$8
Aug 22
Aug.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: **Public Hearing on the Fines & Fees Schedule for Fiscal Year 2001-2002**
DATE: June 19, 2002

BACKGROUND:

Attachment A is the Proposed Fines & Fees Schedule for Fiscal Year 2002-2003. There are no changes recommended from the Fiscal Year 2001-2002 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:

1. Adopt the Fines & Fees Schedule for Fiscal Year 2002-2003.
2. Authorize the publication of the Notice of Public Hearing for the August 21, 2002 Library Board Meeting at 6:30 P.M.

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted by the Library Board of Trustees, June 21, 1993

Revised August 16, 2000

Proposed for Review June 19, 2002

<u>FINES</u>	<u>PER DAY</u>
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.

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
All Items	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
All Items	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
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.*

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Library card replacement	\$ 1.00
Laminating, per sheet	1.00
Printing, black ink, per page10
Photocopy, black ink, per page15
Printing & Photocopy, color, per page	1.00
Passport check preparation	1.00

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
Up to four hours	\$ 30.00
Additional hours, in four hour increments	30.00
Set-up fee	15.00
Clean-up fee	15.00

<u>SURCHARGES</u>	
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: **Adoption of Holiday and Library Public Service Schedule for Calendar Years 2002 and 2003**
DATE: June 19, 2002

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Employee Handbook.

Past practice is that the Library is closed on the Sunday preceding Monday holidays. Staff may use vacation hours for this time or work additional hours during the week.

The Holiday Furlough, December 26-30, has been eliminated from the schedule for both years 2002 and 2003.

Attachment A is the Proposed Holiday and Public Service Calendar for Calendar Years 2002 and 2003.

Attachment B is Resolution 02-4, establishing the Placentia Library District Holiday Schedule for Calendar Years 2002 and 2003.

RECOMMENDATIONS:

1. Read Resolution 02-4 by Title only
2. Adopt Resolution 02-4

See/Pass -
See/Pass -

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**Holiday and Library Public Service Schedule for Calendar Years
2002 and 2003**

Placentia Library District

Holiday and Library Public Service Schedule

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:

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
New Year's Eve Day	Tuesday	December 31

Placentia Library District

Holiday and Library Public Service Schedule

2003

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:

New Year's Day	Wednesday	January 1
Day before Monday Holiday	Sunday	February 16
President's Day	Monday	February 17
Easter	Sunday	April 20
Day before Monday Holiday	Sunday	May 25
Memorial Day	Monday	May 26
Independence Day	Friday	July 4
Day before Monday Holiday	Sunday	August 31
Labor Day	Monday	September 1
Veteran's Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Day before Monday Holiday	Sunday	December 23
Christmas Eve Day	Wednesday	December 24
Christmas Day	Thursday	December 25
New Year's Eve Day	Wednesday	December 31

RESOLUTION 02-4

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 2002-
2003

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 2002-2003 dated
June 19, 2002.

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
nineteenth of June, 2002.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth
Day of June, 2002.

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: **Establish Personnel Allocation Schedule and Organization Chart for Fiscal Year 2002-2003 Budget, effective July 1, 2002**
DATE: June 19, 2002

BACKGROUND:

The Proposed Personnel Allocation for Fiscal Year 2002-2003 is Attachment A and the Proposed Organization Chart for Fiscal Year 2002-2003 is Attachment B.

The changes incorporated into the Fiscal Year 2002-2003 personnel charts are:

-  Addition of .50 FTE Library Aide in Circulation Services to cover the addition of Saturday public service hours and increased circulation
-  Replacement of 1.00 FTE Librarian II with .75 FTE Library Assistant and .25 FTE Substitute Librarian
-  Addition of .50 FTE Librarian and .10 FTE Substitute Librarian to cover the addition of Saturday public service hours
-  Addition of .50 FTE Library Clerk to cover the addition of Saturday public service hours
-  Addition of .54 FTE Substitute Library Assistant to cover grant programs in Literacy
-  Substitute hours for Librarian (.81 FTE), Library Assistant (.54 FTE) and Library Clerk (.38 FTE) are included in the Personnel Allocation for the first time this year.

RECOMMENDATION:

Adopt the Personnel Allocation Schedule and Organization Chart for Fiscal Year 2002-2003.

Placentia Library District

Personnel Allocation for Fiscal Year 2002-2003
Presented to the Library Board of Trustees June 19, 2002

Allocation Presented to the Library Board of Trustees for FY2002-2003

	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
Librarian			0.50	1.00				1.50
Library Assistant	1.00		1.50	0.50	0.25	1.00	0.25	4.50
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.50	0.50	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.50	2.66	2.54	1.65	6.38	2.00	19.48

Allocation Adopted by the Library Board of Trustees 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

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

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2002-2003
Presented June 19, 2002

Library Staff
(19.48 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

Technical Services
(8.38 FTE)
Technical Services Manager
(.75 FTE)
Shook

Circulation Services
(6.38 FTE)

Library Assistant
(1.00 FTE)
Kuo
Library Clerk II
(1.00 FTE)
Wnek
Library Clerk I
(1.50 FTE)
Quintanar (1.00 FTE)
Vacant (.50 FTE)
Library Aide/(Lead Shelver)
(2.00 FTE)
Guzman
Hampton
Jones
Strysik
Library Student Assistant
(Shelvers)
(.50 FTE)
Substitute Clerk
(.38 FTE)

Acquisitions & Processing Services
(1.25 FTE)

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

Administrative Services
(2.75 FTE)

Administrative Assistant
(1.00 FTE)
Herrera-Thomas
Library Assistant
(Volunteer Coordinator)
(1.00 FTE)
Rakos
Library Clerk
(.50 FTE)
Perez
Library Aide
(.25 FTE)
Jones

Public Services
(7.35 FTE)

Public Services Manager
(.50 FTE)
Roberts

Adult Services
(2.66 FTE)

Technical Services Manager
(.25 FTE)
Shook
Librarian
(.50 FTE)
Vacant
Library Assistant
(1.50 FTE)
Strazdas (.75 FTE)
Matas (.50 FTE)
Frizell (.25 FTE)
Substitute Librarian
(.41 FTE)

Children's Services
(1.65 FTE)

Librarian
(1.00 FTE)
Smith
Library Assistant
(.25 FTE)
Frizell
Substitute Librarian
(.40 FTE)

Literacy Services
(2.54 FTE)

Public Services Manager/
Literacy Coordinator
(.50 FTE)
Roberts
Librarian
(1.00 FTE)
Webb
Library Assistant
(.50 FTE)
Frizell
Substitute Library Assistant
(.54 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 2002-2003 Budget effective July 1, 2002**




DATE: June 19, 2002

BACKGROUND:

This is the second 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 2002-2003 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 2001 to March 2002 to be 2.8%.

Attachment B is the Proposed Salary Schedule for Placentia Library District exempt and non-exempt employees effective July 1, 2002. The definitions of "exempt" and "non-exempt" staff follow the requirements of the Fair Labor Standards Act. It contains the following:

-  A 2.8% increase for all non-exempt staff
-  A 2.8% 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 02-5 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2002-2003.

RECOMMENDATIONS:

- Debb/Gaw*
1. Read Resolution 02-5 by Title only.
 2. Adopt Resolution 02-5 by Roll Call Vote.

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DEFAULT Back to Original Output

REFORMAT Change the output (years, net & percent cha

Data extracted on: June 12, 2002 (11:49:46 AM)

Consumer Price Index - All Urban Consumers

12 Months Percent Change

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1999	2.2
2000	3.5
2001	3.2
2002	2.8

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Washington, DC 20212-0001

Phone: (202) 691-5200
Fax-on-demand: (202) 691-6325
Data questions: blsdata_staff@bls.gov
Technical (web) questions: webmaster@bls.gov
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Data extracted on: June 12, 2002 (11:47:44 AM)

Consumer Price Index - All Urban Consumers

Original Data Value

Series Id: CUURA421SA0, CUUSA421SA0
 Not Seasonally Adjusted
 Area: Los Angeles-Riverside-Orange County, CA
 Item: All items
 Base Period: 1982-84=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HA
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	14
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	14
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	15
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	15
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	15
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	15
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	16
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	16
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	17
2001	174.2	175.4	176.2	176.6	177.5	178.9	178.3	178.4	178.8	178.3	178.1	177.1	177.3	17
2002	178.9	180.1	181.1	182.2										

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 Other comments: feedback@bls.gov

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2002-2003
Effective July 1, 2002
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
CLERK I	HR	10.86	11.13	11.41	11.69	11.98	12.28	12.59	12.90	13.23
	PP	868.45	890.17	912.42	935.23	958.61	982.58	1,007.14	1,032.32	1,058.13
	AN	22,579.81	23,144.31	23,722.92	24,315.99	24,923.89	25,546.99	26,185.66	26,840.30	27,511.31
	MO	1,881.65	1,875.47	1,922.27	1,970.80	2,019.33	2,128.92	2,182.14	2,236.69	2,292.61
CLERK II	HR	12.27	12.58	12.90	13.22	13.55	13.89	14.23	14.59	14.96
	PP	981.95	1,006.49	1,031.66	1,057.45	1,083.88	1,110.98	1,138.76	1,167.22	1,196.41
	AN	25,530.59	26,168.85	26,823.07	27,493.65	28,180.99	28,885.51	29,607.65	30,347.84	31,106.54
	MO	2,127.55	2,180.74	2,235.26	2,291.14	2,348.42	2,407.13	2,467.30	2,528.99	2,592.21
LIBR ASST	HR	14.58	14.94	15.32	15.70	16.09	16.49	16.90	17.33	17.76
	PP	1,166.16	1,195.32	1,225.20	1,255.83	1,287.23	1,319.41	1,352.39	1,386.20	1,420.86
	AN	30,320.24	31,078.25	31,855.21	32,651.59	33,467.88	34,304.57	35,162.19	36,041.24	36,942.27
	MO	2,526.69	2,589.85	2,654.60	2,720.97	2,788.99	2,858.71	2,930.18	3,003.44	3,078.52
LIB I	HR	17.24	17.67	18.11	18.57	19.03	19.50	19.99	20.49	21.00
	PP	1,379.16	1,413.64	1,448.99	1,485.21	1,522.34	1,560.40	1,599.41	1,639.39	1,680.38
	AN	35,858.28	36,754.74	37,673.61	38,615.45	39,580.84	40,570.36	41,584.62	42,624.23	43,689.84
	MO	2,988.19	3,062.90	3,139.47	3,217.95	3,298.40	3,380.86	3,465.38	3,552.02	3,640.82
LIB II	HR	20.08	20.58	21.09	21.62	22.16	22.72	23.28	23.87	24.46
	PP	1,606.15	1,646.30	1,687.46	1,729.64	1,772.89	1,817.21	1,862.64	1,909.20	1,956.93
	AN	41,759.83	42,803.82	43,873.92	44,970.77	46,095.04	47,247.41	48,428.60	49,639.31	50,880.29
	MO	3,479.99	3,566.99	3,656.16	3,747.56	3,841.25	3,937.28	4,035.72	4,136.61	4,240.02
LIB AIDE	HR	7.41	7.60	7.79	7.98	8.18	8.39	8.60	8.81	9.03
	PP	592.95	607.77	622.97	638.54	654.51	670.87	687.64	704.83	722.45
	AN	15,416.71	15,802.13	16,197.18	16,602.11	17,017.16	17,442.59	17,878.66	18,325.62	18,783.76
	MO	1,284.73	1,316.84	1,349.77	1,383.51	1,418.10	1,453.55	1,489.89	1,527.14	1,565.31

Signature _____ : Date June 19, 2002

Al Shkoler, President

PLACENTIA LIBRARY DISTRICT
 SALARY SCALE FOR
 FISCAL YEAR 2002-2003
 Effective July 1, 2002
 EXEMPT

	1	2	3	4	5	6	7	8	9	10	
LIB	HR	16.66	17.08	17.51	17.95	18.39	18.85	19.32	19.81	20.30	21.32
DIR	PP	3,629.25	1,366.44	1,400.60	1,435.61	1,471.50	1,508.29	1,546.00	1,584.65	1,624.27	1,705.48
	AN	94,360.53	35,527.39	36,415.58	37,325.97	38,259.12	39,215.59	40,195.98	41,200.88	42,230.90	44,342.45
	MO	7,863.38	2,960.62	3,034.63	3,110.50	3,188.26	3,267.97	3,349.67	3,433.41	3,519.24	3,695.20
ADMIN	HR	16.66	17.08	17.51	17.95	18.39	18.85	19.32	19.81	20.30	21.32
ASST	PP	1,333.11	1,366.44	1,400.60	1,435.61	1,471.50	1,508.29	1,546.00	1,584.65	1,624.27	1,705.48
	AN	34,660.87	35,527.39	36,415.58	37,325.97	38,259.12	39,215.59	40,195.98	41,200.88	42,230.90	44,342.45
	MO	2,888.41	2,960.62	3,034.63	3,110.50	3,188.26	3,267.97	3,349.67	3,433.41	3,519.24	3,695.20
PUB SVC & HR	HR	23.80	24.39	25.00	25.63	26.27	26.93	27.60	28.29	29.00	30.45
TECH SVC	PP	1,903.86	1,951.45	2,000.24	2,050.24	2,101.50	2,154.04	2,207.89	2,263.09	2,319.66	2,435.65
MGR	AN	49,500.26	50,737.76	52,006.21	53,306.36	54,639.02	56,005.00	57,405.12	58,840.25	60,311.26	63,326.82
	MO	4,125.02	4,228.15	4,333.85	4,442.20	4,553.25	4,667.08	4,783.76	4,903.35	5,025.94	5,277.23

PAGES	Starting Wage	6 Months	1 Year
	6.75	7.09	7.44

Signature _____: Date June 19, 2002
 Al Shkoler, President

RESOLUTION 02-5

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.

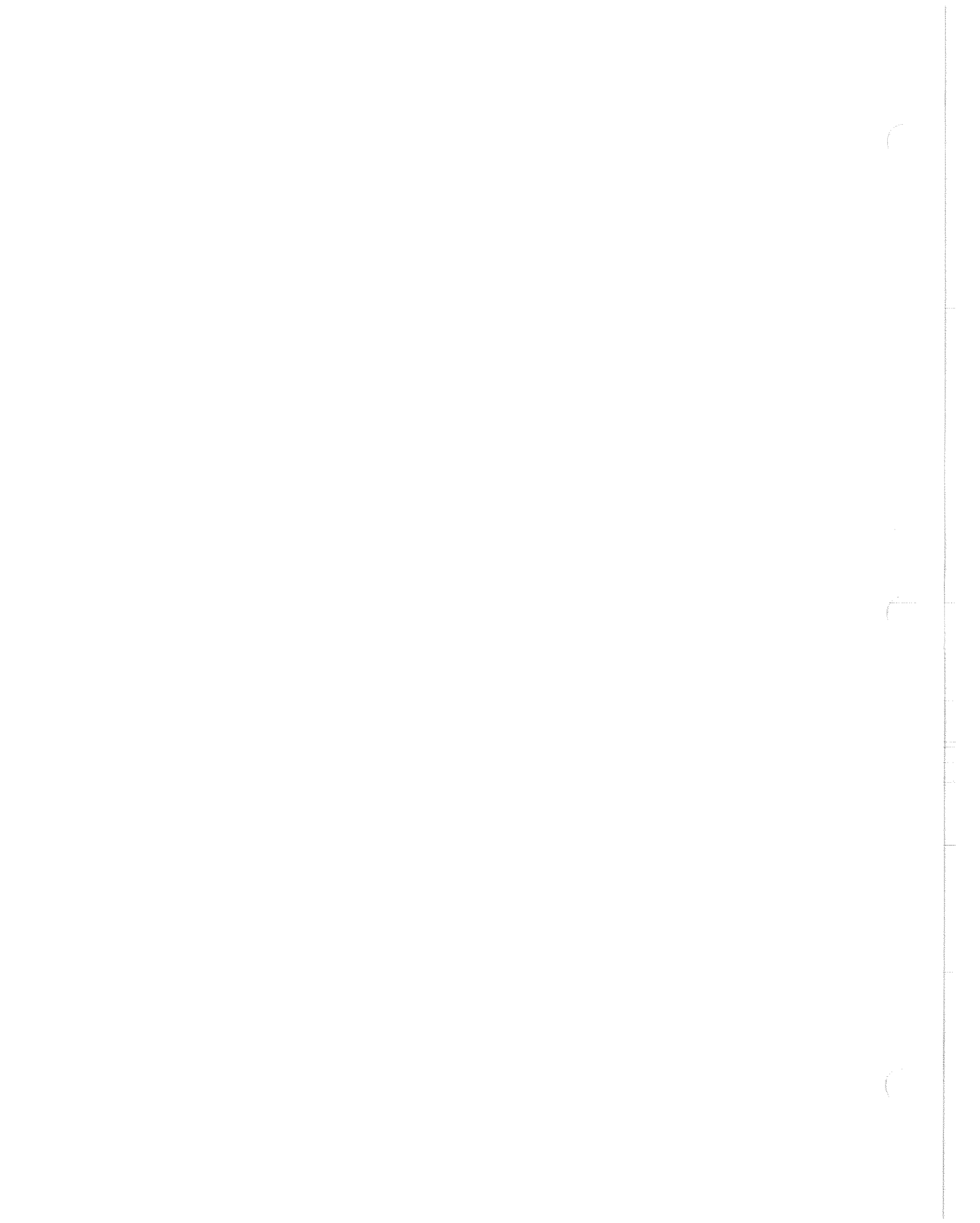
BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2002-2003 dated June 19, 2002, and implements such on July 1, 2002.

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 nineteenth of June, 2002.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth Day of June, 2002.

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 2001-2002 Budget until August 31, 2002, pending adoption of the State Budget and the availability of the Orange County Property Tax estimates**
DATE: June 19, 2002

BACKGROUND:

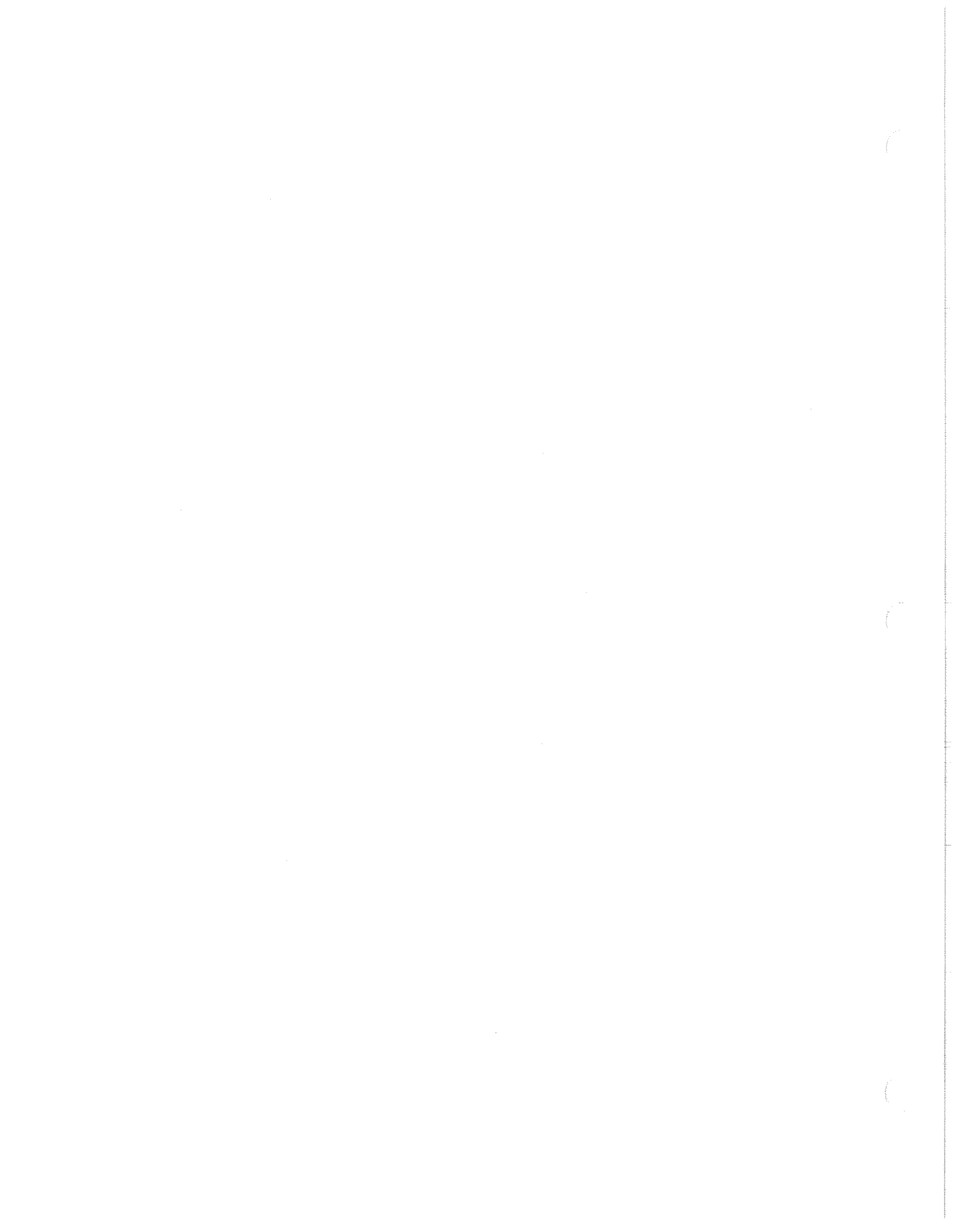
At its May 22, 2002 Regular Meeting the Library Board reviewed the preliminary revenue budget for Fiscal Year 2002-2003. The Library Director will present updated estimates at the Board Meeting.

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 2001-2002 Budget until August 31, 2002.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Determine level of liability limits for Special District Risk Management Authority (SDRMA) insurance renewal
DATE: June 19, 2002

BACKGROUND:

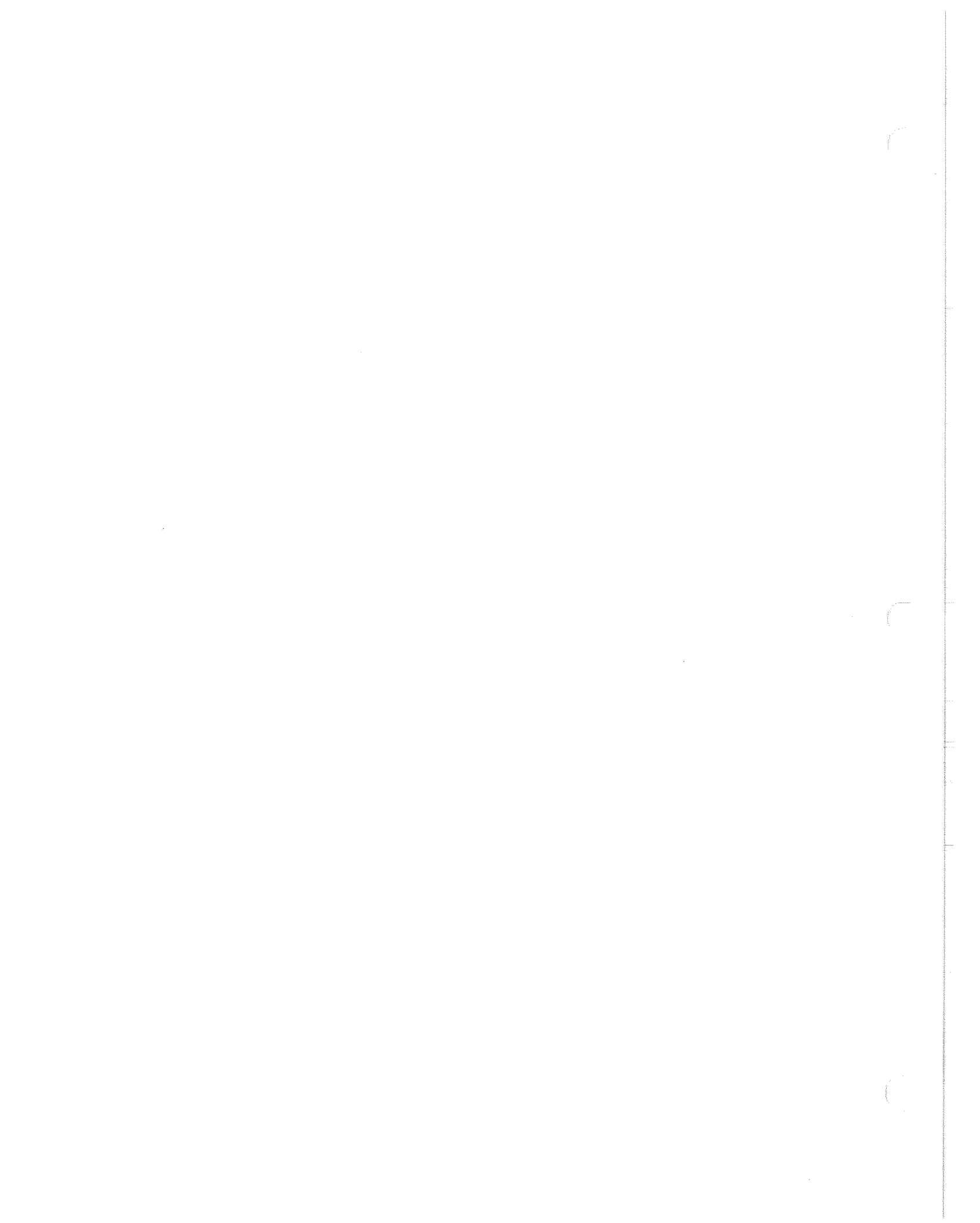
Each year SDRMA gives its members an opportunity to review and change their coverage limits. In Fiscal Year 2001-2002 the District selected the \$5.0 million limit. I am recommending continuation of this coverage. The proposal from SDRMA is Attachment A.

The difference in costs is outlined below:

Limits	Policy Amount	Increase over cost for \$2.5 Million
\$ 2.5 Million	\$ 6,505.58	-0-
\$ 5.0 Million	\$ 7,505.58	\$ 1,000.00
\$10.0 Million	\$10,005.58	\$ 3,500.00

RECOMMENDATIONS:

Authorize renewal of SDRMA liability insurance policy with \$5.0 million limits for General Liability, Automobile Liability and Errors and Omissions coverages.





Renewal Contribution Invoice 2002-2003 Program Year

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870-6198

Thursday, May 16, 2002

Property Liability	\$2,540.09
Coverages for reported values (including contents): \$3,881,006.00	
Mobile/Floater	\$0.00
Coverage for reported value of \$0.00	
Vehicle Liability	\$40.00
Coverage for 0 vehicles	
General Liability	\$5,180.84
Activities: Library	
Coverage: 1 Third party certificates	
<i>Items included in the Program Package at no additional cost.</i>	
Boiler & Machinery	\$0.00
Employee Blanket Bond	\$0.00
Errors & Omissions	\$0.00
Gross Package Program:	\$7,760.93
CIP Refunds	\$152.88
Other Discounts	\$1,102.47
Net Package Contribution	\$6,505.58

Other Coverages

Comp/Collision	\$0.00
Coverage for 0 vehicles	
Trailers	\$0.00
Coverage for reported value of \$0.00	
Other Coverages	\$0.00
Other coverages for :	
Net Other Coverages	\$0.00

Total Renewal Contribution *(Please select coverage limits desired)*

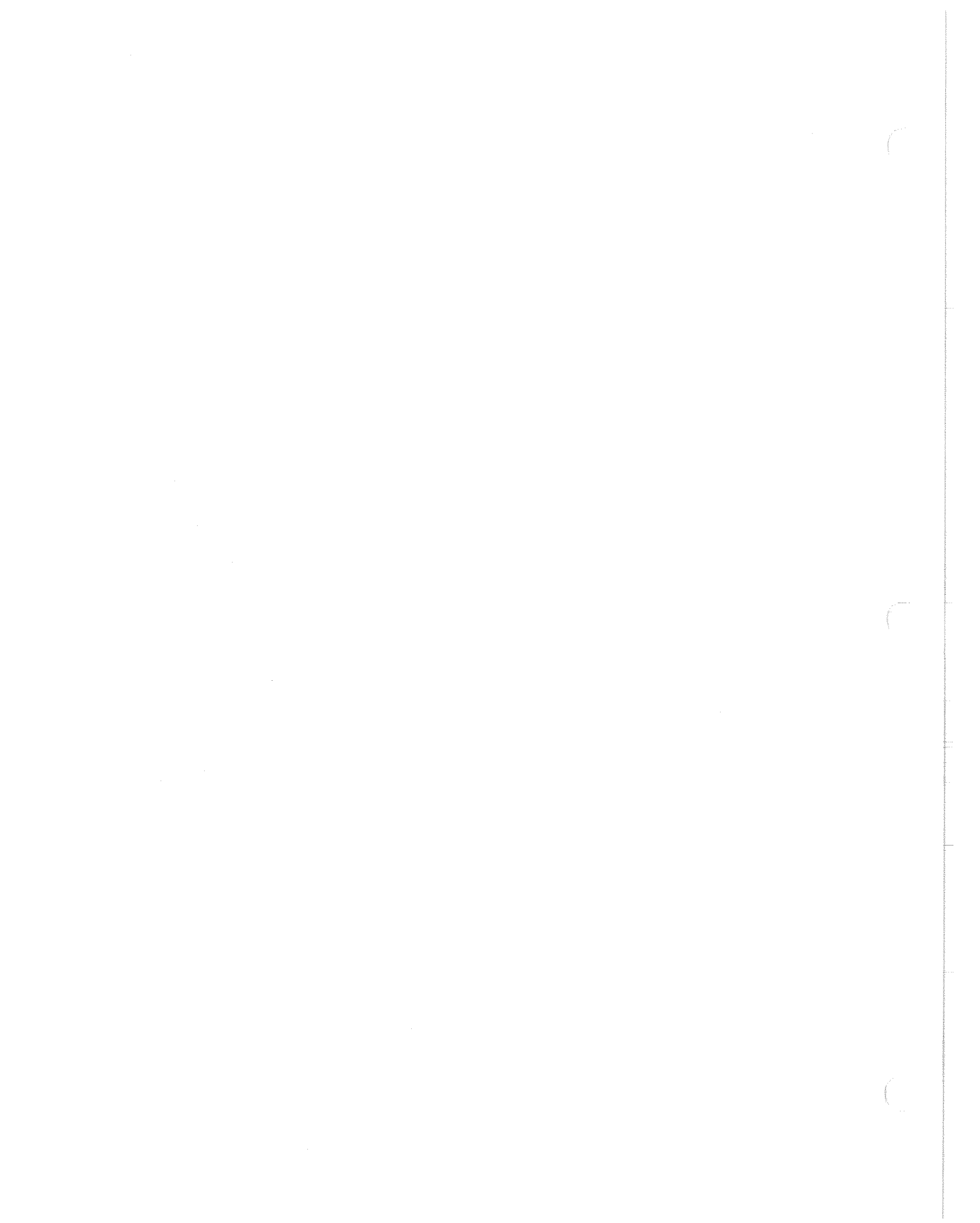
Your Grand Total due for 2002-2003 with \$2.5M limits for G/L, A/L, and E&O is:	\$6,505.58
or	
Your Grand Total due for 2002-2003 with \$5.0M limits for G/L, A/L, and E&O is:	\$7,505.58
or	
Your Grand Total due for 2002-2003 with \$10.0M limits for G/L, A/L, and E&O is:	\$10,005.58

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 12, 2002



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Determine the process for conducting the Library Director evaluation
DATE: June 19, 2002

BACKGROUND:

At the Library Board Meeting on May 22, 2002 President Shkoler requested a discussion of the procedure and forms to be used for conducting the Library Director's evaluation.

RECOMMENDATION:

Determine the process for conducting the Library Director evaluation.

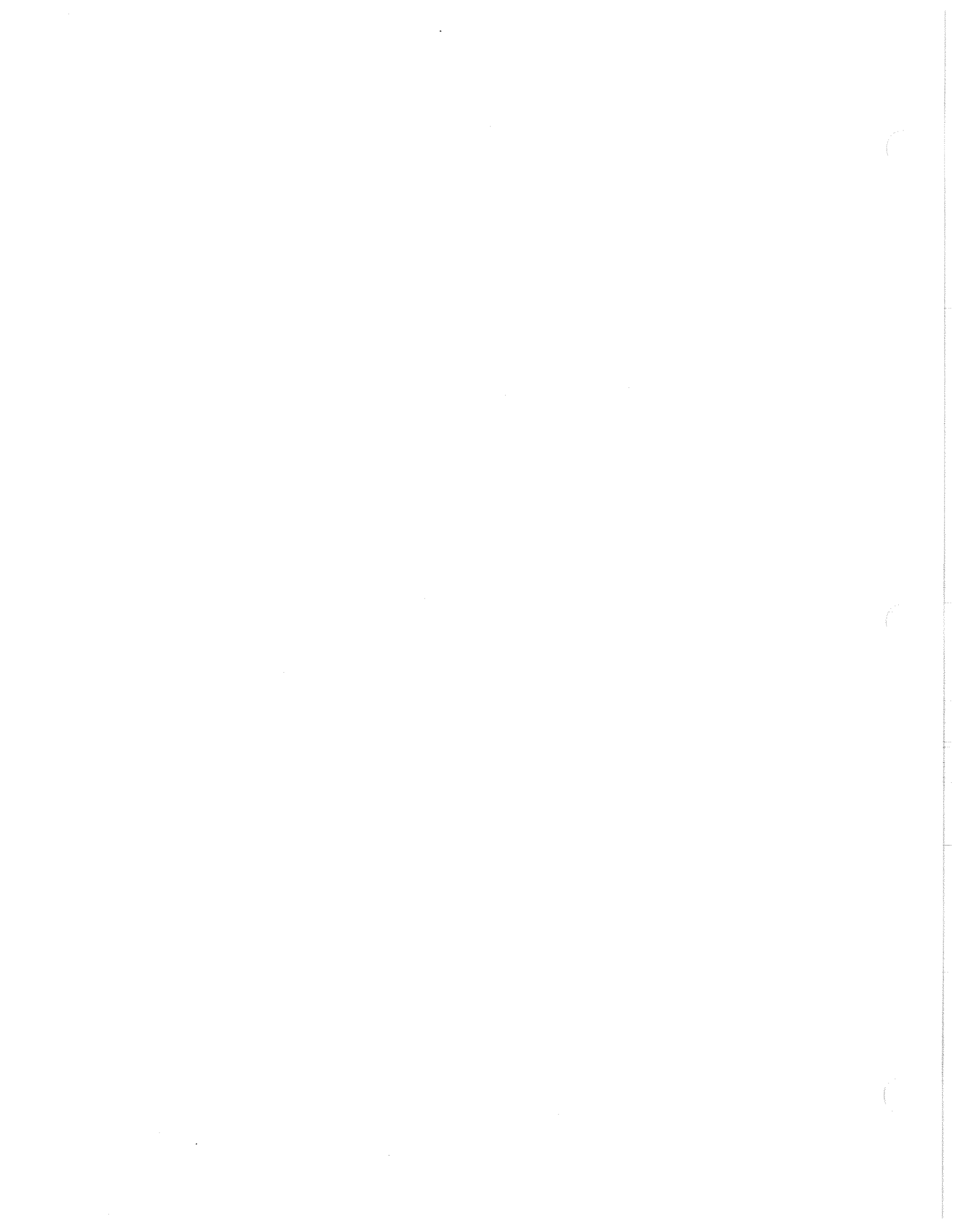
Agenda Item 43

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JK*
 DATE: June 12, 2002
 SUBJECT: **Program Committee Report for the month of May.**

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	1	92
<u>TYD Total</u>	2	134
 <i>CHILDREN'S SERVICES</i>		
Wed. PM Story Times	5	65
Thurs. AM Story Times	5	133
3-4 year-old music times	4	147
5-6 year-old music times	4	116
Lapsits	5	277
Class tours	0	00
Comm Center Storytimes	4	24
Head Start Storytimes	28	560
Parenting Class	2	21
TOTAL FOR OCTOBER	57	<u>1,343</u>
YTD TOTAL	444	<u>10,821</u>

<i>LITERACY SERVICES</i>	<i>May 2001-02</i> <i>FY 2001-02 YTD</i>	
Total Tutors	134	222
Total Students	209	322
Total Hours	1,161	12,959

For more detailed literacy statistics, see Agenda Item 45, pages 2 of 3 and 3 of 3..



To: Elizabeth Minter, Library Director
 From: Cyrise Smith, Children's Librarian *cms*
 Date: June 19, 2002
 Subject: **May Activities in the Children's Department**

Programming- Spring programming ended in May. There were 10 storytimes, 5 lapsits and 8 musicetimes.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	5	147 children / 130 adults
Storytimes (a.m.) 3 - 6 year olds	5	78 children / 55 adults
Storytimes (p.m.) 3 - 6 year olds	5	42 children / 23 adults
MusicTime 3 – 4 year olds	4	91 children / 56 adults
MusicTime 5 – 6 year olds	4	71 children / 45 adults
TOTALS	23	429 children / 309 adults


Offsite Programming- Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were four storytimes at the community centers with a combined attendance of 24. Four storytimes were performed for each of the seven Head Start classes making for a total of 28 performances with a combined attendance of 560.

Other programming- A parenting class, "Developmental Expectations By Age", was held in May. Ten adults attended. Eleven children required child-care.

Teen Advisory Board- The Teen Advisory Board has continued plans for the College Preparation Workshop and the Teen Nite event scheduled in June and July respectively. The May 11 rededication of the Civic Center saw the Teen Boards first official fund-raiser. Profits will eventually go towards purchasing YA materials for the library.

Community Outreach- The children's librarian attended Placentia Head Starts Community Day celebrating their students "graduation" to kindergarten. The librarian read stories to approximately 200 children over a two-hour period.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: June 12, 2002

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

Tutor Training. The Literacy Coordinator conducted one tutor training workshops during May and six tutors were trained, four adults and two teens. Two additional adult tutors were also trained in May for a total of eight. All new tutors are matched and tutoring in the Library. The next tutor training is scheduled for May 5, 2002.

Families for Literacy (FFL) Program Status. We now have twenty-two families enrolled in the FFL component.

Rotary Reading Assistance Program (RRAP) Continues. RRAP, a partnership with the Placentia and Yorba Linda Rotary Clubs, the Placentia/Yorba Linda Unified School District (PYLUSD), and the Library, continued in May. RRAP will take a summer break and return in September 2002.

Reach Out and Read Partnership Continues. In May, Placentia Library Literacy Services continued its partnership with St. Judes Medical Center and the Reach Out and Read Program, a pediatric-based literacy program. We want to continue to especially recognize one of our volunteers, Diane Martlaro and Petey Peterson, who go to the Whitten Center in Placentia on Monday mornings and read to children in the waiting room while they are waiting to see the St. Judes pediatric staff.

English Language and Literacy Intensive (ELLI) Program Update. For the month of May, the ELLI Program provided tutoring for 119 K-6th grade students at Rio Vista, Ruby Drive and John Tynes elementary schools, and 8 adult students at Ruby Drive elementary school and Head Start.

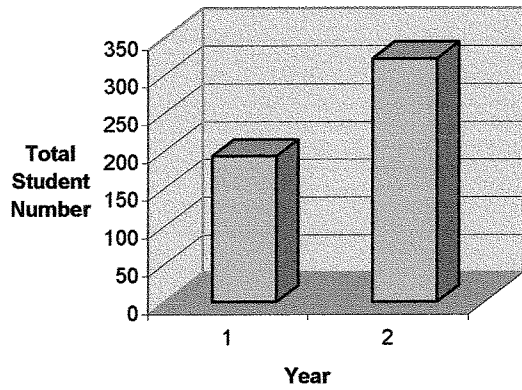
Literacy statistics. See Agenda Item 45, Page 2 of 3 and Page 3 of 3.

Placenta Library Literacy Services

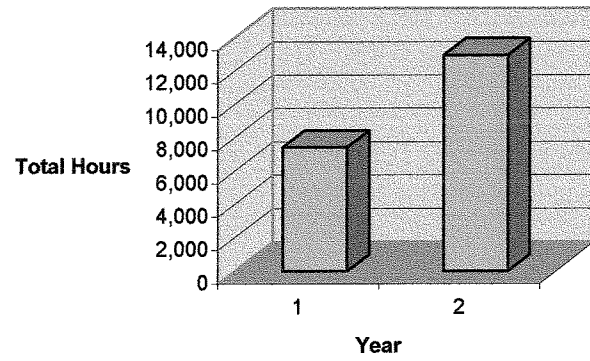
Report of Growth and Progress

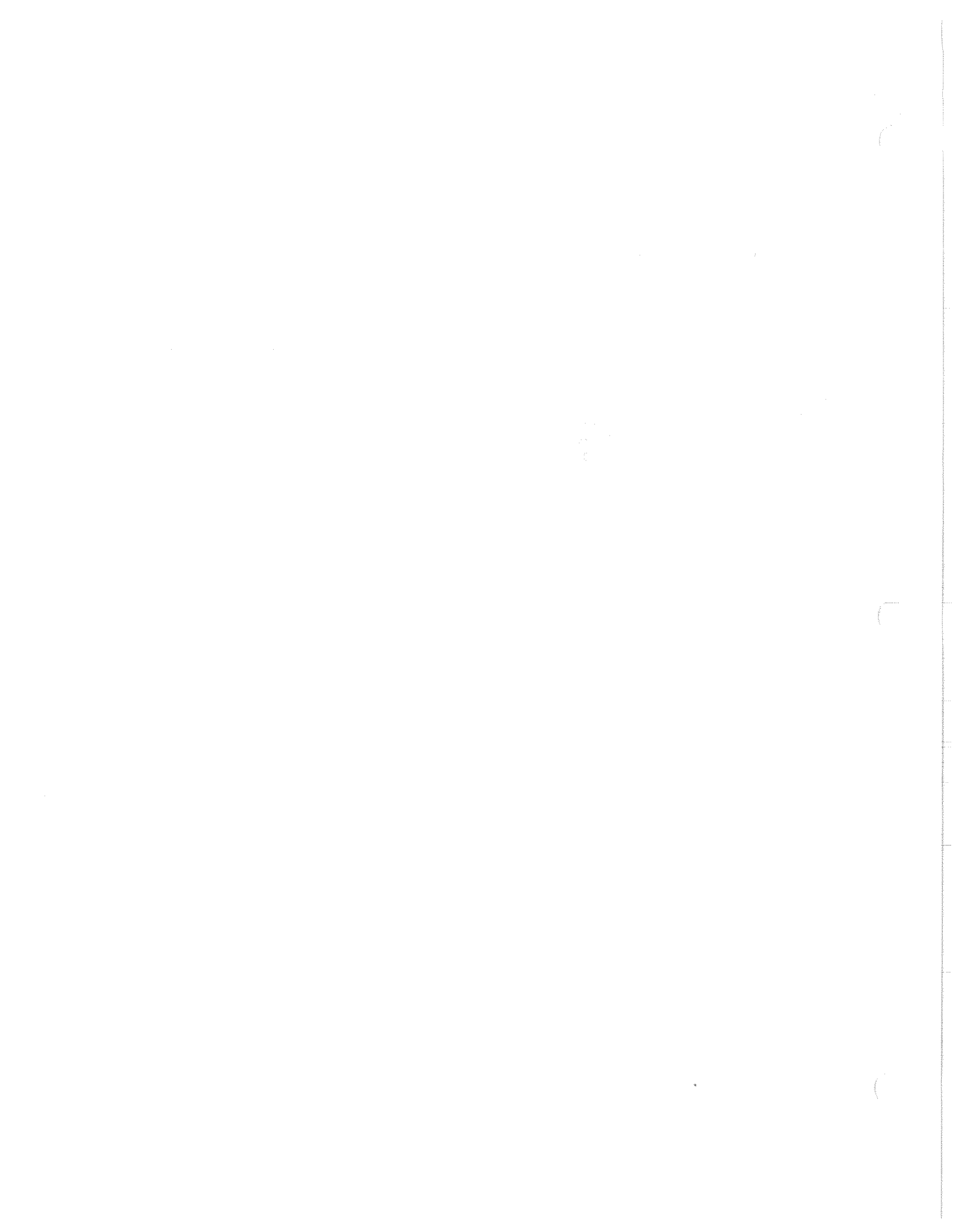
	May 2000-2001	May 2001-2002	YTD 2000-2001	YTD 2001-2002
Tutors				
Adult	86	82	112	129
Teen	36	52	52	93
Hours Instruction	1,039	1,113	7,429	12,959
Other Volunteer Hours	24	48	476	440
Total Hours	1,063	1,161	7,881	12,678
Training Workshops				
Workshops Held	2	2	21	22
Tutors Trained	10	8	116	109
Students				
With Adult Tutors	133	118	118	188
With Teen Tutors	33	81	73	102
In Groups	17	10	20	32
Total Active Students	183	209	211	322
Families for Literacy				
Family Students	9	22	14	26
Family Tutors	9	10	14	12
Hours of Instruction	64	68	283	500
ELLI Program				
Adult Students	NA	8	NA	22
Tutors for Adult Students	NA	4	NA	4
Hours of Instruction	NA	48	NA	476
K-6th Grade Students	NA	119	NA	197
Tutors for K-6th Grade	NA	11	NA	14
Hours of Instruction	NA	620	NA	3,812
Total Tutors	117	134	164	222
Total Students	166	209	193	322
Total Instruction Hours	708	1,161	7,429	12,959

Change In Total Students



Increase in Instruction Hours





TO: Elizabeth Minter, Library Director

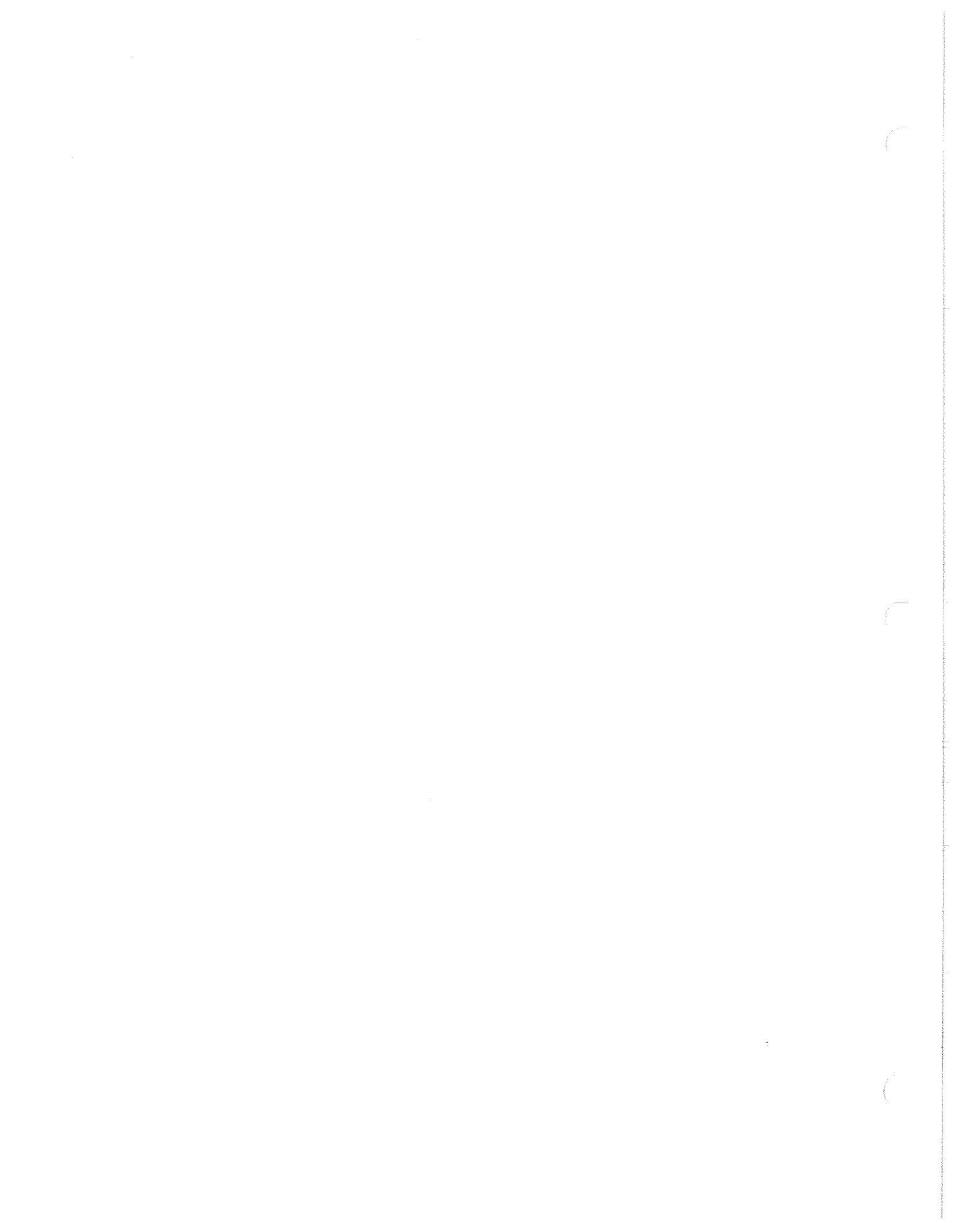
FROM: Frank Frizell, Webmaster *FF*

DATE: June 19, 2002

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

This report covers the period from May 1 to May 31 for the year 2002. There were 1,279 visits to the website this month. The busiest days of the week tended to be Mondays and Thursdays, while the busiest time during the day was between 1:00 pm and 5:00 pm. The three most often used search terms were "Placentia", "Library", and "Passport" while over 75% of the web visitors used some form of Microsoft operating system. The request breakdown by page is as follows:

Pages Visited	1-Jul	1-Aug	1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	Total
District	0	72	60	85	17	79	96	94	96	117	99	0	815
Catalog	0	326	314	336	351	303	384	310	371	488	479	0	3,662
Kids	0	72	100	70	86	100	92	54	111	75	98	0	858
Information	0	49	40	57	59	61	60	48	85	87	105	0	651
Borrowers	0	65	60	69	80	50	62	75	70	108	84	0	723
Literacy	0	58	54	62	73	64	61	64	65	69	57	0	627
Passports	0	87	96	90	102	103	120	106	123	145	88	0	1,060
Foundation	0	36	57	105	87	108	85	84	95	78	68	0	803
Friends	0	67	60	62	62	34	74	66	89	82	76	0	672
History Room	0	53	40	53	54	72	45	48	59	68	47	0	539
Links	0	47	47	65	56	54	75	60	84	99	78	0	665
Hours	0	69	73	93	88	77	97	80	14	0	0	0	591
Total Views	0	1,001	1,001	1,147	1,115	1,105	1,251	1,089	1,262	1,416	1,279	0	11,666



TO: Elizabeth Minter, Library Director
FROM: Jillian Rakos, Volunteer Coordinator
DATE: June 19, 2002
SUBJECT: Publicity materials produced for May 2002 *OK*

Information on the Placentia Library cable channel #53:

1. Welcome to Placentia Library, address, website & telephone number.
2. Library Hours
3. Library Board of Trustees
4. Apply for your passport at Placentia Library
5. Literacy Services logo
6. Literacy Program asking for volunteers
7. Friends of Placentia Library Bookstore offering great bargains
8. Special Back Room Book Sale Every 2nd Sunday, Hours and Dates
9. Passport Hours
10. Library closed Independence Day, Thursday, July 4, 2002.
11. "Way Out Wednesdays"
12. Parenting Class
13. 2002 Summer Reading Program
14. 2002 Teen Nite Poetry Contest
15. "Got Homework?"

Newspaper articles published:

1. Placentia History Exhibit.
2. Open house set for local History Room, 2 articles.
3. Bargain books on sale Saturday.
4. The Friends of Placentia Library elect new officers for 2002-03.
5. Literacy tutor training, 2 articles.
6. Placentia statistics for businesses.
7. Lapsit Story Times, 2 articles.
8. Music Times Children's Department.
16. Sale set for book bargain hunters.
17. City Hall opens for business.

Flyers and Notices:

1. Foundation thank you cards, Library bookmarks, and ID cards are sent out.
2. Friends membership thank you letters are sent out with membership cards.
3. Second Sunday Booksale bookmarks.
4. Library Closed for Memorial weekend flyers.
5. Online Renewal system bookmarks.
6. Second Sunday Booksale totals posted in the Library bookstore and back booksale room.

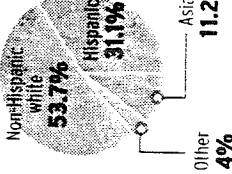
Placentia

ZIP codes:
 92870
 92871

Statistics

Population	46,488*
Median income	\$50,945
People under age 18	27%*
Percent unmarried	33%
*2000 Census	
Other data from 1990 Census.	

Demographics



Housing

Median home price	\$315,000*
Average apartment rent	\$1,120
Housing units	15,326
Apartment occupancy	97.8%
People per household	3.09
3.04 countywide	
*DataQuick Information Services.	
Other data from RealFacts, Novato, and 2000 Census.	

Size:
 7.2 sq. mi.

Telephone

City Hall:
 401 E. Chapman Ave.
 (714) 993-8117

Chamber of Commerce:
 201 E. Yorba Linda Blvd. C
 (714) 528-1873

Telephone:
 Pacific Bell
 (800) 491-2355

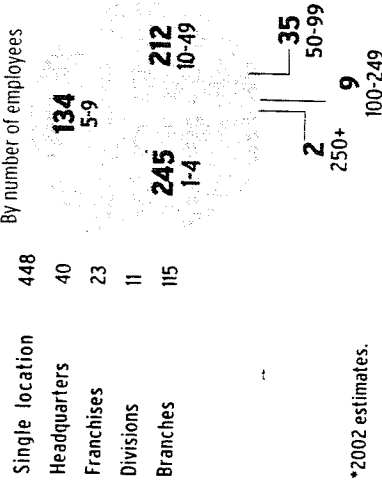
Top three major business activities*

Retail trade	Services: personal, business	Wholesale trade
116	105	97
18.2%	16.5%	15.2%

Firm type

Single location	Headquarters	Franchises	Divisions	Branches
448	40	23	11	115

Firm size



*2002 estimates.

Businesses*

Total	637
Total as a percent of county	0.8%
Total employed	9,780
Employed as a percent of total county	0.9%
Top 5 private employers	
Placentia Linda Hospital	330
Hartwell Corp.	300
Knott's Berry Farm Foods	150
L&L Custom Shutters Inc.	140
A-1 Carbide Corp.	102

*Some information is based on ZIP code boundaries. 2002 estimates.

Items of interest

Early Spanish settlers called the area "peor que nada," meaning "worse than nothing." The word "Placentia" could be a derivative of a Spanish word meaning "pleasure" or "pleasant." The city says the name means "pleasant place." The city hosts its annual Festival of Arts and Cultures Street Faire in August and Heritage Days Festival and Parade in October.

Business license fees

For a new retail, wholesale or service business license, the flat fee is \$33, good until the end of the calendar year. For general contractors, it's \$105; subcontractors, \$60, both good for a 12-month period. For professional businesses, the fee is \$60 per professional, \$13 per nonpro-fessional in the company and good for the fiscal year (July 1 to June 30).

Special business areas

For **retail areas** you'll find
 • Placida Santa Fe, at Santa Fe Street and Bradford Avenue.
 • There are some major retail centers along Yorba Linda Boulevard.
Industrial areas can be found in southern Placentia.

Electricity:

So. California Edison
 (800) 655-4555

Gas:

So. California Gas Co.
 (800) 427-2200

Water:

So. California Water
 (714) 528-1462
 Yorba Linda Water District
 (714) 777-3018

Trash:

Placentia Disposal
 (714) 238-3300

Cable TV:

Comcast
 (714) 542-6222

Infostore:

Register InfoStore sells City Resumes for incorporated Orange County Cities. Individual resumes are \$5. A package of all cities is \$25. Call (714) 796-6077.

Compiled by
 The Orange County Register

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

Placentia News

Weekly **MAY 0 2 2002**

TODAY 5:37~

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

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

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Placentia News

Weekly **MAY 0 2 2002**

WEDNESDAY 5:52~

Welcome Wagon of North Orange County meets at 11 a.m. at various restaurants. Call (714) 692-5289.

Canasta players hold tournaments at 12:30 p.m. at the Senior Center, 134 Bradford St. Call (714) 986-2332.

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

CITY

FROM 1

2nd page

The city manager and city clerk offices are on the first floor; the council and assistant city manager on the second. A second floor reading room is also being considered. Note that although the city's old telephone number (452-0600) will still get through to city hall, but the facility does have a new number: 639-0500.

City Hall opens for business

County library system installs computers for public use

By Cheryl Walker
The News

332
Laguna Woods new city hall is officially open for business today at 24264 El Toro Road, in the old Cal Fed Building in the Willow Tree Shopping Center.

And not only does the building provide a comfortable atmosphere for citizens to attend council meeting, but they can also order books from the Orange County Public Library system.

The Library has provided city hall with personal computers that residents can use to write letters or other documents, and a printer.

Books that are ordered will be delivered to city hall for pick-up and can be returned to the same place.

The city council chambers includes audience seating and an exhibit screen; a small TV studio for live broadcasting of meetings, interviews and special programming; and an easily accessed planning and customer service department.

Please see **CITY Page 5**

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Placentia News
Weekly **MAY 0 2 2002**

BRIEFLY *332*

Sale set for book bargain hunters

Friends of the Placentia Library will hold the monthly used-book sale from 1 to 4 p.m. May 19.

Customers can browse through books from the group's storeroom displayed on tables set up in the library's driveway, 411 E. Chapman Ave.

Information: (714) 528-1925, Ext. 202.

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Placentia News
Weekly **MAY 0 2 2002**

TUESDAY *332*

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

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

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

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

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Placentia News
Weekly **MAY 16 2002**

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Placentia News
Weekly **MAY 16 2002**

Bargain books on sale Saturday 332

Friends of Placentia Library

will hold the next Backroom/
Parking Lot Used-Book Sale
from 1 to 4 p.m. Saturday.

Patrons will find bargain
prices for current publications,
as well as out-of-print books at
the library, 411 E. Chapman
Ave.

Information: (714) 996-8390.

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Placentia News
Weekly **MAY 16 2002**

TUESDAY 332

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

NEIGHBORS

332

► Placentia resident Pat Has-
lam, a KNX-AM radio news
broadcaster, will per-
form in this year's
CHOC Fol-
lies VI ben-
efit for the
Children's
Hospital of
Orange
County.



PAT HASLAM

"The
Slipper and the Surfer - An
Orange County Cinderella
Story," an original musical
comedy, will be staged Friday
through Sunday in a huge tent
across from the Performing
Arts Center in Costa Mesa. In-
formation: (714) 532-8690.

► The Friends of Placentia Li-
brary board of directors has
elected its officers for 2002-03.
Eleanore Rankin will serve as
president; Pat Irot as vice presi-
dent; Barbara Hemmerling as sec-
retary; and Camille Himes as
treasurer.

The organization supports
the library by providing funds
- from membership fees and
book sale proceeds - for vari-
ous projects, such as refurbish-
ing the Community Room.

► Mother's Day was a special
treat for new Placentia resi-
dent Joan Ritke. She was visited
by her 3-year-old grand-
daughter, who was decked out
head-to-toe in Los Angeles Lak-
ers gear, complete with
pom-poms.

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Placentia News
Weekly **MAY 16 2002**

Open house set for local History Room

332
The Placentia Library Foun-
dation will present a History
Room open house from 1 to
3:30 p.m. June 9 at the library,
411 E. Chapman Ave.

The foundation is encour-
aging the public to contribute
local family information and
business materials to the Pla-
centia History Room, which is
open to the public from 6 to 9
p.m. Mondays and Wednes-
days.

Information: (714) 528-1906.

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p m b 1 1 7 8 9
santa ana, calif. 92711

The Register
Daily MAY 24 2002

PLACENTIA 332

History exhibit: The Old Orange County Courthouse is hosting a free exhibit on Placentia's history from 9 a.m. to 5 p.m. Monday to Friday at 211 W. Santa Ana Blvd., Santa Ana. Running through June, the display is in the third-floor lobby and highlights the past, present and future of Placentia. Information: (714) 834-3703.

- Patrick Vuong
(714) 704-3796
pvuong@ocregister.com

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post office box 11789
santa ana, calif. 92711

Placentia News
Weekly MAY 23 2002

Open house set for local History Room

The Placentia Library Foundation will present a History Room open house from 1 to 3:30 p.m. June 9 at the library, 411 E. Chapman Ave.

The foundation is encouraging the public to contribute local family information and business materials to the Placentia History Room, which is open to the public from 6 to 9 p.m. Mondays and Wednesdays.

Information: (714) 528-1906.

SAFETY COMMITTEE MEETING
MAY 29, 2002
MINUTES

- I. Call to Order: 10:35 A.M.
- II. Members Attending: Esther Guzman
Elisa Herrera-Thomas
Katie Matas
Jillian Rakos
- Members Absent: Cyrise Smith

III. Old Business

1. The loose ceiling tiles in the main library area were repaired.

IV. New Business

1. The Chapman Ave. doors were found open in the morning on two occasions after being checked by staff at closing. A note will be left for the cleaning staff to ask them to check the doors as well.
2. Some of the ceiling light fixtures are becoming loose. All of the fixtures will be checked and repaired.

The next meeting will be June 26, 2002 at 11:30 A.M.

Respectfully submitted,



Katie Matas

CONNECTION

LIBRARY OF CALIFORNIA



CALIFORNIA
STATE LIBRARY
FOUNDED 1859

ISSUE NUMBER 24
June 2002

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Library Profile:

Esparto Regional Library

By Sarah Dalton
Connection Editor

Sailing down the two-lane highway to Esparto, tractors in its fields blowing dust from spring plantings, the visitor senses that this is a place of the earth, a place where things grow, and grow fast. Though just 40 flat miles away from Sacramento, the tiny town of Esparto feels hotter and drier than the city: a no-nonsense aura of California agriculture permeates the air. And just as Esparto's bounty of tomatoes, walnuts, rice and wine have sprung from the work of the community, so have its books, its Internet stations, its databases - its library.

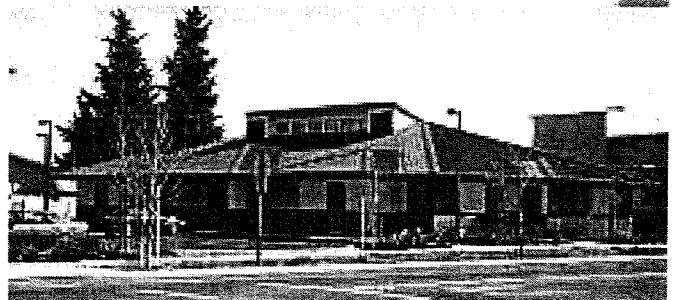
The Esparto Regional Library, a branch of the Yolo County Library, opened in December 1999 because the Esparto community, the school district, the library, the businesses, and just folk, wanted a modern information, education and meeting hub. Pooling resources, they raised the funds to build a library that would breathe life into not just the town's run down main-street but also the community's cultural well-being.

At the heart of the community's vision was the continued partnership of the Esparto Unified High School library and Esparto's tiny branch library.

Longtime Collaborators

The original Esparto branch, in the town's old train station, closed in 1978. That summer over two decades ago, the Esparto school district invited the library to move into a space in the Esparto high school; the library stayed there until December 1999.

At the high school site, the library had no independent entrance, an impediment to public access, particularly for seniors. "We were physically buried," says Mary Stephens, Yolo County Librarian, "with no direct entry." While the



library grappled with this isolation, the school district began plans to modernize the high school and the district offices. The school district wanted to move Esparto's district office into the high school's renovated facilities from two portables across the street from the school, a

change that would open up a prominent corner on Esparto's main thoroughfare.

The school and the library made a trade. In simplest terms, the school gave the library the district office's site and the new public library became the school's library. "Everyone talked about a new library just as the school was moving on a modernization project...it all just coalesced," says Stephens.

A Community Pulls Together

Esparto's patrons plan their days, or weeks, around trips to "town" for groceries, mail and information. Esparto's students take long bus rides to get to school. Thus, Esparto's residents saw that Esparto's new facility had to be open and accessible to both students and patrons throughout the day. According to Stephens, the Esparto community "wanted a place where a public library and a school library could coexist so that the public and students could simultaneously use the facility."

Please see Esparto Regional Library, page 8

Letters About Literature Winners

By Robert Daseler
Public Information Officer,
California State Library

On May 16th, four California children came to Sacramento to receive prizes they had won in the Letters About Literature competition.

Ariana Jarrell, 13, of San Francisco, took first place in Level I of the competition, which includes grades four through seven. Ariana attends St. Gabriel School in San Francisco and won her award for a letter she wrote to Theodore Taylor, the author of *The Cay*.

Erin Gilton, 13, of Granite Bay won first place in Level II, for students in grades eight through twelve, with a letter to J.K. Rowling, the author of the *Harry Potter* books. Erin drove to the ceremony that Thursday with her step-mother, Sue Gilton.

The second-place winner in Level I was Adrienne Wang, nine, of Alta Loma, and in Level II the second-place winner was Daniel Reynolds, 17, of West Sacramento.

Dr. Kevin Starr, State Librarian of California, gave out the awards, which included checks for \$250 each for the two first-place winners and \$150 each for the second-place winners. The ceremony was held in the Governor's office in the State Capitol Building in Sacramento and was attended by the families of the winners, teachers, librarians, and the staff of the California Center for the Book, who flew up from UCLA for the occasion.

The Letters About Literature competition is coordinated each year by the California State Library and the California Center for the Book, and this year it was sponsored by the California Department of Education, the California School Library Association,

the Children's Literature Council of Southern California, and Southwest Airlines.

Thanks to the generosity of the California Department of Education, a booklet containing 20 of the letters

other states do. Under the guidelines of the competition, children write letters to the authors of books that have been important in their lives. The authors do not have to be living; and children may write to the authors of short stories and

poems, as well as the authors of books. Daniel Reynolds, for instance, wrote to Tupac Shakur, the rap singer, for a poem of his, "The Rose That Grew from Concrete."

A related competition, Writer to Writer, gave awards to adult learners of English. Phuc Mai and Shirley Wright joined the younger students to receive prizes. Phuc Mai, who was born in Vietnam, has been learning English as part of the adult literacy program at the Huntington Beach Public Library. She wrote to Patricia Palacco, author of *Thank You Mr. Falker*. Shirley Wright wrote to Maya Angelou about her book, *I Know Why the Caged Bird Sings*. She has been studying English in the adult literacy program at the Riverside Public Library. The

California State Library supports literacy programs. Valerie Reinke organized the Writer to Writer competition for adult learners. Also present for the awards ceremony was the State Library's literacy consultant, Carole Talan.

The Letters About Literature competition will resume in the fall of this year, when children will again write to authors. Entries are due at the beginning of December. For contest information or to receive guidelines for entry, please go to the California Center for the Book website: www.calbook.org. Contest information also may be obtained by calling (310) 206-9361 or sending e-mail to cfb@ucla.edu.



The first- and second-place winners of the Letters About Literature awards pose for pictures in the Governor's office last Thursday. Pictured from left to right: Daniel Reynolds, Adrienne Wang, Erin Gilton, and Ariana Jarrell. Each 1st place winner received \$250, and each 2nd place winner received \$150, plus a plaque from the Governor and a certificate.

written by California schoolchildren has been published. Copies may be obtained by writing to:

Robert Daseler
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001209
rdaseler@library.ca.gov

Dr. Natalie Cole
California Center for the Book
University of California Los Angeles
GSE&IS Building
Box 951520
Los Angeles, CA 90095-1520
nacole@ucla.edu

Letters About Literature is a national competition, sponsored by the Center for the Book at the Library of Congress. States may pick statewide winners, as well, as California and a number of

Library service for people with disabilities

By Carole Talan

Literacy Consultant, Library Development Services Bureau,
California State Library
and

Barbara Will

Library Programs Consultant, Library Development Services Bureau,
California State Library

It Couldn't Happen In My Library:

My Library Is ADA Aware and Sensitive!

Only three years ago all of the employees at a local public library attended a mandatory Americans with Disabilities Act (ADA) meeting. One library staff member who needs a walker to move about attended that meeting. At the end of this ADA "Sensitivity Meeting," she discovered that she was unable to get out of the room because other staff had left in a hurry, blocking the only aisle with their chairs. The staff person with the walker stood alone in the room, unable to move, her frustration escalating. After a few minutes, a fellow employee passing by the room, realized the dilemma, and moved the chairs so the person using the walker could exit. How ironic that this occurred after a session in which staff were supposed to be developing their sensitivity to the needs of people with disabilities!

More recently, another public library held its annual library staff day, which also included library staff from all over the county. Because there were so many staff attending, parking was at a premium. One disabled library staff member had to park farther away from the door than necessary because the most accessible disabled parking spot was already taken. Later, as staff were leaving, they saw a county supervisor getting into her vehicle that occupied the prime "disabled parking" space. The supervisor, who spoke to the library staff that day, had parked in the space designated with a sign for disabled people only at the suggestion of library administration staff. Not only could the supervisor have been ticketed for parking there, she had also set a bad example. Even worse, the library administration had told her to park in the "disabled parking" space.

Think this could never happen in your library? Well, think again. Both of the above examples are true stories that actually happened in California public libraries. In each case, the library considered itself ADA compliant, sensitive to the issues of disabled people. However, in each instance the library proved less than sensitive, even in cases involving its own disabled staff.

More than one in every five Americans-21 percent of the



U.S. population-has a disability as defined by the *Americans with Disabilities Act (ADA) of 1990*, a broad civil rights act guaranteeing that all disabled people have full access and participation in society. To comply with this act, any public library must provide services to any person requesting such services, regardless of the person's disability. And every public library must administer its programs and activities in an integrated setting appropriate for the needs of qualified people with disabilities.

A disability is a condition or disease that limits a person's ability to perform one or more major life activities such as communicating, hearing, eating, walking, or working. In the United States, an estimated .6 percent of the population is blind, 3 percent is visually impaired, 5 percent have speech or language impairments, 2.9 percent have mobility impairments which require them to use wheelchairs or other devices (such as the walker used by the library staff person in the example above), .6 percent is deaf, 8 percent is hearing impaired, 15 percent has learning disabilities, 5 percent has developmental disabilities, 2 percent has mental retardation, and 5.5 percent has severe mental illness. Further, these percentages add up to more than 21 percent of the population because many people with disabilities have more than one limitation.

What Can Libraries Do?

"According to a survey conducted by the U.S. Bureau of the Census in 1994, 54 million Americans have disabilities, and about half that number (26 million) have severe disabilities," said Rhea Rubin, past chair of the ADA Assembly of the American Library Association. "Libraries play a catalytic role in the lives of people with disabilities by facilitating their full

Please see Library Service, page 5

California Libraries make effective use of LSTA funds: 1997/98 - 2001/02

By Barbara Will

*Library Programs Consultant, Library Development Services Bureau
California State Library*

and

Liz Gibson

*Assistant Bureau Chief, Library Development Services Bureau
California State Library*

California libraries made great advances in their services through their use of the first five years of funding from the federal Library Services and Technology Act (LSTA). They brought effective search access to the Internet for end users through the Librarian's Index to the Internet. They enhanced both users' and staffs' abilities to understand and use computers, in general, and the Web, in particular, through the Infopeople Project's hands-on training. They preserved the fragile photographic histories of California's early "real people" by copying original family photos and combining them into local photographic exhibits and the statewide *Shades of California: The Book*. They opened their service programs to people facing barriers to library access through services such as an after-hours reference assistance program that enabled students and working adults to obtain the information they needed, when they needed it. They even installed a wheelchair lift on a bookmobile so that a little boy could "go to the library" for the first time.

These are just some of the thousands of benefits these federal dollars for California library services have provided over the last five years with LSTA. These projects and an analysis of their results can be found in the California State Library's (CSL) evaluation of the impact of California's first LSTA Statewide Plan (1997/98 - 2001/02), which can be obtained through the California State Library Web site at www.library.ca.gov/html/grants.html.

This just-completed evaluation contains quantitative and qualitative analyses and incorporates recommendations from the California State Advisory Council on Libraries, from an external LSTA advisory committee broadly representative of all areas and types of libraries statewide, and from CSL staff. The first five-year State Plan was an ambitious and multi-faceted one, containing 50 short-term (1-5 years) and long-term (6-50 years) objectives grouped under the following four broad goals:

- to provide free and convenient access to information resources for all Californians;

- to expand the use of technology to deliver library services;
- to support multitype library network development; and
- to promote library services to targeted populations, including the underserved.

Summary of Results

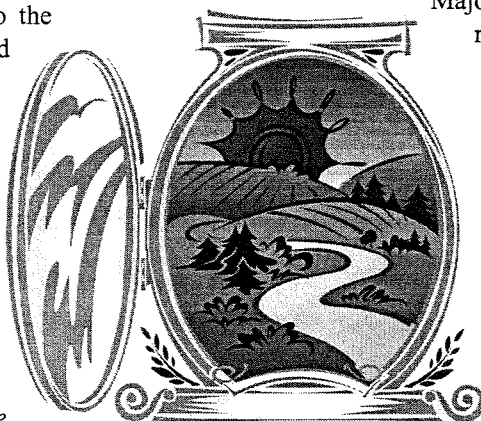
California met 25 of its 31 short-term objectives and five of its 19 long-term objectives in making progress toward achieving those goals. The greatest emphasis fell on assuring widespread access to information resources, especially through technology, and on serving targeted populations.

Major accomplishments included the projects related to positioning libraries to be able to take advantage of technological advancements; supporting the development of new information tools and resources; assisting rural areas of the state; building private-public partnerships; and stimulating services to children and cultural groups. Training, recruitment, and continuing education (especially in the use of new technologies) and digitization/web site projects evolved into major thrusts for LSTA funds over the five-year period. Many projects initiated under LSTA became ongoing services through a combination of local funds, private-public partnerships, and state funds. More work remains to be done in serving people with disabilities and youth—more collaborative partnerships are still desirable. While much progress was made toward improving library services in rural communities, those libraries were still the least likely to become involved with projects related to technology.

Key Lessons Learned

Under the State Plan's structure, fulfillment of objectives depended, in part, upon the field's generation of applications to address those areas. The plan itself, still retaining 50 different objectives, could be re-structured to target areas for improvement without sacrificing the flexibility necessary in a state as large and as diverse as California. This could be achieved through more prioritization, targeted grant programs, non-competitive grant programs, mini-grants, or a combination of these approaches.

Only in the last two years has the CSL used outcomes measurement for project management and evaluation in the LSTA process. It seemed to make a significant difference in documenting the value of those projects that used outcome measures, and it should be an extremely useful tool in the next



from page 1

Esparto Regional Library

Residents also knew that it would be more prudent to build one facility for both the public and students rather than two. The community, says Stephens, "was powerfully motivated to scrimp and search for collective dollars to build this simultaneous use center for information and education." The idea of a new library compelled a community accustomed to thinking in a no-nonsense way, into thinking imaginatively. And so the new Esparto Regional Library, through a variety of innovative funding strategies, from

bake sales and private donations to federal grants, was built.

Library of California and High School Students

Through the Esparto Regional Library, students can tie into Library of California (LOC) resources such as Newsbank. They can receive interlibrary loans from not just Yolo County branches, but the whole Sierra Valley network. The LoC links Esparto's rural students to many of northern California's collections and databases.

from page 3

Library service

participation in society." What is your library doing to live up to this role? Are your staff and facilities disability friendly and sensitively aware?

Dr. Kevin Starr, State Librarian of California, plans to launch a new statewide initiative to assist public libraries in providing better services to people with disabilities. The initiative will mix training sessions with the development of individual service plans. It will then provide "seed" money to implement each plan through adaptive equipment, library resources in alternative formats, signage, transfer-training for library staff members, public programs, and/or other elements identified by the library to best meet the needs of its community. As many as thirty libraries may participate in the first cycle of this program, with individual grant awards ranging from \$20,000 to \$50,000 per site or jurisdiction. The goal of



the program is to improve services at the local level as well as to provide alternative models of service delivery for other libraries statewide.

"All Californians must be able to use the full range of services offered by their public libraries," Dr. Starr affirms. "It is not good enough merely to be compliant with the law. It is imperative that all of us - regardless of our condition or age or other barrier to use - be able to benefit from what is a great public good: the public library."

The announcement, guidelines, and application form related to the Library Services for People with Disabilities grant program will be issued by the California State Library (CSL) in June 2002. For further information, contact Barbara Will by

phone at (916) 653-7071 or email her at bwil@library.ca.gov.

from page 4

LSTA Fund Use

five years. Those projects that included outcomes measures were more likely to demonstrate their worth and to make a stronger case for their continuation, expansion, or replication.

Some population groups, geographic areas, types of libraries, and service areas were under-represented in the LSTA program. For example, non-English speaking people, coastal regions, school libraries, and services for people with disabilities seldom surfaced in the grants compilation. Those identify areas that need to be considered in the next five-year plan. It is noteworthy, also, that some of the fulfilled objectives still need additional work.

Some objectives that were met will still need to continue in another form, recognizing the rapidly changing nature of technology and the changes in California's own population.

Others will require a great deal of effort before they can be fulfilled, as in the development of library services to functionally illiterate people, young adults, and ethnic populations.

The CSL has encouraged all types of libraries to participate in the LSTA program. While it is understandable that public libraries and their systems received the majority of LSTA funding, given the titles and the purposes of the previous Library Services and Construction Act (LSCA), it is undesirable that so few school and special libraries applied for or received LSTA grants. In the future, additional efforts will be made to reach these groups.

For information regarding the LSTA program evaluation, contact Barbara Will by phone at (916) 653-7071, or send an email to bwil@library.ca.gov.



Checklist for Library Bond Act Grant Application Documentation

The Office of Library Construction (OLC) has created a checklist of required supporting documents in an effort to assist potential applicants in making sure their Library Bond Act applications are complete. To download the checklist go to the OLC web site (www.olc.library.ca.gov) and click on the "Checklist" link in the left-hand gray navigation bar.

The use of the checklist is entirely optional. However, if it is used and submitted with the application, it will also help OLC staff expedite the eligibility review of applications.

The checklist is a technical assistance tool and is advisory only. Applicants should not rely exclusively on the checklist, but should also verify the elements of their application by checking the Title 5 regulations and the Library Bond Act. Any error or omission on the checklist does not relieve the applicant of the responsibility to submit all required documents as listed in the Title 5 regulations. Please also keep in mind that the requirements in the Library Bond Act itself are also in effect, but are not necessarily listed in the checklist.

It is sincerely hoped that this tool will help ensure that applications are complete and eligible for potential grant award. If any questions or perceived discrepancies between the checklist and the Title 5 regulations arise, contact Pat Zografos at (916) 445-9612 or pzografos@library.ca.gov.

If there are any changes to the current Version 1.0 of the checklist based upon user input, any updated versions will be placed on the OLC web site with a new version number and an errata sheet.

BOND ACT

Summary of the May 2002 California Public Library Construction and Renovation Board Meeting

By Richard Hall

Chief, Office of Library Construction, California State Library

On May 9, 2002 the California Public Library Construction and Renovation Board met to consider a single action item: the possible modification of Title 5 Regulations, specifically the roll-over of any excess funding from the first application round to the second.

There was considerable discussion about the issue, and the following points emerged:

First, at this point in time, no one knew exactly how many applications would actually be submitted on June 14th, although it was generally felt that there would be a significant number.

Second, if the number or quality of applications actually received on June 14 was insufficient to award all \$150 million of funding, the board has the ability to grant less than that amount.

Third, at the time of the 1st cycle awards, should the board wish to make any unawarded funds available in the second cycle instead of the third cycle, there would be sufficient time to complete a normal rulemaking process between the end of the first cycle grant award process and the second cycle application deadline of March 28, 2003, thus achieving the same result as the proposed action.

After due deliberation, the board unanimously approved the following action (moved by Mr. Pachino and seconded by Ms. Porini): "I move that we not modify the rules that have been set. Having heard adequate public testimony and been given a great deal of input from the public on this issue, I move that we not modify the existing rules, but move forward as previously adopted."

Many of those offering testimony on this issue, and several of the Board members themselves, noted that regardless of the timing of the cycle, the real problem the Board faces is that there is nearly \$2 billion worth of public library construction need with only \$350 million of state bond funding available to address that need.

In response to this last point, Senator Alpert indicated her intent to introduce another library bond measure next year at the beginning of the legislative session. Senator Alpert's announcement was greeted with enthusiastic support from all



Infopeople Project offers free Webcasts for librarians

By Christopher Berger

*Resource Sharing Specialist, Library Development Services Bureau
California State Library*

Need to learn about the legal issues surrounding the use of borrowed text or graphical images on your library's web page? Wondering how your library can deal with latchkey children or obnoxiously loud patrons in your library? What if you can't leave the library to learn about these topics? The Infopeople Project has the answer for you: Webcasts.

In April of this year the Infopeople Project, a federal Library Services and Technology Act (LSTA)-funded grant project that provides training workshops on the Internet, electronic reference, computer applications, and many other subjects, began offering live broadcasts over the World Wide Web, or Webcasts, to help librarians stay informed about vital library-related topics. Six Webcasts have been scheduled for 2002 on subjects ranging from a series of legal issues and libraries to privacy issues related to the USA Patriot Act. Topics chosen are based on a needs assessment and also on topics that are "breaking news" - ones that are long enough for an hour long Webcast but too short for a half- or full-day continuing education workshop.

Holly Hinman, Infopeople Project coordinator, says that Infopeople began experimenting with Webcasts in 2001, but they discovered that the earlier Webcasts might be too long for librarians' busy work schedules. They thought that librarians were more likely to view Webcasts if the topics were broadcast around the same date and time each month, and lasted about 50 minutes. They decided to go ahead with this idea of a virtual brown bag lunch talk. Their first Webcast, entitled "Borrowing' Graphics or Text for Library Web Pages," aired on April 18 at 12:00 noon and resulted in over 100 sites accessing the program live and many other sites viewing the archived version later on.

Viewing the Webcasts is very easy. Listed under the "Training" section of Infopeople's Web site (www.infopeople.org), the heading "Webcasts" is the last item on the menu list. After clicking on this heading, you can either click on the "Webcast Program Guide" to view the archived or upcoming Webcasts, or you can click on "Webcast Instructions" to find out how to watch earlier sessions. The technical requirements to see the Webcasts are not complicated, either. All you need is a standard Web browser and Windows Media Player or RealPlayer software installed on your personal computer. Infopeople also recommends that your Internet connection should be 56k or higher. For those who do not have Windows Media Player or RealPlayer on their machines, they can download the software for free from the Infopeople Project Web site.

After the current series on legal issues and libraries ends, plans are afoot for offering another series of Webcasts on technology-related issues, including the federal E-rate program, the California Teleconnect Fund, "open source" software, and other "cutting-edge" developments. Earlier Webcasts will all be archived until the Webcast is no longer considered current.

The Infopeople Project is supported in part by the U.S. Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA), administered in California by the State Librarian.

For more general information about the Webcasts or the Infopeople Project, visit their web site at www.infopeople.org. For further information, contact Holly Hinman by phone at (626) 796-0913 or send an email to hinmanh@infopeople.org. You can also contact Ira Bray, electronic information resources consultant, California State Library, at (916) 653-0171 or ibray@library.ca.gov.

THE CALIFORNIA STATE LIBRARY

CONNECTION

LIBRARY OF CALIFORNIA

Provider: InfoPeople

Course: **Teaching The Public To Use Digital Resources**

Dates and locations:

Tuesday, July 2, San Francisco Public Library

Thursday, July 18, Los Angeles Public Library

Thursday, August 1, Fresno County Public Library

Training Corner

Wednesday, August 28,

Pleasant Hill-Contra Costa County Library

Monday, September 9, National City Public Library

Monday, September 23, Cerritos Public Library

<http://infopeople.org/WS/workshop/Workshop/85>

Please see Training Corner, page 8

Provider: InfoPeople
Course: **Cataloging Fundamentals**
Dates and locations:
Monday, June 10, Cerritos Public Library
Wednesday, June 26, Los Angeles Public Library
Tuesday, July 9, Pleasant Hill-Contra Costa County Library
Tuesday, July 30, San Diego County Library Headquarters
Tuesday, August 6, Bakersfield-Beale Memorial Library
<http://www.infopeople.org/WS/workshop/Directions>

Provider: InfoPeople
Course: **Using the Web for Collection Development**
Dates and locations:
Thursday, June 13, Sacramento County Office of Education
Monday, July 8, Cerritos Public Library
<http://infopeople.org/WS/workshop/Workshop/73>

Provider: InfoPeople
Course: **Library Laws for the Web Environment**
(distance learning course)
<http://infopeople.org/WS/workshop/Workshop/86>

Provider: Infopeople
Course: **Gumby Meets Dewey:
Rethinking Library Staffing Issues**
Dates and locations:
Tuesday, June 25, San Diego Public Library
Friday, August 30, San Jose Public Library
<http://infopeople.org/WS/workshop/Workshop/59>

Provider: InfoPeople
Course: **Librarians' Internet Toolkit for Kids**
Dates and Locations:
Tuesday, June 11, Fresno County Public Library
Tuesday, July 16, Cerritos Public Library
Tuesday, July 23, Pleasant Hill-Contra Costa County
Library Gates Lab
Thursday, July 25, San Jose Public Library
<http://infopeople.org/WS/workshop/Workshop/81>

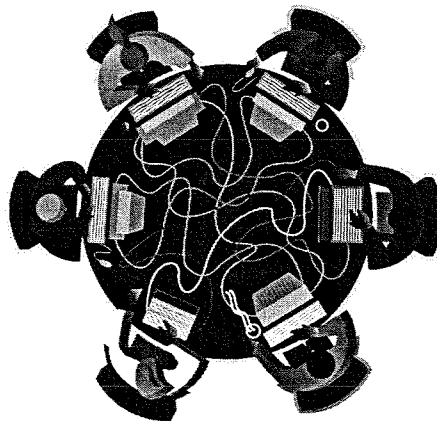
Provider: InfoPeople
Course: **To Turn the Computer Off, Press 'Start':
Making Sense of Windows**
Dates and locations:
Friday, June 21, San Bernardino Public Library
- Jeff Mayem, instructor
Friday, July 19, San Diego Public Library
- Jeff Mayem, instructor
Tuesday, July 30, Vallejo, John F. Kennedy Library
- Cheryl Gould instructor
<http://infopeople.org/WS/workshop/Workshop/66>

Provider: InFoPeople
Course: **Network Security 101**
Dates and Locations
Wednesday, June 5, San Jose Public Library
Friday, June 7, Cerritos Public Library (LA area-south)
<http://infopeople.org/WS/workshop/Workshop/82>

Provider: InfoPeople
Course: **Practical Technology for
Children's Library Service**
Dates and locations:
Friday, June 14, Vallejo-John F. Kennedy Library Branch
Friday, July 12, Fresno County Public Library
Thursday, August 1, San Jose Public Library
Friday, August 16, Cerritos Public Library
Thursday, August 29, San Bernardino Public Library
<http://infopeople.org/WS/workshop/Workshop/91>

Provider: InfoPeople
Course: **PowerSearch 1 and PowerSearch 2,
the Internet searching workshops**
Dates and Locations:
Thursday, June 20, Cerritos Public Library
<http://infopeople.org/WS/workshop/Workshop/38>

Provider: OCLC
Course: **Internet Legal Research for Non-Law
Library Staff: Finding Free Legal Research
Resources on the Web**
Dates and location:
June 26, 2002
OCLC Western Service Center Ontario, California
<http://www.oclc.org/western/training/corc.htm>



If you would like your library-related training event included in *Connection*, please send event information to Sarah Dalton, *Connection* editor at sdalton@library.ca.gov

June

June 8-13, 2002

Special Libraries Association (SLA) Annual Conference, Los Angeles

June 13-20, 2002

American Library Association (ALA) Annual Conference, Atlanta

June 28, 2002

Library Services and Technology Act (LSTA) grant applications for fiscal year 2002/2003 are due at 4:30 p.m. at the Library Development Services bureau of the California State Library.

No faxed grant applications will be accepted.

July

July 20-24, 2002

American Association of Law Libraries (AALL), Annual Meeting and Conference, Orlando, Florida

August

August 14-15, 2002

Library of California board meeting, Sacramento

November

November 15-18, 2002

California Library Association (CLA), Annual Conference, Sacramento

November 19-20, 2002

Library of California board meeting, Sacramento

2003

April

April 10-13, 2003

Association of College & Research Libraries (ACRL),
11th National Conference, Charlotte, North Carolina

CONNECTION

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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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Library of California Board
<http://www.library.ca.gov/loc/board/index.html>

California Public Library Construction
and Renovation Board
<http://www.olc.library.ca.gov/board.asp>



Board & Administrator

FOR BOARD MEMBERS

June 2002 Vol. 18, No. 10

Editor: Jeff Stratton

Nonprofit does not mean your organization cannot make money

Tax-exempt status

Nonprofits are not like a typical business. They exist to provide a service to the community, or to the organization's members. A for-profit business, on the other hand, exists to provide a return on investment to its owners and/or shareholders.

Because of a nonprofit organization's tax-exempt status, your nonprofit must operate in the public interest, or in the interests of its members. Your bottom

line is service to people.

"Nonprofit," however, doesn't mean that a not-for-profit organization cannot make money. That's a common misconception with boards. Your organization certainly can make money. But the money your nonprofit organization makes must be used to provide additional services to the community and your clients. A 501(c)(3) nonprofit organization cannot pay dividends to its shareholders. ■

Promoting board service: It's meaningful and important

Nonprofit board members should be concerned about who will replace them on the board.

It is a part of board service to encourage people to "fill your seat" on the board when it is time for you to step away from board service either because of term limits, or simply a desire to move on.

A Soldotna, Alaska, board even evaluates its performance in this area annually. The board's self evaluation instrument reads, under "Advocacy": "The Board promotes board service as a meaningful way to make long-term contributions to the local community and society."

Wisconsin Board Member Becky Merwin has this to say about ending her

own service to the board she sits on, but promoting the idea of board service to others. "Boards stagnate and lose sight of the organization's vision if they don't make room for new ideas," she says.

"That's why I didn't seek another term."

And when Merwin discussed board service with interested people, she made two points.

1. It takes time, but
2. You get out of board service what you put into it.

"It takes more than a three-hour meeting once a month to be an effective board member. You have to read and be informed as well." ■

An effective board recruitment strategy

When it comes to recruiting new members for their boards, the key mistake most boards make is letting the task go until the late innings.

Boards that wait until four weeks before nominations for new board members are due are not going to be very successful at the task of board recruitment. They are likely to end up with friends, neighbors, business colleagues, etc. on the board, instead of people who have true passion for the nonprofit's mission and services.

The approach more nonprofits need to take is to regularly discuss the idea of board service with people in their communities. Keeping an up-to-date file of interested prospects makes the recruiting process much easier, and effective.

And when you get turned down because someone has too many current time

commitments to serve on the board, don't get discouraged. Instead, follow up with these folks the way a Western nonprofit does.

They send people who turn them down for board service a packet of materials designed to generate interest in serving on the board's committees, task groups and other ad hoc groups.

This way, they get additional volunteers for the organization, and a list of tasks/committees the individual is interested in. And this is a great way to develop your future board members.

If you would like to see these materials for your own board's recruiting needs, phone me at (515)963-7972 with a fax number, or e-mail your request with fax number to jeffs@radiks.net. ■

Tips for new and not so new board members

In its "Handbook for new and not so new board members" the Vermont School Boards Association offers some excellent advice for those who serve on boards, including, "Don't lose two of your most valuable possessions—your temper and your sense of humor."

That's great advice for a board member at any type of nonprofit organization.

Here are two more insightful tips from this handbook:

1. "Identify what you really enjoy doing in the way of 'extras'—where you want to put your energies and where you'll get personal satisfaction. Much board work is hard and tough, but there are fun tasks also."
2. "Try to hang around and chat after board meetings, or walk out the door with a fellow board member, instead of bolting for the door. It's often worth the few extra minutes to help the winding down process or to reinforce the caring feeling for each other."

Here are a couple more tips...

- **What is a board member's role after a policy is approved?** Let the nonprofit's staff, under the direction of the executive director, implement the policy. "As a full board, board members are legally and ethically responsible for all activities of the organization," says Indiana Board Member **David Kliss**. "But the board's proper role is oversight." In other words: Ask your executive director for updates on how the new policy is working out.
- **Don't play stump the staff.** If you have an issue that you are concerned about, the board meeting is not the proper forum to air it for the first time. That's unfair, because the executive director, and your board colleagues, have had no time to prepare. "Instead, when you have concerns, raise them with your executive director," says California Board Member **Robert Sprague**. "If the issue affects the full board, he or she will inform everybody." ■